

# Winthrop High School

## Student/Parent Handbook

### 2025 - 2026



***"Home of the Ramblers"***

*Principal*  
**Jay Dufour**

*Dean of Students*  
**Alexis Dascoulias**

*Athletic Director*  
**Joel Stoneton**

**Respect - Responsibility - Integrity - Compassion - Cooperation**

## TABLE OF CONTENTS

<a href="#"><u>Welcome Letter</u></a>	3
<a href="#"><u>Mission, Vision, Core Values</u></a>	4
<a href="#"><u>Academic Dishonesty and Plagiarism</u></a>	5
<a href="#"><u>Acceptable Use Policy/Student Laptop Use</u></a>	6
<a href="#"><u>AP Courses</u></a>	9
<a href="#"><u>Advisory</u></a>	9
<a href="#"><u>Affirmative Action</u></a>	10
<a href="#"><u>Alcohol and other drugs</u></a>	10
<a href="#"><u>Attendance and Truancy</u></a>	12
<a href="#"><u>Athletics/Interscholastic, Extra/Co-Curricular Policies</u></a>	16
<a href="#"><u>Bell Schedule</u></a>	21
<a href="#"><u>Bicycles</u></a>	23
<a href="#"><u>Bomb Threats</u></a>	23
<a href="#"><u>Bullying</u></a>	23
<a href="#"><u>Cancellation of School</u></a>	25
<a href="#"><u>Changing Student Schedules</u></a>	25
<a href="#"><u>Child Find</u></a>	25
<a href="#"><u>Civil Rights Policy</u></a>	25
<a href="#"><u>Class Officers/Student Leadership</u></a>	26
<a href="#"><u>Code of Conduct</u></a>	26
<a href="#"><u>College Visits</u></a>	31
<a href="#"><u>Community Service</u></a>	31
<a href="#"><u>Dances</u></a>	31
<a href="#"><u>Detention</u></a>	32
<a href="#"><u>Discipline</u></a>	33
<a href="#"><u>Dismissals</u></a>	33
<a href="#"><u>Displays of Affection</u></a>	34
<a href="#"><u>Dress Code</u></a>	34
<a href="#"><u>Drills/Fire Alarm</u></a>	35
<a href="#"><u>Electronic Devices</u></a>	35
<a href="#"><u>Eligibility</u></a>	36
<a href="#"><u>Extra-Curricular Clubs/Activities Listing</u></a>	37
<a href="#"><u>Fighting</u></a>	38
<a href="#"><u>Food Service</u></a>	38
<a href="#"><u>Fundraising</u></a>	38
<a href="#"><u>Grading</u></a>	39
<a href="#"><u>Graduation Requirements</u></a>	40
<a href="#"><u>Guidance Services</u></a>	43
<a href="#"><u>Hall Pass Use</u></a>	45

<a href="#"><u>Harassment</u></a>	45
<a href="#"><u>Hazing</u></a>	45
<a href="#"><u>Health Services/Nurse</u></a>	46
<a href="#"><u>Honor Roll</u></a>	46
<a href="#"><u>HOW - Habits of Work</u></a>	47
<a href="#"><u>Incident Management</u></a>	47
<a href="#"><u>Late to Class</u></a>	48
<a href="#"><u>Library</u></a>	48
<a href="#"><u>Lockers</u></a>	48
<a href="#"><u>Loitering</u></a>	48
<a href="#"><u>Messages and Deliveries</u></a>	48
<a href="#"><u>National Honors Society</u></a>	48
<a href="#"><u>Parent/Guardian Communication</u></a>	49
<a href="#"><u>Parking</u></a>	49
<a href="#"><u>Physical Restraint &amp; Seclusion</u></a>	49
<a href="#"><u>Policy on Nondiscrimination</u></a>	50
<a href="#"><u>Privileges</u></a>	50
<a href="#"><u>Public Postings, Posters, Signs</u></a>	52
<a href="#"><u>Requests for Work</u></a>	52
<a href="#"><u>School Hours</u></a>	52
<a href="#"><u>School Resource Officer</u></a>	52
<a href="#"><u>School Spirit</u></a>	52
<a href="#"><u>School Song</u></a>	52
<a href="#"><u>Special Education, Section 504, Child Find</u></a>	53
<a href="#"><u>Student Records</u></a>	54
<a href="#"><u>Student Rights and Responsibilities</u></a>	56
<a href="#"><u>Tutorials, Interventionist, Learning Labs</u></a>	56
<a href="#"><u>Suspension</u></a>	56
<a href="#"><u>Textbooks</u></a>	58
<a href="#"><u>Tobacco/Vape/Nicotine Use and Possession</u></a>	59
<a href="#"><u>Trespass</u></a>	59
<a href="#"><u>Vandalism</u></a>	59
<a href="#"><u>Video Surveillance</u></a>	59
<a href="#"><u>Visitors</u></a>	59
<a href="#"><u>Weapons, Violence, School Safety</u></a>	59
<a href="#"><u>WIN</u></a>	60
<a href="#"><u>Work Permits</u></a>	60
<a href="#"><u>*Notices of Pest and Asbestos Management</u></a>	50
<a href="#"><u>Signature Form</u></a>	61

September 2025

**Dear Students and Parent/Guardians,**

Welcome to the 2025 - 2026 school year at Winthrop High School! I am extremely excited to join this learning community and look forward to connecting with you. The policies and procedures contained in this handbook are intended as guidelines for a successful year at Winthrop High School. Please read them carefully, become familiar with them, and retain this booklet for future reference.

***Please note that this handbook is intended to provide general information and does not contain all of the information and regulations regarding school programs and procedures. Information contained in the handbook may change over the course of the school year. The live version of the student/parent handbook can be found on the high school website.***

Winthrop High School provides the support and resources our students need to have a rewarding and successful high school experience. Please access the network of support we have in place to help ensure all of your needs are supported.

We believe there must be a strong partnership between our school, the community, and your family. We are committed to working with you to guide our students through their high school experience. Communication is at the heart of our work together. Please connect with us on a regular basis so that you are confident your student is on track academically and personally.

It is critical that WHS has a safe, inclusive environment in which students engage in their learning and have caring adults to support their journey. Please work with us to foster the core values our school community has chosen for Winthrop High School. Respect, Responsibility, Integrity, Compassion, and Cooperation represent those core values and should guide all of our experiences.

On behalf of Winthrop High School Staff, welcome to the 2025 - 2026 school year. We look forward to working with each and every one of you.

Sincerely,

Jay Dufour  
Winthrop High School Principal

## **MISSION, VISION, CORE VALUES**

### **WINTHROP PUBLIC SCHOOLS' MISSION**

Winthrop Public Schools' core values develop and foster collaborative partnerships to build relationships and essential skills, which empower every individual to contribute to their communities and live a life of purpose.

### **WINTHROP'S CORE VALUES**

Winthrop High School's core values guide our decisions and anchor our actions and in the pursuit of learning. We are committed to fostering:

Respect - Compassion - Integrity - Responsibility - Cooperation

### **WINTHROP HIGH SCHOOL MISSION STATEMENT**

The Winthrop High School community believes that all students have the potential to be successful learners. The school will offer a safe and secure environment, advocate high academic standards, and strive to create challenging and diverse learning opportunities. Our school will promote self-esteem and tolerance by encouraging students to be respectful and accept responsibility for their actions. Our school, parent, and town partnership will invite students to become lifelong learners.

### **WINTHROP HIGH SCHOOL VISION, MISSION, AND STUDENT EXPECTATIONS**

We envision a school in which...

1. Compassion, respect, responsibility, cooperation and integrity guide our community.
2. Teaching and learning govern the use of time, space, facilities, personnel and financial resources.
3. Students and staff are held to high standards.
4. Teaching and learning focus on all students.
5. Faculty, supported by staff, administration, and community, leads the development and implementation of learning practices and procedures, subject to school board approval.
6. Parents, students and staff share the responsibility for student learning.
7. Lifelong learning is valued and practiced in our community.

### **EXPECTATIONS FOR STUDENT LEARNING**

The Winthrop High School Student will...

1. Exhibit competency in academic areas mandated by the state.
2. Communicate ideas and information using a variety of formats and media.
3. Understand and use technology for a range of purposes.
4. Apply problem-solving techniques and critical thinking skills.
5. Demonstrate good citizenship by contributing to their community.
6. Develop and implement personal goals while assuming responsibility for behavior and learning.

### **ACADEMIC DISHONESTY & PLAGIARISM**

Students and staff at Winthrop High School will strive to do their best in all aspects of school life including academics, extracurricular activities, and relationships. Academic work will be presented and received with honesty and respect. It is the goal of the WHS learning community to help students achieve their full potential in academic and personal excellence and help them embody the five core values of WHS: respect, compassion, integrity, responsibility, and cooperation. All members will strive for truthfulness and fairness in dealing with others with a commitment to avoid fraud, deceit and misrepresentation.

## **Academic Dishonesty: Representing another person's work, answers, or research as your own or facilitating the same for someone else**

### **Examples of Academic Dishonesty:**

- Putting a source's text into one's own words (paraphrasing) and not citing the source, therefore claiming it as your own work
- Quoting all/any portion of a source (copying information word for word) and failing to give the proper citation
- Using essay-generators or AI-generated work (like Chatbots) and claiming it as your own (even if revised)
- Copying someone's homework or answers or letting someone else copy yours
- Using any form of a cheat sheet or unauthorized notes or sources
- Using any type of technology to inappropriately share information with other students or access information
- Giving test information/answers to other students
- Unauthorized collaboration with another student to complete an assignment
- Using any online or digital translator for more than one or two words in a language class
- Facilitating academic dishonesty for another student
- Making up data or information
- Making up a source to use as a citation in a paper
- Paying for anyone else's work and claiming it as your own or receiving compensation for completing someone else's work
- Submitting your same work more than once for credit in the same or different class without the instructor's permission (applicable year to year as well)
- Receiving assistance from a parent/guardian, staff member, tutor, peer, etc. to the point where it is no longer your work
- Any other means of representing another person's work, answers, or research as your own or facilitating the same for someone else

### **Shared Responsibilities**

#### **Students**

- Each student is honest in all of their academic endeavors.
- Each student is expected to turn in their own original work.
- Each student is responsible for their own personal actions and behavior.
- Each student is responsible for asking for help when needed.

#### **Teachers**

- Teachers will make their expectations for good academic behavior clear.
- Teachers will provide instruction and scaffolding for students to complete assignments.
- Teachers will make help available for students who are having difficulty with their assignments.
- Teachers will consistently model and demonstrate citing and crediting sources appropriately.
- Teachers will check for academic dishonesty, take appropriate action, and report infraction to administration.

### **Consequences for Violating Policy**

All academic dishonesty infractions must be reported to administration. Offenses are cumulative throughout the curriculum, not isolated to one course, and carry year to year. For example, an infraction in English would qualify as the first offense, a subsequent offense in Civics constitutes a second offense, and an additional offense in Algebra would be the third -- regardless of which year in high school the incidents occurred. Teachers can find out whether the student has had any prior experience with cheating by checking PowerSchool in order to determine how to proceed next.

#### **1st Offense\*\***

- Teacher discusses infraction with student.
- Teacher fills out the Code of Conduct (AKA Office Disciplinary Referral) form and submits to the office.

- Teachers may decide whether to allow students to redo or complete an alternative assignment.
- If applicable, student will meet with teacher to plan reassessment. Once alternative assessment is successfully completed, the zero will be replaced with completed grade.
- Teacher contacts parent/guardian.
- Administrator meets with student to discuss the infraction and why it negatively impacts the student and the school.
- Administrator reviews the student's responsibilities for academic honesty.
- Administrator gives the student an explicit warning of what the 2nd offense consequences would be.
- Administrator will share infraction with the student's other teachers, guidance counselors, advisors, coaches, and honor societies on a need-to-know basis.

#### 2nd Offense\*\*

- Teacher discusses infraction with student.
- Teacher fills out the Code of Conduct (AKA Office Disciplinary Referral) form and submits to the office.
- Student receives no credit for the assignment.
- Student receives an administrative detention.
- Administrator contacts parents and sets up a meeting with student, teacher, and administrator.
- Administrator gives an explicit warning of what subsequent offense consequences would be.
- Administrator will share infraction with the student's other teachers, guidance counselors, advisors, coaches, and honor societies on a need-to-know basis.\*

#### 3rd Offense & Subsequent Offenses\*\*

- Teacher discusses infraction with student.
- Teacher fills out the Code of Conduct (AKA Office Disciplinary Referral) form and submits to the office.
- Student receives no credit for the assignment.
- Student receives an in-school suspension.
- Subsequent offenses may result in suspension, removal from elected position(s) and or honorary organization(s), and other consequences determined by an administrator.
- Administrator will share infraction with the student's other teachers, guidance counselors, advisors, coaches, and honor societies on a need-to-know basis.\*

\*Additional consequences may occur at the discretion of club advisors or athletic coaches

\*\*Upon teacher recommendation, the administrator determines the severity of the infraction and the student may be held accountable for a 2nd or subsequent offense regardless of whether a 1st or 2nd offense occurred.

*Adapted From:*

Mountain Lakes H. S. Honor Code (Mountain Lake, NJ)

"School for Champions" by Ron Kurtes

"Why Honesty Matters" by Charles Lipton

Gardiner Area H. S. Code of Conduct (Gardiner, Maine, M.S.A.D #11)

Kentridge High School Academic Integrity Policy (Kent, WA)

Lewiston High School Academic Honesty Policy (Lewiston, ME)

### ACCEPTABLE USE POLICY/STUDENT LAPTOP USE

#### Introduction

This information technology and network use policy governs the use of computers and networks in the Winthrop Public Schools. As a user of these resources, you are responsible to read and understand this document. This document protects the consumers of computing resources, computing hardware and networks, and the system administrator. Winthrop Public Schools utilizes filtering technology designed to block any materials that are obscene or harmful to minors. We are in compliance with the Children's

Internet Protection Act (CIPA) as mandated by federal law. Winthrop Public Schools is not responsible for Internet use at home with equipment owned by the school.

### Responsibilities

Computers and networks can provide access to resources on and off school campus, as well as communication with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Users do not own accounts on Winthrop Public School's or Maine Department of Education's (MLTI) computers, but are granted the privilege of use. Technology staff will have access to user files in the normal course of his/her employment when necessary to protect the integrity of computer systems or the rights or property of the Winthrop Public Schools. All employees, students, parents and community members are expected to observe the following rules of network etiquette:

1. Do not disclose personal information about yourself and others.
2. Give credit to copyrighted materials found on the World Wide Web (www).
3. Email has become a vital communication tool used by staff and students to carry out academic and administrative functions. It is important to ensure the security and responsible use of email within the district. Threatening or harmful email will result in loss of privileges and possible further legal action

### Acceptable Use

Computers, networks and the Internet are provided for educational curriculum and applied research consistent with the learning objectives of the Winthrop Public Schools.

### Prohibited Use

Each user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable use that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials
2. Illegal Activities
3. Violating Copyrights
4. Plagiarism
5. Violating Software Licensing
6. Misuse of Passwords/Unauthorized Access
7. Malicious Use/Vandalism
8. Inappropriate use of social digital media
9. Unauthorized downloads and software installation

### School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### The Network as a Privilege

Be mindful that the availability of the Internet as a research tool is a tremendous benefit to the students, parents, employees and community users. Any attempts to vandalize, destroy data, invade the privacy of another individual's account, or post anonymous inflammatory messages will result in disciplinary action and/or termination of Internet access.

### School Website

The Winthrop School Department maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events and student and staff achievements. This web site is intended to support the educational mission of the schools to enhance the curriculum and learning opportunities for students and staff, and to provide



valuable information to the larger community about our schools. The web site does not create nor is it intended to create a public or limited public forum.

The Board recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The superintendent shall be responsible for overseeing the implementation of this policy. The superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the Winthrop Public School's website consistent with Board policy and guidelines.

#### Distance Learning

Winthrop Public Schools offers no distance education program. However, classes for selected student needs may be assigned, with permission of the guidance counselor and administration, through VHS (Virtual High School). Some other online college classes are also applicable. All students in VHS or other approved online classes are expected to comply with applicable Board policies, procedures and school rules. Violations of Board policies, procedures and school rules may result in loss of privileges to participate in distance learning programs, as well as disciplinary sanctions under the applicable policy or rule. The superintendent is responsible for implementing the distance-learning program, although specific responsibilities may be delegated to administrators or other appropriate staff at the superintendent's discretion.

#### Enforcement

Minor infractions of this policy, when accidental, such as consuming excessive time and/or material resource or overloading computer systems, will be resolved informally by the supervising personnel, and/or technology specialist. These infractions will be discussed either through electronic mail notices or in-person, whichever means is most expedient.

Repeated minor infractions or misconduct, which is more serious, may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to: unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use of copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders will be referred to their sponsoring advisor or other appropriate administrative personnel for further disciplinary action.

Any offense, which violates local, state, or federal laws will result in the immediate loss of all school computing privileges and will be referred to an appropriate school administrator and/or law enforcement authorities.

#### **Laptop Damage Procedures**

This policy addresses the actions that will be taken for students of Winthrop Public Schools in the event that there is damage to their district-issued laptop, charger, or case.

Each student provided with a laptop is responsible for taking care of said laptop and its accessories, as outlined in the [Student Computer and Internet User Rules](#) and the [Winthrop Public Schools Laptop Use Guidelines](#). All laptops and accessories acquired for or on behalf of Winthrop Public Schools are considered to be property of the district. Charges will be incurred for any damage that is not due to device component malfunction, whether intentional or accidental.

Examples of damages that may incur a charge are as follows, but not limited to:

- Cracked screens
- Missing/broken keys
- Liquid damage
- Lost/missing/ stolen laptops, chargers, and cases
- Bent charger prongs
- Broken case zippers

Replacement costs and/or repair for damages that occur are the sole responsibility of the parent/guardian. Replacement/Repair costs are:

- Full MacBook Replacement- \$1,000.00
- Charger - \$75.00 (new generation) or \$49 (previous generation)
- Carrying Case - \$40.00
- Keys - \$10.00 each
- Screen - \$99.00 up to \$300.00
- Damage to Internal Components - up to \$400.00

The district reserves the right to increase these charges as necessary, provided that the district's cost to repair or replace the device has increased.

### **Invoicing**

In the event that charges are incurred, an invoice will be mailed to the student's parent(s)/guardian(s) on file in the student information system. This invoice will include the student's name and address, detail the dollar amount of the fee, as well as a case ID or repair ID number, if applicable. It will also include instructions on how to pay the fee and for meeting with the building principal to discuss damage and billing.

Winthrop Public Schools recognizes that technology is important in not only fostering digital literacy and competence among students, but is also essential for students to complete their required schoolwork. In consideration of this, the district will provide a two week grace period for payment. If a parent or guardian has not gotten in touch with the building principal to discuss payment options within that time frame, then the principal may choose to only allow the student to use the device while at school. They may also request assistance from the Technology Department to shut the device off remotely until the fee has been paid. Winthrop Public Schools understands that every family's economic situation is different, and is therefore willing to work with families regarding the above fees, based on their financial circumstances. Any alternative payment plan, option, or waiver will be at the discretion of the building principal.

### **Student Laptop Use Privileges**

Any student that is determined to have repeatedly damaged their district-issued laptop may be subject to having their laptop permissions revoked until such time as the building Principal or Technology Director determines that the student is able to utilize the device appropriately. Parents and guardians can opt out of the laptop program at any time. In such a case that a family wishes to opt out and a laptop has already been issued, the student's laptop and any district-provided accessories will be returned to the district.

### **ADVANCED PLACEMENT COURSES**

It is expected that students taking advanced placement courses will take the exam in the spring. In order to maintain the AP designation on the transcript, the AP exam must be taken or a practice exam must be taken on the same day, during the same time. Students choosing to take a practice exam instead of the actual exam will need to pass the practice exam with at least a 3 in order to maintain the AP designation on their transcripts. There may or may not be a fee assessed to students/families in order to take the AP exam, and a fee assessed to students/families if they decide to not take or cancel the exam.

### **ADVISORY/HOMEROOM**

All students are assigned an advisory teacher they will have for all four years of high school. The intent is for all students to have an adult in the building they can connect with, seek out, and build a relationship with so the teacher can advocate for the student. Advisory activities will promote school and community

involvement, school culture, ownership, leadership, team building, and SEL learning opportunities. Advisory times are built into the master schedule and happen daily/weekly. **All** students are required to attend and participate in advisory/homeroom times and activities.

### **AFFIRMATIVE ACTION** [Policy Link](#)

The school district does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of either school employees or students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability or genetic information are prohibited.

The School Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

The school district has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The school district has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under policy AC. Anyone who wishes to file a complaint because of discriminatory practices by the Winthrop Public Schools may do so by completing the [Discrimination and Harassment Complaint Form](#), notifying the Affirmative Action Officer, Alexis Dascoulias, Winthrop High School, 211 Rambler Road, Winthrop, ME 04364, telephone 377-2228 or the Regional Office of Civil Rights, Region 1, RKO General Building, Boston, MA 02114

Adopted: 11/20/1991, (revised 12/15/2004, 2/24/10, 7/29/2020) Winthrop School Board, Policy ACAA

### **ALCOHOL AND OTHER DRUGS** [Policy Link](#)

The Winthrop Board of Education and staff of the Winthrop Public Schools support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth. In order to promote the safety, health and well being of students, the Winthrop Board of Education endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education, intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

#### **Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of "bath salts"; any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; any substance that is represented to be a controlled substance; any substance which, when used or abused, can affect or change a student's mental, physical or behavior pattern, including, but not limited to, volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) and prescription drugs; or be in possession of paraphernalia or implements used for the distribution or consumption of a prohibited substance or any substance that is represented as, or is reported to be, a prohibited substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose

conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

### **Disciplinary Action**

Principals will suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Principals will confiscate prohibited substances and/or drug related paraphernalia. Students will also be referred to law enforcement authorities for investigation and/or prosecution of any suspected illegal activity. The school administration reserves the right to make decisions regarding situations not specifically covered in the handbook.

### **Prevention/Education**

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

### **Intervention**

The superintendent and building administrators will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

### **Policy Communication**

The school unit shall make available this policy and appropriate related information to staff, students and parents on an annual basis through means selected by the Superintendent and building administrators. Following, is a list of consequences for infractions of the above policy. For the purpose of this section only, there are four categories of student activities and their consequences. They are regular day students, short term co-curricular activities such as One Act Play, Cabaret, etc., yearlong co-curricular activities such as Latin Club, Math Club, etc., and extra-curricular or athletics such as soccer, track and field, etc. Perceived alcohol or illegal drug use or drug abuse by a student will result in a non-clinical assessment such as the DITEP (Drug Impairment Training for Educational Professionals) assessment to determine if a student is under the influence of alcohol, illegal drugs or drugs. If a student is found to be under the influence of alcohol, illegal drugs or drugs, the student/parents will be provided resources which may include a physician's office or hospital for formal testing. If the student refuses either the informal or formal testing within 24 hours, they will be assumed to be guilty of illegal substance use or drug abuse. A student's admission of guilt can negate the necessity of the medical/clinical assessment. All suspended students are to report to guidance to pick-up missed work or speak to teachers at a predetermined time arranged by the administration. If the student does not comply, the student will forfeit the opportunity to make up missed work and receive zeros for all missed work.

### **A. Possession, use or under the influence of alcohol or other drugs and/paraphernalia**

#### **First Offense:**

1. Students will be suspended from the regular school program for a minimum of five days.
2. Athletes currently involved in their sports season, will be suspended from practices and competitions for the next two calendar weeks of the current or, if out of season, their next sport season. While athletes are encouraged to return after their suspension, there is no guarantee that they will be returned to their original position or capacity.
3. Students involved in short-term co-curricular activities, will be suspended from practice and competition for two weeks. While the student is encouraged to return after their suspension, there is no guarantee that they will be returned to their original position or capacity.
4. Students involved in yearlong co-curricular activities will be suspended from the next major planned activity (not to include a practice or meeting). While the student is encouraged to return after their suspension, there is no guarantee that they will be returned to their original position or capacity.

5. The student and parents/guardian must attend a student review meeting with an administrator or their designee to formulate a plan for re-entry. The student must follow the recommendations and re-entry plan in order to continue attending school. Students involved in athletics or other extra- or co- curricular activities who do not comply with the recommendations of the re-entry plan will be suspended from the team or activity for the remainder of the season or rest of the year.
6. If parent/guardian refuses to cooperate with stated procedure, the administrator shall consider referral to the office of Child Abuse/Neglect of the Dept. of Health and Human Services

#### **Second offense**

1. The student will be suspended from the regular school program for a minimum 10 days.
2. Athletes involved in extracurricular activities will be suspended for their next 30 sport season days.
3. Students involved in short term co-curricular activities will be suspended for 30 calendar days.
4. Students involved in yearlong co-curricular activities will be suspended for 30 calendar days.
5. The student must attend a self-help program and show proof of attendance and progress to their administrator in order to continue attending school.
6. The administrator shall consider referral to the Dept. of Human Services if parent/guardian refuses to cooperate with stated procedure.

#### **Third Offense**

1. Students involved in all athletics and all co-curricular activities will be suspended from those activities for a calendar year.
2. The administrator will recommend expulsion and recommend a clinical/medical assessment.

### **B. Distribution or Sale of Alcohol or other Drugs:**

#### **First Offense**

The administrator will notify the superintendent and law enforcement. The administrator shall suspend the student for 10 days and a recommendation will be made for expulsion. Athletes and students involved in extra- or co- curricular activities will be suspended from all activities for the remainder of the year.

#### **Second Offense**

The administrator will notify the superintendent and law enforcement. The administrator shall suspend the student for 10 days and a recommendation will be made for expulsion. Athletes and students involved in extra- or co- curricular activities will be suspended from all activities permanently.

### **[ATTENDANCE & TRUANCY Policy Link 1](#), [Policy Link 2](#)**

#### *Compulsory Attendance:*

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

A. A person who graduates from high school before their 17th birthday;

B. A person who has:

1. Reached the age of 15 years or completed the 9th grade;
2. Permission to leave school from that person's parent;
3. Been approved by the principal for a suitable program of work and study or training;
4. Permission to leave school from the Board or its designee; and
5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or

C. A person who has matriculated and is attending an accredited, postsecondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

### **Alternatives to Attendance at Public Day School**

A. Equivalent instruction alternatives are as follows:

- A. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:
- B. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
- C. A private school recognized by the DOE as providing equivalent instruction;
- D. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or
- E. Any other manner arranged for by the Board and approved by the Commissioner;
- F. A state approved charter school as outlined in 20-A MRSA § 2404.

B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

**Credit for Attendance at a Private School** A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

**Discontinuation of Home Instruction** If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

### **Excusable Absence**

A person's absence is excused when the absence is for the following reasons:

- A. Personal health, including the person's physical, mental and behavioral health;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been approved;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individual education plan or a superintendent's student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

### **Verifiable Absences**

A. 0-20 days absent/dismissals/tardies\*

- 1. If a parent verifies that their child is absent (Excusable absence), WPS will consider that day as an excused absence. Verified means a reason was given for absence to be excused under Title 20-A compulsory attendance. A reason must be given for the absence to be excused (ex. Stating "my child has an appointment" is not an excusable absence unless a reason is given or type of appointment is stated to the main office staff). Parents have 2 weeks (10 school days) to excuse an absence. After that point, the absence will remain unexcused.
- 2. If a parent does not verify that their child is absent (Unexcused absence- zeros entered into the grade book)

3. If an absence is not verified it will be considered unexcused and will contribute toward the students truancy record as defined in policy JHB (10 cumulative or 7 consecutive)
4. At the end of each quarter, students who have missed 10% of their school days total, both excused and unexcused, a formal letter will be sent by the respective school to notify the parent/guardian of the student being chronically absent.

B. 20 days and beyond (absent/dismissals/tardies)

1. After 20 cumulative absences (excused or unexcused)
  - a. Written documentation from a certified health professional will be required in order to obtain an excused absence for each day/time the student is absent, once this threshold is reached (i.e. physician's note).
  - b. If written documentation is not provided then the absence will be marked as unexcused, no work can be made up, and further action may be taken under policy JHB.

\*In the case of excessive excused absences, parents/guardians will be required to provide a doctor's note.

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

Secondary school students 20 years of age or more will only be admitted to Winthrop Public Schools with prior Board approval.

### **Dismissal Procedures and Precautions**

1. **Early dismissal due to illness - Students who are sick and need to go home must see the school nurse or report to the office. The school nurse or school secretary will call home to arrange for transportation. Students leaving school without following this procedure will be given unexcused absences for the classes missed and will receive disciplinary action. Students are not to use electronic devices (including cell phones, computers, etc.) to communicate with parents/guardians to get dismissed without prior approval of the administration. Disciplinary action will take place without prior approval.**
2. Early dismissal for appointments. After a student reports to school, he/she is not to leave before the scheduled dismissal time for any reason without receiving permission from the principal or his/her designee. Students requesting an early dismissal shall present a note signed by a parent/guardian to the office before school, or a parent/guardian may call the office and request a student dismissal. In lieu of personal or written contact, the presentation of a doctor's appointment card or court appearance form shall be acceptable. A specific reason must be given in order for the early dismissal to be recorded excused (ex. Stating "my child has an appointment" is not an excusable absence/dismissal there must be a specific type of appointment for the dismissal to be recorded as excused. It is preferred that the student presents a note or slip from the medical office of the appointment. If the appointment for dismissal is not specified, the dismissal will be recorded as unexcused).
3. No staff shall excuse any student from school prior to the end of the school day, or into any person's custody without direct approval and knowledge of the building principal.

### **I. ATTENDANCE PROCEDURES AND INTERVENTIONS**

- A. **NOTES AND TELEPHONE CALLS.** Absences and Tardies: Parents or guardians have four (4) school days to either call or send in a note to verify the reason for a student's absence or tardy. After that time period, the absence or tardy will be considered to be and remain unexcused. A call or note from a parent or guardian is required for the possibility of an absence or tardy to be excused.
- B. **HABITUAL TARDINESS:** Habitual tardiness (more than 5 unexcused tardies per quarter) may result in phone calls to the home, letters to the parents, loss of privileges (including participation

in co-curricular activities), conferences and student detention with transportation home arranged by the parents/guardians. Tardies are recorded in the main office and include being late to the start of the school day and late to the start of a class period. The following is the Habitual Tardy Policy (based on school scheduled quarters):

1. On the 3rd and/or 4th tardy - Students will be reminded of the tardy policy and expectations, as well as consequences for continued tardiness  
Parents/guardians will be contacted by the Dean of Students to work on a resolution to the tardiness.
  2. On the 5th tardy - Parents are notified and the student is assigned administrative detention.
  3. On the 6th, 7th and/or 8th tardy - Parents are notified and student may have “privileges” revoked and the student is assigned a second administrative detention and will meet with the Dean of Students or Principal to discuss options
  4. After the 9th tardy - Parents are notified, co-curricular eligibility revoked, and may be assigned a Saturday detention or an in-school suspension by the Dean of Students or by the Principal
- C. Each instance of skipping a class, tutorial, or learning lab will result in at least an administrative detention. Habitual skipping of classes will result in additional disciplinary action including meeting with parents/guardians, loss of privileges (if applicable) and in-school suspension. Additionally, if a student comes to school tardy, unexcused and misses a class or classes as a result, those class(es) missed will be considered a skip (for example, a student comes tardy unexcused to school at 9:15 a.m. and misses the first block of the day.) If a student skips a class, the work missed cannot be made-up.
- D. Parents/guardians cannot excuse numerous absences and/or tardies ahead of time (prior to them happening) without prior approval from the building principal, and must have accompanying proper documentation (ex., family vacation, documented medical appointments, etc.)
- E. MAKE UP OF MISSED WORK: For each excused day missed, students will have a cumulative of two (2) school days to make up the work from the missed days. A zero will be recorded for the work not made up. [Policy Link](#)
- F. STUDENTS AT-RISK: Students who are absent, unexcused 7 consecutive days or 10 total days are considered truant and are likely at-risk. Along with a letter home, state law requires that truant students are reported to the state. Lack of attendance and truancy to school may result in failing grades due to missed instruction, lack of work completion, missing work, and poor grades. Students will be allowed to make up class time missed due to an excused absence(s). This make-up can either be done through contact time with a teacher(s) or an administrative/student plan. All makeup must be completed prior to the end of the quarter in which the absence occurred.
- G. RTI REFERRAL: Students who are absent more than five (5) days in a semester course or ten (10) days in a full-year course may be referred to the RTI committee in order to implement intervention(s). These interventions are to assist students in achieving academic excellence.
- H. STAFFING: When the fifth absence in a semester course and the tenth absence in a year-long course occurs, guidance or administration will call a staffing meeting to review and evaluate a student in lieu of or in conjunction with a student's RTI referral, except in those cases where absences are known to be legitimate. The staffing, chaired by a guidance counselor, shall consist of: the student's current teacher(s); one counselor, the interventionist, and one administrator. The student shall have an opportunity to present any facts to the group that may be pertinent to the absences. The parent or guardian of the student will be invited to the meeting. The goal of the staffing is an intervention, designed to assist in the creation of a plan for the student's success. The committee shall have three (3) days after meeting to make a recommendation to the RTI Committee and the principal. The recommendation may be, but is not limited to:
- A. Determine if the student is at-risk



- B. Referral to the RTI Committee
- C. Report of truancy
- D. Assist with attendance protocols
- E. Design an academic, behavior, and/or attendance plan
- F. Referral to guidance, learning labs, or to the school's interventionist
- G. Extension of the absence if in the committee's opinion the attendance issues are due to extended illness or extenuating circumstances beyond the student's control.
- H. No action

### **ATHLETICS/INTERSCHOLASTIC, EXTRA/CO-CURRICULAR ACTIVITY POLICIES [Policy Link](#)**

All prospective participants for the current school year are encouraged to sign up with the athletic administrator at the beginning of the fall athletic season or at the beginning of school. Prior to the start of an activity, pertinent forms and parent permission must also be submitted.

All season infractions are cumulative.

The expectation is that the participant agrees to the training rules and regulations for the entire school year, whether they participate in one or more activities.

Teams may begin practice on the day specified by the Maine Principals Association. The respective coach will determine how much training time is necessary within these guidelines.

To represent the school system in any extracurricular activity, that program must be organized under the jurisdiction of Winthrop Public Schools.

Activities are dependent upon the number of students participating.

#### **ATHLETIC LOCKER POLICY AND USE**

Athletes may be loaned a locker for storage and securing valuables during the season(s) in which they participate in a sport. It is important for both athlete and parent to understand the school policy concerning locker use and possible searches. Athletes will not be assigned a locker unless the permission slip is signed by both the athlete and the parent(s). Please note specifics of locker use in the general information section of this handbook. For further information, please refer to board policy JFGA.

#### **ELIGIBILITY REQUIREMENTS AND SPECIFICATIONS**

##### **A) School Physical Requirements and Participation Forms:**

School Board policy states that before a student can participate in athletics they must have done the following:

1. Had a physical examination during grades 9 and 11 or had a physical examination every two years.
2. In the years where physicals were not required a medical update form must be completed and turned in for each sport in which the student participates.
3. Parental permission form must be signed and turned in.
4. Proof of health and accident insurance coverage must be shown. Please note that the Winthrop School System does not provide health or accident insurance. However, insurance provider information is available at the school office.
5. Both parents and athletes must agree to abide by the conditions of the Extra-Curricular Contract and sign the agreement sheet.

##### **B) Academic Eligibility:**

To be academically eligible, a student must:

1. Be enrolled as a full-time student or be a home-instructed student.

2. Be passing all subjects at the eligibility checkpoints.
3. Seek extra help for any class that has or may result in a failing grade.
4. Be enrolled in at least 6 classes each semester.
5. At the end of the school year, the student must have passed all courses and obtained a minimum of six credits for the year. Students may regain eligibility to participate in their next season by passing an approved summer school course.
6. Be in compliance with current Maine Principals Association rules and regulations regarding eligibility.

\*Dropping a course with a failing grade after the two-week add/drop period will result in immediate ineligibility for two weeks from the date of the course being dropped.

\*An incomplete will be counted as an "F" unless there are extenuating circumstances that are approved by the teacher and activities director.

#### C) Attendance for Competitive Activities:

Regular attendance at school is expected of all participants. If a participant is absent from school the day before a non-school day contest, he/she may participate in the next contest if the absence is excused by the parent/guardian and approved by the athletic administrator or principal. If a participant is absent from school the day of a scheduled contest, he/she may participate if the absence was excused in advance by the parent/guardian and approved by the athletic administrator or principal.

#### D) Tardiness:

Excused tardiness the day of a scheduled event must be cleared by the athletic administrator or principal and approved by the coach/supervisor before the student is allowed to participate. Students must be in school daily by 9:00 AM or will have an unexcused tardy (without legitimate reason). Students with unexcused tardies on the day of an event will not be allowed to participate in that day's event. Legitimate reasons for absences or tardies are set by Maine State statute and are as follows:

- Personal Illness
- Appointments with health professionals
- Observance of recognized religious holidays
- Emergency situations
- A Planned absence for a personal or educational purpose that has been approved by the principal and his/her designee.

Students are expected to be in school on the day after a game by the beginning of school, unless cleared in advance by the athletic administrator or the principal or his/her designee. Three tardies, be they excused or unexcused, on days after a game will render the student ineligible for the next scheduled event.

#### E) Transportation:

All participants traveling to and from school sponsored contests and activities must travel in transportation provided by the school. In special instances, as determined by the athletic administrator or principal, the student may travel with a parent or adult authorized by the parent; however, the student must submit in advance a written request signed by the parent or guardian. The coach or supervisor must be informed. Permission may be given by the coach/supervisor for the student to go home with his/her parent(s)/legal guardian provided that such a request is made in person to the coach/supervisor in charge.

#### F) Attendance at Gatherings where Alcohol or Drugs Are Present:

Students are prohibited from knowingly being present where underage drinking or illegal drug usage is taking place. Knowingly being present means that when a student remains in a location where others are

illegally using alcohol or drugs and, being aware of that, makes no reasonable effort to remove himself or herself from that location. A student who finds himself or herself in a location where alcohol or drugs are being used illegally is expected to immediately leave that location.

#### G) Training Rules and Regulations:

Smoking, vaping, chewing tobacco, drinking of alcoholic beverages, or the illegal use, transportation, or possession of alcohol, drugs, drug paraphernalia or look alike substances will automatically result in disciplinary action and/or referral to law enforcement.

#### 1. Voluntary Referrals for A Dependency Problem

Students struggling with drug or alcohol dependency are encouraged to seek help; however, students must come forward for a voluntary referral prior to an infraction. Student(s) (or concerned peers) should inform their coach/activity advisor, activities director or trusted teacher of the problem and seek assistance from the counselor immediately. The student, counselor and parents will then develop an appropriate plan of action upon request. Students must submit a weekly report from their counselor to the activities director. As long as the student continues their progress, they will be allowed to participate in their activity. If a student chooses not to fulfill their program requirements, and an infraction occurs, then they are subjected to the penalties listed in "Non-Voluntary Referrals."

#### 2. Non-Voluntary Referrals

Possession, use or under the influence of alcohol or other drugs and/paraphernalia

##### First Offense:

- a. Athletes currently involved in their season will be suspended from active participation in competitions/events for the next two calendar weeks of the current season. Athletes will still be expected to attend and participate in all practices within the two-week suspension. It should be noted that there is no guarantee that they will be returned to their original position or capacity, after their suspension.
- b. Students involved in short-term co-curricular activities, will be suspended from competition for two weeks (not to include a practice or meeting). While the student is encouraged to return after their suspension, there is no guarantee that they will be returned to their original position or capacity.
- c. Students involved in yearlong co-curricular activities will be suspended from active participation in the next major planned activity (not to include a practice or meeting). Students are still required to attend and support their activity. While the student is encouraged to return after their suspension, there is no guarantee that they will be returned to their original position or capacity.
- d. The student and parents/guardian must attend a student review meeting with an administrator or their designee to formulate a plan for re-entry. The student must follow the recommendations and re-entry plan in order to continue attending school. Students involved in athletics or other extra- or co- curricular activities who do not comply with the recommendations of the re-entry plan will be suspended from the team or activity for the remainder of the season or rest of the year.

##### Second Offense:

- a. Athletes involved in extracurricular activities will be suspended for their next 15 sport season days.
- b. Students involved in short term co-curricular activities will be suspended from their activity for 15 calendar days.
- c. Students involved in yearlong co-curricular activities will be suspended for 15 calendar days.
- d. The student must attend a self-help program and show proof of attendance and progress to their administrator in order to continue.

#### Third Offense:

- A. Students involved in all athletics and all co-curricular activities will be suspended from those activities for a calendar year.
- B. The administrator will recommend expulsion and recommend to the parents of the student a clinical/medical assessment.

#### 3. Distribution or Sale of Alcohol or other Drugs:

##### First Offense:

The administrator will notify the superintendent and may inform law enforcement. The administrator shall suspend the student for 10 days and may recommend expulsion.

##### Second Offense:

The administrator will notify the superintendent and may inform law enforcement. The administrator shall suspend the student for 10 days and may recommend expulsion.

#### H) Other Rules and Regulations:

##### Commitment:

As coaches/activity advisors of extra-curricular activities feel that a student, by the act of trying out for and making a team or activity, has committed themselves to that activity; attendance at practices, games, and events are expected. Absences will affect playing or competing time and repeated absences or unexcused absences will cause the student to be removed for the team or activity at the coaches or activity advisor's discretion.

##### Early Dismissal:

Participants dismissed from school early are responsible for contacting all their teachers concerning assignments, quizzes, tests and work that will be missed. Participants must be prepared for the next day.

##### Health Insurance (Athletes only):

All athletes must show proof of health insurance in order to participate in Winthrop High School athletics. Insurance may be purchased through independent insurance companies. Claim forms are available in the main school office. It is the parents' responsibility to obtain, complete, and submit these forms to the insurance agent. There is an inherent risk associated with participation in athletic activities. The school assumes no responsibility for injuries, filing claims or subsequent negotiations with the insurance company.

##### Switching a Team (Athletes only):

A player or manager will be allowed to switch from one sport to another, within the first two weeks of their current season. However, it is still an expectation that they speak directly to the coach before leaving. This meeting must be a face to face meeting.

##### Multi-Sport Athletes:

An athlete may participate in one or more high school sports per season but must declare their primary sport in the event there is a conflict. In the event a student decides to participate in two sports, the player must notify the Athletic Director and coaches involved. After a written letter of support from the parents to the school is received, a practice and game schedule must be agreed upon by the coaches. This plan must be presented and approved by the Athletic Director.

#### Quitting a Team (Athletes only):

Athletes will be allowed to leave anytime during the season. However, it is still an expectation that they speak directly to the coach before leaving. This meeting must be face to face. After this time, If any athlete leaves for other than medical reasons, they will not be allowed to participate for the first two weeks, in their next sports season, unless the reason for leaving has been cleared, in advance, with the coach(es) and/or the Athletic Administrator.

#### Privilege to Participate:

The privilege of participation may be revoked by a coach/supervisor, the athletic administrator or principal, if the student does not conduct himself or herself in a manner that reflects favorably on the school. Upon dismissal of a participant from activity, parents will be notified both by letter and personally by the coach/supervisor, athletic administrator or principal.

#### Uniforms and Equipment:

School property assigned on loan to athletes is to be used only for that particular sport and season and only at practices, meets, matches and games. Students are responsible for care, maintenance, and cleaning of these materials which are to be turned in at the end of that particular season. Materials lost, stolen or damaged are still the responsibility of the athlete assigned them and payment for replacement costs will be expected. Athletes owing money will not be allowed to play in the next sports season until their bill has been paid.

#### Preseason Meetings and Coaches Rules:

Subject to review and approval by the athletic administrator, special rules for individual sports necessary to address unique circumstances will be set by the coach and discussed at preseason meetings for all parents and athletes. These meetings will take place in the fall, winter, and spring prior to the beginning of each sports season. No procedure shall conflict with school board policy.

#### Day of Game Requirements:

Athletes may dress up on the day of an athletic competition for the entire day according to the guidelines established by the individual coach's discretion. Athletes represent the school and community.

Game jerseys or shirts may be worn the day before or the day of athletic contests when appropriate. Coaches may opt to have their team travel in the team's uniform. If special conditions exist, which the traveling team may encounter, the coach will use his/her discretion concerning the dress. It is an expectation that athletes will dress-up for award ceremonies, no hats are to be worn.

#### Hazing [Policy Link](#)

No student (or group of students) in any WHS activity, organization, club, or team shall subject another student (or specific group of students) to any degrading, demeaning, or harmful treatment as part of an initiation into, affiliation with, or continued membership in said activity, organization, club, or team. Team "bonding" activities should be mutually agreeable to ALL students, and coaches are expected to determine appropriate tasks/duties for students on their teams.

#### Emotional Well-Being

Participation in extra curricular activities should be a source of pride and joy for students. If, for any reason, a student feels depressed or anxious (or is worried about a teammate), we encourage them to contact an adult who can help. Parents, coaches, teachers, clergy, guidance counselors, or school directors are all options. Help can also be found at the crisis hotline 1-888-568-1112 (call) or via text at 741741.

#### Sportsmanship

Participation in any club, activity, or team representing Winthrop gives students an opportunity to match skills against others. This should be done in a spirit of mutual respect, fair play, and healthy competition.

Responsibility, Integrity, Respect, Compassion, and Cooperation along with Honesty, Fairness and Courage are essential ingredients for good sportsmanship and character development.

Reference: WPS Policy JICH

#### Qualifications for a Letter:

##### General Letter Information:

An athlete lettering for the first time shall receive the Varsity W and an appropriate pin and certificate.

Subsequent lettering will be recognized with a pin and certificate. Athletes participating at the sub-varsity level will receive a certificate. Subsequent participants at the sub-varsity level will be recognized by a certificate..

##### Specific Sports Letter Requirements for Varsity:

Baseball and Softball – Players must participate in at least one-third of the total inning played. Pitchers shall pitch in one-third of the total innings played.

Basketball and Football – Players must participate in at least one half of the total quarters played.  
Soccer, Field Hockey & Ice Hockey – Players must participate in at least one-half of the total halves.

Cross-Country Running – Runners must participate in at least two-thirds of the total meets and must place in the top five team positions in these meets, or place in the top five in the State Meet.

Nordic Skiing – Varsity letters will be awarded to the top six finishers in 60% of the regular season meets.

Track & Field – Members must average at least two points per meet or place in the top five in the Regional or State Meet.

Tennis – Players must participate in at least one-half of the matches or place in the State tournament.

Golf – Players must participate in at least one-half of the matches or place in the State Tournament.

Cheerleaders – Participants must cheer in all activities to which varsity cheerleaders are assigned, unless excused by the coach. A substitute cheerleader must cheer in one-third of the squads assigned activities.

Math Team – Participants must compete in one-half of the meets.

Drama Club: Students must participate in both the fall production and the MPA One Act Festival production. At least one of these participations must be a major role (tech or on stage) of 50+ hours of rehearsal and all performances.

Managers, scorers, timers, etc. - may receive a letter at the discretion of the coaches.

Senior Letter – If a senior athlete does not meet the qualifications outlined for their sport, they may earn a letter by participating on a team for three years and by receiving the recommendation of the coach of that team.

Athletes may be denied their letter and admission to the next sports season for failure to either return all equipment assigned or make compensation for lost equipment. In all cases, athletes must be a member in good standing of the team at the conclusion of the season. Mountain Valley Conference, regional and state contests are a part of each sport season.

#### **BELL SCHEDULE**

Winthrop High School will operate on a block schedule during the 2024 - 2025 school year. Green Days will consist of blocks 1 - 4 and White Days will consist of blocks 4 - 8.

Winthrop High School 2025 - 2026 Bell Schedule

25-26 WHS Bell Schedule

<b>Regular Daily Bell Schedule</b>	
School Opens	7:10
First Bell/Warning Bell	7:25
Announcements/Block 1/5	7:30 - 8:50
Block 2/6	8:55 - 10:10
Advisee/WIN	10:15 - 10:45
Block 3/7	10:50 - 12:40
A-Lunch	10:50 - 11:20
Class Time	11:25 - 12:40
First Part of Class	10:50 - 11:30
B-Lunch	11:30 - 12:00
Second Part of Class	12:05 - 12:40
Block 4/8	12:45 - 2:00
Make-up	2:00 - 2:35
Detention (Mon, Wed, Thurs)	2:05 - 3:05
Monday, Friday	Advisory
Tuesday, Thursday	WIN
Wednesdays Weeks 1&3	WIN Buddies
Wednesdays Weeks 2&4	Content Area Meetings
Breakfast after 7:29AM w/teacher pass ONLY. CATC students lunch @ 10:50, depart @11	
June 4th - Senior Assembly - 9:45 AM	
June 5th - Senior Class Night - 6:00 PM	
June 11th - Underclassmen Awards - 9:30 AM	

<b>Town Meeting Bell Schedule</b>	
School Opens	7:10
First Bell/Warning Bell	7:25
Announcements/Block 1/5	7:30 - 8:25
Block 2/6	8:30 - 9:25
*Town Meeting	9:30 - 10:25
Block 3/7	10:30 - 12:00
A-Lunch	10:30 - 11:00
Class Time	11:05 - 12:00
First Part of Class	10:30 - 11:05
B-Lunch	11:05 - 11:35
Second Part of Class	11:40 - 12:00
Block 4/8	12:05 - 1:00
WIN/Advisory	1:05 - 1:30
Rambler Time/Advisory	1:35 - 2:00
Make-up	2:00 - 2:35
Detention (Mon, Wed, Thurs)	2:05 - 3:05

Breakfast after 7:29AM w/teacher pass ONLY. CATC students lunch @ 10:35, depart @ 11
*S1 Dates - Sept 25, Oct 23, Nov 20, Dec 18
*S2 Dates - Jan 22, Feb 26, Mar 26, Apr 30, May 14, June 4 (Senior Assembly)

Please note that CATC students will not be able to have classes during block 3/7 and 4/8 in this schedule.

## Winthrop High School 2025-2026 Remote Snow Day Schedule

TIME	GREEN DAY	WHITE DAY
7:30 AM - 8:50 AM	Block 1	Block 5
8:55 AM - 10:10 AM	Block 2	Block 6
10:15 AM - 10:45 AM	WIN	WIN
10:50 AM - 12:05 PM	Block 3	Block 7
Lunch	12:05 PM - 12:40 PM	12:05 PM - 12:40 PM
12:45 PM – 2:00 PM	Block 4	Block 8

### BICYCLES

Students are welcome to bring bicycles to WHS. Bicycles must be placed in the proper bike racks. It is strongly recommended that bikes be locked.

### BOMB THREATS [Policy Link](#)

In the event of a bomb threat made by phone, the person receiving the call will make every attempt to get as much information as possible. The time of the call shall be noted. Care is to be taken to try to note any distinguishing characteristics about the voice of the caller. The time of the expected explosion shall be recorded if indicated by the caller. The person shall, as soon as appropriate, complete the bomb call checklist, a copy of which shall be given to the Winthrop Police Department.

The person receiving the call shall immediately notify the principal or the designated person in charge if the principal is absent. The principal will determine the priority of events to follow. If evacuation is the top priority due to time, the principal will take whatever steps are necessary to evacuate as expeditiously as possible. The student body will be notified via the intercom as to evacuation. In cold weather, the principal may decide to allow students to get outer clothing from lockers, prior to the evacuation. Once outside, the teachers will make an accurate accounting of all students.

The police will be in charge of the search. NO SCHOOL PERSON SHALL BE REQUIRED TO PARTICIPATE IN A SEARCH. After the search has been conducted, the superintendent, police and principal will confer to determine the feasibility of returning students to the building for classes. If it is determined that school will be resumed, the students and teachers will be notified.

During times when bomb calls may be expected, the principal may record all incoming calls provided the caller is notified that the call is being recorded. The telephone company may also be contacted and requested to activate a tracing procedure on the school communication system.

Any person or persons making bomb calls will be prosecuted to the fullest extent of the law. Students initiating bomb threats/calls will be subject to an expulsion hearing.

### BULLYING [Policy Link](#)



Bullying, as defined in this policy, is not acceptable conduct in Winthrop Public Schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

### Bullying Defined

For the purpose of this policy, "bullying," means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
  - 1. Physically harming a student or damaging a student's property;
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - 3. Substantially disrupting the instructional program or the orderly operations of the school;or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

### Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions; and
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;

- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Winthrop Public Schools and reporting to the Board upon request.

#### Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

#### Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

#### Dissemination of Policy

Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

### CANCELLATION OF SCHOOL/DELAYED START

The Instant Alert system (Robo Calls) will be used. This is based on the information that you, the parent/guardian, have given the High School either in the way of an emergency card or phone call. Please remember that parents/guardians are responsible for keeping the information updated.

Information about school cancellations and delays can be found by accessing the district website.

If possible, school may be canceled the day prior if information is available. If we are able to do this, WPS will invoke a remote learning day. Teachers will provide students with the necessary information on where to access learning for these days.

### CHANGING STUDENT SCHEDULES

A great deal of time, effort, and thought has gone into the scheduling process. Add/Drop days will be announced by the Guidance Office and changes to students' schedules will be done at this time only. When changing their schedules, students must follow the procedures listed by the Guidance Office. Students will not be permitted to add, drop (or change) a course after the deadline unless there are extenuating circumstances, and then only by permission of the Principal. Courses dropped after add/drop will be recorded on the student's transcript as WP (withdrawn passing) or WF (withdrawn failing) based on the grade at the time of the drop.

### CHILD FIND [Policy Link](#)

Winthrop Public Schools seeks to ensure that all children within its jurisdiction who are school- age, five through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

More information can be obtained through contacting the Special Education Office at 377-2241 ext. 5012.

### CIVIL RIGHTS POLICY

It is the policy of Winthrop High School to provide a safe learning environment for all students regardless of race, color, religion, ancestry, sex, national origin, sexual orientation, and physical or mental disability, in accordance with the Maine Civil Rights Act. Appropriate disciplinary action will be taken with students who violate the Civil Rights Policy.

### CLASS OFFICERS/STUDENT LEADERSHIP

Class officers, student council and members of the student leadership team represent their class and school. They serve as leaders and models both inside school and in the community, and are expected to project a positive image of Winthrop High School. In order to retain leadership status, student leaders must be students in good standing both academically and in matters of discipline. Serving as a student leader requires full participation in and commitment to the activities of the class/team/school. Student leaders are expected to help plan and prepare for events, attend meetings, participate in school activities, reach out to fellow students to promote events, garner information/feedback, and to attend and help run the events or planned meetings. Student leaders must be good citizens and promote positive school citizenship, behavior, and display the school's core values.

### CODE OF CONDUCT (STUDENTS) [Policy Link](#)

#### Philosophy

The goal of the Winthrop Public Schools is to foster independence and responsible behavior. Students, staff and parents/guardians share responsibility for positive school behavior and climate. A positive school climate promotes learning. Students are expected to behave in a manner that reflects their understanding of the function of a public school. A school is a community of students and staff working together with parents/guardians to assure the best possible education for each student while maintaining individual rights and respecting the rights of others. Within this context, home and school must work together to assure clarity and consistency of discipline.

#### Vision

Winthrop Public Schools exists to provide an exemplary educational program, which promotes high expectations for all learners in an atmosphere of shared accountability among students, staff, parents, and community.

#### Guiding Principles

Students in the Winthrop Public Schools will be:

- **Ethical and Responsible Decision-Makers**, who act with integrity, are respectful of others, show compassion for all, have a cooperative spirit, and assume responsibility for their decisions and their actions.

- **Self-Directed Learners and Life-Long Learners**, who create a vision for their future, set priorities and goals, create options, take responsibility for pursuing their goals, and monitor and evaluate their progress in obtaining them.
- **Quality Producers** who create intellectual, artistic, practical, and physical products that reflect originality, high quality, and use of advanced technology.
- **Adaptable Problem Solvers** who identify, assess, and resolve the problems and challenges that confront them in a rapidly changing political, economical, and socially complex world.
- **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within organizationally and culturally diverse settings.
- **Involved Citizens** who take the initiative to contribute their time, energies, and talents to improve the well being of themselves and others and the quality of life in their local and global environments.
- **Effective and Knowledgeable Communicators** who use oral, written, visual, and technological communications to read, listen to, and interpret messages from multiple sources and who use English and at least one other language.
- **Integrative and Informed Thinkers** who apply knowledge and skills in the Common Core Standards and understand the relationships that exist among them.

### Student Conduct

Winthrop Public Schools are committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver, a quality education without disruption or interference. It is the intention of Winthrop Public Schools to create an environment in which students may develop into ethical, responsible, and involved citizens.

To achieve this goal, Winthrop Public Schools have established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior:

**Respect      Responsibility      Integrity      Compassion      Cooperation**

In addition, our standards and expectations are designed to support students in the development of behaviors, which meet core values as delineated by the State of Maine:

**Honesty      Respect      Fairness      Courage**

The Winthrop Public Schools Board of Education (hereafter referred to as “Board”) believes that each member of the school community should take responsibility for his/her own behavior. The Board recognizes the need to define unacceptable student conduct, identify the consequences for the same, and ensure that discipline is administered fairly, promptly, and appropriately.

Winthrop Public Schools adopt this Student Code of Conduct (“Code”) consistent with the requirements of 20-A MRSA 1001(15) having considered the input of administrators, parents, students, and the community. The Code and disciplinary consequences have been designed to incorporate the vision statement, guiding principles, and values defined by Winthrop Public Schools. Expectations for student behavior are also clearly communicated to students, staff, and parents through the Student Handbook as well as direct communication with parents.

The Code applies to all students on school property, attending a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

The Board authorizes the Superintendent/administrator to modify the consequences, or to make recommendations to the Board concerning the modification of consequences, in instances where there are mitigating circumstances or in which the prescribed consequence would lead to an unreasonable or manifestly unjust result. Such a practice will allow consideration of the developmental level of the student

and the nature of the infraction to reduce the potential for harm that a pure “zero tolerance” approach to discipline may cause.

### Common Core Value Definitions

Winthrop Public Schools are committed to the values of *integrity, respect, responsibility, compassion, and cooperation*. Individuals who exhibit these values behave in a manner that contributes to a positive, diverse, safe, and caring learning environment. Winthrop Public Schools are committed to providing leadership to promote ethical and responsible behavior.

Individuals who display **RESPECT** show a deferential regard or esteem felt towards a person or thing. \*

Individuals who display **RESPONSIBILITY** are answerable, accountable to another for something, capable of fulfilling an obligation or trust; are reliable, and trustworthy. \*

Individuals who display **INTEGRITY** show soundness of moral principle; the character of uncorrupted virtue, especially in relation to truth and fair dealing; show uprightness, honesty, and sincerity. \*

Individuals who are **COMPASSIONATE** show a feeling or emotion, when a person is moved by the suffering or distress of another, and by the desire to relieve it. \*

Individuals who **COOPERATE** work together towards the same end, purpose, or effect. \*

\* *Source of Definitions: Oxford English Dictionary*

### Student Discipline

Student discipline involves instruction and correction for the purpose of improving the character of an individual. Student discipline will be administered in order to develop and promote the core values, which guide us. Effective discipline involves an approach, which utilizes a combination of supports and controls (limits) in order to instruct and correct students.

The Disciplinary Continuum presents the range of responses available to teachers and administrators. The Infractions and Range of Consequences chart provides the school community with clear terms and definitions of behaviors, which are in violation of our core values. All behavior at Winthrop Public Schools must be consistent with our core values.

### **RESPECT      RESPONSIBILITY      INTEGRITY      COMPASSION      COOPERATION**

It is essential for schools to maintain a safe and orderly environment, which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operation, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school, staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who

creates a disturbance if the teacher or other person reasonably believes it is necessary to a.) Control the disturbing behavior; b.) Remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

### Expectations

***Students will follow verbal instructions and comply with all reasonable requests.*** Given a request by a person in authority to complete a task, an individual will make eye contact, acknowledge the instruction, complete the task well and promptly check with the person in authority.

***Students will respect others, their space and property.*** Given that each individual has rights of privacy and space, others will ask permission before using another person's space or property. Each individual will treat others the way he or she wants to be treated.

***Students will use areas of the building for designated activities.*** Given that each area of the building has specific purposes, students will be expected to follow the posted guidelines for those areas.

***Students will use voices appropriate for the setting.*** Given that the noise threshold is different for each setting, each individual will recognize the setting and surrounding activities and use the appropriate voice.

***Students will respect the learning opportunities of others.*** Given that each student has a right to the best possible education the school has to offer, students will respect the learning environment of others through active, appropriate participation in learning activities.

### **Prohibited Student Conduct** [Policy Link](#)

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, firearms, fireworks, BB guns, pellet guns, any other kind of guns, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters) files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer to include social networking sites) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

- K. Reminder that possession and/or ignition of fireworks on school property are a federal offense.

### **Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA 1001 (9 and (-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a weapon to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the superintendent on a case-by-case basis.

All weapons violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

### **Public Conduct on School Property**

Any person who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from school property. Examples of unsportsmanlike conduct include but are not limited to:

- A. Using vulgar or obscene language or gestures;
- B. Possessing or being under the influence of any alcoholic beverage or illegal substance;
- C. Possessing a weapon;
- D. Fighting or otherwise striking, injuring, or threatening another person; and
- E. Engaging in any activity that is illegal, disruptive, or may result in criminal charges.

Visitors to the schools shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave school grounds. The building administrator/designee has the authority to refuse entry to persons who do not have legitimate, school-related business, and/or who may disrupt the operations of the schools.

The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors.

The superintendent or building administrator/designee is authorized to report incidents involving violence, threats of bodily harm (including bomb threats), possession of a weapon, possession, selling, distribution, or use of illegal substances, or other activity that is illegal or which disrupts the operation of the schools or school activities, and to furnish information concerning such incidents to law enforcement officials.

### **Questioning and Searches of Students [Policy Link](#)**

The Winthrop Board of Education seeks to maintain a safe and orderly environment in the schools.

School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Students' use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control,

custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference Policy JIH-R – Questioning and Searches of Students-Administrative Procedure; Policy JICIA – Weapons, Violence and School Safety; Policy JK – Student Discipline; Policy JFG – Searches; and Policy KLG – Relations with Law Enforcement Authorities.

## COLLEGE VISITS

Juniors and seniors are encouraged to visit colleges as part of the post secondary process and will, therefore, be allowed a day of excused absence for each visit for a maximum of four days. The student is to schedule an appointment with the college and return the appropriate form, including teacher recognition of the visitation and parental permission to the main office at least one day in advance of the visit. This form may be obtained from the guidance secretary.

## COMMUNITY SERVICE

The purpose of the Community Service Program in Winthrop is to assist students in their journey towards adulthood by offering them opportunities that foster their personal, social, and intellectual development, while also encouraging civic responsibility and career exploration. (See your advisor for the Community Volunteer Service form or check the high school website.)

### Guidelines

1. Students or a team/club/group in which the student participates cannot receive monetary payment for the service.
2. The service cannot be performed during academic time. The activity must be performed during the student's own time, which may include tutorial, WIN, lunch, or as an advisory activity.
3. The service cannot be performed for a relative or someone in your household.
4. Advisee groups are encouraged to organize service activities as group projects.
5. Students are encouraged to complete 15 service hours per year to be on pace. A total of 60 hours must be completed as a requirement for graduation. When community service is done during advisee group activities, such as Day of Caring, the number of hours awarded shall be at the advisor's discretion.
6. WPS clubs may design and/or participate in activities that award community service hours. It will be the advisors of the club's responsibility to document the hours served and provide copies to the students. Students are required to submit to their advisor.
7. Students may begin earning credit the summer after their 8th grade year.



8. One-half credit (0.5) will be awarded senior year upon completion of 60 hours. Guidance will award credit and document it on student transcripts. The principal has the authority to make adjustments to the total number of hours on a case by case basis, if necessary.
9. Students moving into the Winthrop System will have their community service hours prorated under the discretion and approval from the building principal.

### DANCES/SCHOOL SOCIALS

The high school holds dances several times throughout the year. These dances are sponsored by high school organizations and are governed by the following rules:

- Once a person leaves the dance/prom, he/she will not be permitted to re-enter unless special permission to leave and return has been granted by a faculty advisor.
- Once a person leaves the dance/prom, he/she must also leave the school grounds.
- Dances/proms will be open only to students attending the high school and their dates. Students must fill out the guest form one week prior to the dance/prom and must have prior approval from the administration in order to attend.
- Guests must be a full time high school student, a registered home schooled student or a graduate of Winthrop High School from the immediate previous school year.
- Classes or organizations that held dances last year will have priority for dances this year. Any class or organization wishing to schedule a dance should apply as early as possible (first come, first served!).
- Dance hours, except by special permission, will be from 7:00 p.m. - 10:00 p.m. Prom hours are from 7:00 p.m. - 10:00 p.m. No one will be admitted to a school-sponsored dance after 8:30 p.m.
- Clubs or organizations sponsoring a dance are responsible for set-up and clean-up.
- Middle School students may not attend a high school dance or prom.
- Chaperones (must be a total of 5) will be briefed regarding their duties by the adult hosting the dance/event prior to the event
- If a group is unable to find at least five chaperones, three of which are faculty members, **the event will not be held!**
- The following is a list of those rules regarding dance procedures and policies for students. You as advisors may wish to set your own expectations i.e., set-up, clean up, in addition to these.
  - o Students suspected to be under the influence of drugs/alcohol are to be removed and their parents called, informed of the situation and requested to come to pick up their child. Under no circumstances is a student to be allowed to drive himself/herself. If a student or parent refuses to cooperate, the police are to be notified at once as to the situation.
  - o The "No Smoking/vaping/tobacco/nicotine" policy is in effect at all dances.
- In any instance where student behavior is such as to warrant an office referral, the head advisor is to do such at the beginning of the next working day.

### School Sponsored Dance: Dancing Guidelines

In an effort to maintain freedom of expression, but also to maintain decorum during dances at Winthrop High School, the following guidelines include, but are not limited to:

- No jumping up and straddling your partner
- No extreme bending over (i.e. Pike position of 90, hands on knees or floor)
- No touching of breasts, buttocks or genitals

- No hands under clothing
- No intense “making out” (overt and/or prolonged public displays of affection)
- Hands on waist or shoulders only
- No thrusting motions that imitate sexual behavior
- Back to front dancing (aka grinding) is acceptable as long as:
  - The couple remains straight up or slightly bent at the knees
  - Hands on hips/waist only
  - Side to side motion only; no thrusting motion

If the dance is blatantly unacceptable, the chaperone should approach the couple and explain what is unacceptable. If the dance behavior is questionable, the chaperone should confer with another chaperone. If both agree, a chaperone should approach the couple and explain what is unacceptable. When a couple is spoken to about their dance behavior, this is their first and only warning. Each individual's name will be written down on a clipboard. The second time, they will be asked to leave the dance and the building. No refunds will be made for removal from the dance.

## DETENTION

Students who violate rules and regulations may be required to stay after school. There are three types of detention: Teacher detention, Administrative detention, and Saturday detention.

- **Teacher Detention:** Students may be required to stay after school by teachers when circumstances warrant. The student is to report to the room of the teacher who assigned the detention after school and will stay the predetermined time.
- **Administrative Detention:** This type of detention occurs when students do not attend a teacher detention or are assigned a detention by one of the administrators (example: excessive tardies).
- **Detention Details:**

Administrative Detention will be held Monday, Tuesday and Thursday from 2:00-3:00PM, except as rescheduled by the administration. Work, co-curricular and extracurricular activities are not an excuse for missing detention.

1. Tardiness to detention will result in an additional detention
2. Failure to serve detention will result in additional consequences including, but not limited to, an in-school suspension during the next school day, a Saturday detention which will be held on scheduled days from 9:00AM - Noon.
3. Rules for all detentions include: Be on time, no sleeping, no bathroom passes, no electronic devices, no food/drinks, etc., no talking/noise, appropriate behavior including respect, is expected. Students are expected to complete school work while in detention. If a student is removed from detention they will be assigned further administrative consequences.
4. Saturday Detentions are held once a month in the high school library and are scheduled at the discretion of administration. Students may be assigned a Saturday detention as a result of missing an administrative detention, excessive tardies, in replacement of an in school suspension or other disciplinary means.

## DISCIPLINE [Policy Link](#)

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident. Teachers/administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

The student's parents/guardians will be informed of the reason for the detention and requested to make arrangements for the student's transportation following the detention, if necessary. The detention will not begin until the parents have been notified or after reasonable attempts to contact the high school students' parents have been made.

All students detained for disciplinary purposes will be under the direct supervision of a member of the professional staff or other persons designated by the building administrator. Students in detention are expected to use the time constructively to complete school assignments or for other educational purposes. Students who fail to serve a scheduled detention may be subject to additional disciplinary measures such as additional detentions, Saturday detentions or in-school suspension.

The principal/designee is authorized to develop and implement any administrative procedures necessary to carry out this policy.

### **DISMISSALS**

See procedures and precautions outlined under *Attendance*, above.

### **DISPLAYS OF AFFECTION**

Any public display of sexual behavior beyond hand holding, such as hugging, kissing, etc. between students is not appropriate behavior on school grounds. High school students displaying such behavior could receive disciplinary consequences.

### **DRESS CODE/PERSONAL APPEARANCE**

We look for our students to take pride in their appearance at WHS. Student dress for school must appropriately reflect the expectations of a workplace, and clothing should not distract or detract from the educational process (for both students and staff). The following are the school's expectations:

- All articles of clothing must cover undergarments (including bra straps) ~ no "spaghetti strap" tank tops
- Clothing for the upper body must cover the entire torso ~ no low-cut, side-cut or crop tops
- Clothing must cover the chest, midribs, and buttocks.
- Articles of clothing, jewelry, and headwear, which promote the use of tobacco, alcohol, weapons, or any drugs, may not be worn on school grounds.
- Articles of clothing, jewelry, and headwear with displays that are sexual, obscene, vulgar, or include insulting words (e.g., racial/ethnic slurs) are not allowed.
- Articles that could cause damage to school property or that may be used as a weapon, such as chains, spikes, wheels, or cleats are not allowed.
- Shoes must be worn at all times (no bare feet)
- Trench coats or other clothing that could conceal contraband are not allowed.
- Hats, bandanas, and hoods may be worn, but may be asked to be removed by the teacher, unless they serve a religious purpose.
- Leggings must not be see-through
- Sunglasses are not to be worn inside the building, unless there is a medical reason and notification from the nurse (i.e. a concussion)

- The school dress code will be in effect during school hours and at school activities unless students are given permission to wear something different (i.e. pajama day) with administrative discretion
- Students are expected to maintain appropriate personal cleanliness and hygiene for the school's social setting

If any of these principles or expectations are violated, the individual will be given the opportunity to change the article that is in violation. The student will also be asked to not wear the article(s) to school again. Individuals will be given time to call home for proper apparel. If needed, the school will provide clothing for the student. If clothing cannot or will not be changed, or, if further violations occur, the student will be assigned consequences by the administration, including, but not limited to, being sent home (suspension). If the student wears the article to school a second time, they will be considered insubordinate. Habitual offenses may face further administrative consequences.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities.

Administration has the final say in all cases of dress code policy issues, and is able to make modifications when appropriate (for example: protective footwear for field trips, appropriate dress for special occasions such as prom). Refusal to change clothes or cooperate with the dress code policy or a student with habitual offenses may face further administrative consequences.

### **DRILLS/FIRE ALARM**

Periodically, Winthrop High School will have fire, evacuation and other drills to practice emergency protocols. Students responsible for pulling false fire alarms will be suspended for ten (10) days and prosecuted to the fullest extent of the law.

### **ELECTRONIC DEVICES (STUDENT USE) [Policy Link](#)**

WHS recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices (smart watches) shall be TURNED OFF (powered down) when entering all classrooms and learning areas
- Cell phones and all mobile devices (smart watches) shall be kept in a student's backpack - NOT in clothing pockets OR Cell phones may be kept in a parking lot in the classroom
- Cell phones and all mobile devices (wireless earbud/smart watches/head phones) are not allowed to be used in the classroom, library, common areas, or restrooms during any instructional periods throughout the school day
  - As students enter each classroom, they will assure that their cell phones are powered off.
  - As students enter each classroom, they will place their phones in their backpacks OR in designated holding area in each classroom
  - A daily schoolwide announcement is made first thing in the morning to remind students to power their phones off and to place their phones in their backpacks, lockers or bags.
- Cell phones and all mobile devices can be turned on ONLY during non-instructional times throughout the school day which include: before school, during passing time, at lunch, and after

school. Cell phones are NOT to be used in the restrooms or anywhere in the building during academic time. Cell phones are NOT to be used during tutorials

- Teachers have the discretion when to use cell phones for an academic activity
- Cell phones and all mobile devices may not be used to photograph, record (neither picture, not sound, nor both) any student or staff member on school premises at any time unless given specific permission for Yearbook or other school sanctioned activity.
- Students with IEPs who have an accommodation allowing access to their phones or students with a documented medical need requiring access to their phones will be allowed to have access to their phones.

**\* If a student needs to make an emergency call during instructional time, they are to come to the office to use the office phone.**

**\*\* Use of wireless communication devices during school trips will be at the discretion of the coach or sponsor but should not be disruptive to the activity or discourteous to others.**

**\*\*\* Electronic devices that are lost or stolen while at school are not the responsibility of Winthrop Public Schools System.**

The following consequences are based on each quarter and accumulate throughout the day, week and quarter. These are not individual teacher or classroom violations.

**1st Violation:** Phone will be confiscated, turned into the office. Before being allowed to pick up their phone at the end of the day, student must discuss and review the cell phone policy with a staff member. A notation will be made in the student's school record. Student will serve 1 day of Administrative Detention. Refusal to give up phone will automatically result in the 3rd Violation Offense

**2nd Violation:** Phone will be confiscated, turned into the office. The student's parent or guardian will be contacted and informed of the refusal to follow the school's cell phone policy. A parent or guardian will be required to retrieve the student's phone. Student will serve 3 days of Administration Detentions. Refusal to give up the phone will automatically result in the 3 Violation Offense.

**3rd Violation:** Phone will be confiscated, turned into the office. The student's parent or guardian will be contacted and informed of the student's refusal to follow the school's cell phone policy. A parent or guardian will be required to pick up the confiscated item. Student will serve 1 day of in-school suspension or Saturday detention. No phone in the building for the remainder of the quarter. (If seen with phone on school property during school time, the student will be subject to disciplinary action at the discretion of administration, which may include out of school suspension and loss of privileges for the rest of the school year).

**Photographing/video recording without explicit permission:**

**1st Violation:** Depending on the location the photo/recording was taken and the content that was photographed/recorded, the phone is confiscated, and administrative consequences will include but are not limited to an external suspension. A parent/guardian must retrieve their phone. Law Enforcement may be called.

**2nd and Subsequent Violation:** All of the above with the understanding the administrative consequence will begin with a minimum of 3 days external suspension.

## ELIGIBILITY (ATHLETICS EXTRA/CO-CURRICULAR)-Policy (IGDJB)

Each student-athlete's academic record will be reviewed for failing grades on the following reporting periods. These are IN ADDITION TO THE END OF EACH QUARTER. If a student has failed any class or is not on teacher pace at the end of each quarter, this will affect their eligibility in participating in the next "athletic season" or "activity", for the first two weeks of the season and/or activity.

Eligibility Checks
August 20, 2025
October 1, 2025
October 31, 2025
December 10, 2025
January 15, 2026
February 4, 2026
April 15, 2026
May 21, 2026

If a student-athlete is not passing all of their classes (first week will be placed on warning status), then he/she will be required to miss one week of league play (including scrimmages) and will be subject to weekly monitoring until the next reporting checkpoint. After a mandatory one-week suspension from play the student-athlete will be eligible to play if his/her grade is above an "F" and on teacher pace in **all** subjects. If the status does not improve, then the player will continue to sit. *There will be NO WARNING period prior to the six eligibility checkpoints.*

To be academically eligible a student-athlete must be enrolled as a full time student or be a home instructed student, be passing all subjects and on teacher pace at the eligibility checkpoints, seek (*Week #1 Warning, Week #2 no matches/meets or games but can still practice, Week #3 No activity at all*) extra help for any class that has or may result in a failing grade. At the end of the school year, student-athletes must have passed all courses and obtained a minimum of six credits for the year. The one-week suspension from league play would occur in the student's next season of play. Students may regain eligibility by passing an approved summer school course.

Be in compliance with current Maine Principals' Association rules and regulations regarding eligibility.

\*Dropping a course with a failing grade after the two-week (one week for semester 2) add/drop period will result in immediate ineligibility for two weeks from the date of the course being dropped.

\*An incomplete will be counted as an "F" unless there are extenuating circumstances that are approved by the teacher and Activities Director.

## EXTRA-CURRICULAR CLUBS/ACTIVITIES LISTING

Clubs and Advisors:

- |                     |                             |
|---------------------|-----------------------------|
| • Art Club          | Ms. Kaiser                  |
| • Civil Rights Team | Mrs. Lancaster/Ms. Marshall |
| • Drama (One-Act)   | Mr. Pfannenstiel            |
| • Fall Play         | Mr. Pfannenstiel            |
| • Math Team         | Mrs. Colpitts/Mrs Backus    |

- |                          |                |
|--------------------------|----------------|
| • National Honor Society | Ms. Shaw       |
| • Outing Club            | Ms. Kaiser     |
| • Quiz Bowl              | N/A            |
| • Student Council        | Mrs. Doucette  |
| • Student Leadership     | Mrs. Armstrong |
| • WBUS                   | Ms. Shaw       |

#### Coaching Assignments:

- |                                |                 |
|--------------------------------|-----------------|
| • Nordic Skiing                | Ed Van Tassel   |
| • Alpine                       | Maranacook      |
| • Baseball                     | John Novak      |
| • Cross Country Running        | Mr. Van Tassel  |
| • Field Hockey, Varsity        | Melissa Perkins |
| • Field Hockey, Junior Varsity | Chelsea Backus  |
| • Hockey                       | Cony            |
| • Football, Varsity            | Joel Stoneton   |
| ○ Football, Assistants         | Ryan Cormier    |
|                                | Zack Phinney    |
|                                | Ryan Hafford    |
|                                | Todd Park       |
| • Golf                         | Lonney Steeves  |
| • Soccer (Boys)                | John Baehr      |
| • Soccer (Girls)               | Joe Menice      |
| • Softball                     | TBD             |
| • Basketball Boys' Varsity     | Hunter Kilgore  |
| • Boys' JV                     | TBD             |
| • Basketball, Girls' Varsity   | John Baehr      |
| • Tennis (Boys)                | Dania Price     |
| • Tennis (Girls)               | Joe Menice      |
| • Track – Boys                 | Ed Van Tassel   |
| • Track – Girls                | Tiff Shaw       |
| ○ Track Assistant              | Zack Phinney    |

### FIGHTING

The safety of Winthrop High School is everyone's responsibility. Any student participating in, or trying to instigate, or recording a fight on school grounds or at school events, through their words or actions, will face disciplinary action. Any issue potentially affecting the safety of any member of our school community should be reported to a staff member.

### FOOD SERVICE/CAFETERIA

The Winthrop School Nutrition Program offers students a variety of food choices. A hot meal and A la Carte items may be obtained daily. Meals served meet the federal meal pattern requirements of the National School Lunch Program.

Students may establish debit accounts that allow them to buy food and have the cost automatically deducted from their accounts. Students must pay cash or establish a debit account. Charging lunch on a credit account is not an option at WHS. To keep the line moving efficiently, please know your PIN and refrain from using a cell phone while ordering food and checking out. Theft of items from the cafeteria will result in disciplinary action.

For the 2025-2026 School year, the Nutrition program will be utilizing the CEP (Community Eligibility Provision). What this means is that students will be able to enjoy a complete breakfast and lunch for free. While the cafeteria is offering these free meals students may still have the option to buy items A la Carte. Parents/guardians will want to have funds available for their students who wish to participate in the

A la Carte program as the cafeteria does not allow charging. Parents please be aware that only a COMPLETE breakfast or lunch is free. Students who do not take the whole meal may be charged separately for the items they choose. For more information please contact the Nutrition Program at 377-2296.

The neatness of the cafeteria is everyone's responsibility. All dishes, utensils, and serving trays must be returned to the designated window. Nothing should be left on the table or floor. Students are expected to help clean up if asked to do so as ALL students share responsibility for the neatness of their table.

Students must go to and remain in the cafeteria during their lunch period. Students may not leave the cafeteria without a pass and will be dismissed from the cafeteria by a bell signal.

## **FUNDRAISING**

Any Winthrop High School club, organization, athletic team, or booster group wishing to raise funds must obtain permission from the administrator in charge of student activities to conduct any fundraising activity. In accordance with policy JJE, fundraising forms are available in the high school main office or athletic office. Fundraising for athletic organizations is governed by the rules of the MPA. Clubs, organizations or athletic teams must be sure to follow the guidelines set by the school board regarding the sale of food items. Fundraising receipts, and a summary report according to policy JJE, must be deposited into established accounts through the office of the principal.

## **GRADING [Grading System \(High School\) Policy Link](#)**

The Winthrop Board of Education recognizes that while the evaluation of students' progress is the primary responsibility of the teacher, student academic achievement is a common goal of both school and home. As such, regular communication with the parent/guardian about the academic progress of their student is essential.

The Board recognizes that it is the responsibility of the school to keep parents/guardians well informed. Toward this end, report cards will be issued at the end of each term.

At the beginning of the school year, parents' username and password are made available in the guidance office, allowing them access to their students' grades by logging into our Student Information System (SIS). In addition, the SIS is configured to send parents progress reports on a bi-weekly basis.

Teachers and parents/guardians are encouraged to communicate by telephone and in-person regarding student progress. Parents/guardians are invited to make an appointment to visit the school at any time.

Homework shall be assigned in each academic class. Grading of homework (how much it counts toward a student's quarterly grade) is the discretion of the teacher. Summer homework shall not be assigned by teachers unless it is work for Advanced Placement (AP) classes.

When grades are issued for any course of instruction, the grade will be determined by the teacher and shall, in the absence of fraud or clerical or mechanical error, be final. Grades will be issued as letter grades as follows:

A+ = 97 - 100	A = 93 - 96	A- = 90 - 92
B+ = 89	B = 83 - 88	B- = 80 - 82
C+ = 77 - 79	C = 73 - 76	C- = 70 - 72
D+ = 68 - 69	D = 66 - 67	D- = 65
F = 64 and below		

For compilation of Rank-in-Class (GPA), the following system will be employed:

A+ = 4.33	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67



C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

Advanced Placement (AP), Honors and College Courses are weighted. AP courses have an added value of 10% of the GPA. Honors courses have an added value of 5% of the GPA. 100 level College Courses have an added value of 5% of the GPA. 200 level and above College Courses have an added value of 10% of the GPA.

### Makeup of Failed Courses

*Foreign Language, Fine Arts, Health and Physical Education* – Students may retake these courses as their schedule permits.

*Math, Social Studies, English and Science* – These courses may be retaken once and if failed again, must then be made up through an approved summer session within certain grade/attendance parameters.

### Re-taking of Passed Courses

Students generally are not allowed to retake a course. If approved by the principal, no additional credit will be awarded in such an instance.

In courses, such as band and chorus, that cover new material each year, students, with permission from the instructor, may retake the course for credit. If permission to retake is not granted, both parent and student will be apprised by the teacher of the reason prior to course sign up in the spring.

It is obvious that appropriate effort to pass each course the first time is the best approach for graduation. Seek help early from teachers or the guidance counselor.

### Definition of Credits

One credit is given for a passing grade in a full-time course while on teacher pace. A full-time course is one that meets 75 minutes 2/3 times weekly (block schedule). One-half credit is given for a passing grade in a course that meets 75 minutes three times weekly for one semester.

### Report Cards

Students receive one report card per quarter. Report cards are handed out to students to be given to their parents/guardians for examination. Final reports cards for high school will be mailed to the home.

### Class Ranking

Class ranking will be awarded to all students in February of their senior year. Ranking will be based on cumulative grade averages considering both earned and potential credit(s), including weighting for AP, honors, and college courses. Rankings will be updated for all seniors after the first semester of their senior year only for the purpose of determining the top ten students. *If a student withdraws from a college, AP4ME, VHS or dual enrollment course after the first six weeks of the class start date (pass or fail), the grade at the time of the withdrawal will be reflected in their transcript and will be factored into their overall GPA calculations.*

## GRADUATION REQUIREMENTS [Policy Link](#)

Before entering high school, students need to know the criteria for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

Winthrop High School has adopted a credit-based diploma consistent with Maine law (Title 20-A, §4722 as referenced in PL 2017, Ch. 466). The State requirements for awarding a diploma that serve as minimum requirements would be: Credits in 1. "English--4 years; 2. "Social studies and history, including American history, government, civics and personal finance--2 years 3. "Mathematics--2 years 4. "Science, including at least one year of laboratory study--2 years. 5. "Fine arts, which may include art, music, forensics or drama--one year"

Students graduating in the classes of 2020 and beyond must meet the credit and other graduation requirements specified in this policy.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The School Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The School Committee is aware that current law and regulations are subject to change.

The School Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

## I. DIPLOMA REQUIREMENTS

Credit Requirement – 23 credits to graduate

1. English/language arts – 4 credits;
2. Mathematics - 4 credits
3. Social studies and history - 3.5 credits; (including one year of American History, government, and Personal Finance and Economics)
4. Science - 3.5 credits; (including at least one year of laboratory study);
5. Fine arts – 1 credit; (may include art, music, theater or drama);
6. Health – 1/2 credit;
7. Physical education – 1 credit;
8. 60 hours of community service - ½ credit; and
9. 5 Elective credits - (The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation)

Students must be enrolled in the equivalent of 6 credits of full year learning experiences/courses or integrated equivalents to be considered a full-time student.

A transferring student (Homeschooled, etc.) must have attended Winthrop High School for a minimum of 8 consecutive full-time quarters to have their Grade Point Average (GPA) factored into the top ten of the class from which they are graduating.

### STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students with Disabilities: State requirements for diploma - “As specified by goals and objectives of their Individual Education Plan,” students must meet the standards of the Maine Learning Results, and students must satisfy graduation requirements.

### ALTERNATIVE METHODS OF EARNING CREDITS

A student who wishes to meet these graduation requirements through alternative means may earn credits toward graduation in accordance with the provisions of this section. A student who wishes to meet a credit requirement through an alternative method must have prior written approval as specified in this section. A student who makes up deficiencies may participate in the next regular graduation ceremony following successful completion of all graduation requirements.

- A. A student may earn up to 2 credits through the Winthrop/Monmouth Adult Education Program. The student must have prior written approval from the Director of Adult Education and Principal.

- B. A student may obtain credits or complete missing standards through summer school in classes that he/she attempted at Winthrop High School but did not pass.
- C. A student may earn credits through distance learning/virtual courses provided
  - a. the course is approved in advance by the Guidance Counselor, and Principal and
  - b. progress is monitored by a member of the High School's professional staff.
- D. Advanced courses or courses not available at Winthrop High School may be taken at institutions, including postsecondary, approved by the Guidance Counselor and Principal.
- E. A student may earn credits through independent study approved by the Guidance Counselor, Teacher and Principal and monitored by the teacher(s) of the subject(s) to which the independent study is related. No student shall receive more than two independent study credits toward Winthrop High School graduation requirements.

Students may also opt to pursue a high school diploma through multiple additional pathways, subject to the principal's approval, including:

Early college/dual enrollment courses  
 Career and technical education programming  
 Online/virtual learning  
 Exchange programs  
 Independent study  
 Alternative education/ "At Risk" programming  
 Adult education

Each pathway must provide a quality learning experience comparable or greater in rigor to the school unit's own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must have a Personal Learning Plan detailing how the pathway will provide a comparable or greater learning experience. The personal learning plan must be approved by the Guidance Counselor and Principal. See the school's Program of Studies for more information.

#### INFORMING STUDENTS AND PARENTS

The Superintendent/designee will inform students and parents as soon as practicable of any State-imposed proficiency standards/requirements that must be met before students may be awarded a high school diploma, but prior to the start of the class cohort's 9<sup>th</sup> grade school year.

#### ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM WINTHROP HIGH SCHOOL

This section applies to all students, in all graduation classes.

##### A. Transfer Students

For students who transfer to Winthrop High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results or national standards, the Winthrop High School Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

##### B. Home-schooled Students

For previously home-schooled students wishing to receive a diploma from Winthrop High School, the Winthrop High School Principal shall determine the value of the student's prior educational experience toward meeting graduation credit requirements.

##### C. Delayed Awarding of Diplomas

A student who leaves Winthrop High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma and

be allowed to participate in graduation ceremonies, provided that the student has notified the principal at the time of the early admission.

#### D. Early Awarding of Diplomas

Students who are interested in exploring an early graduation option should meet with the School Counselor and Principal along with their parents/guardian during semester 2 of their sophomore year. To graduate early, a student must:

1. Meet with his/her school counselor to discuss goals and a plan for early graduation.
2. Provide a written proposal to both the school counselor and the principal for review that includes how all graduation requirements will be met. It is up to the student to ensure all credits are met. This needs to be signed by a parent/guardian.
3. The student will schedule a meeting with the principal, parent/guardian, and school counselor to present their early graduation request.
4. Final approval is made by the Principal of Winthrop High School. The principal has the right to affirm or deny the request for early graduation for any reason.

A student who has met these requirements, along with the State's and the School Board's diploma requirements in fewer than four years of high school will be awarded a diploma and be allowed to participate in graduation ceremonies.

#### E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

#### F. Certificate of Completion

The School Board may provide a diploma to a student who leaves school having completed four years attendance as a full-time high school student who has earned/completed the required credits or courses/learning experiences but has not met Learning Results proficiency standards that may be mandated by the State.

#### G. Participation in Graduation Ceremony

A student must complete all School Board requirements for a high school diploma and must not have outstanding material bills in order to participate in graduation exercises.

#### H. Honors and Awards at Graduation

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, "Top 10"), a student must have been enrolled full time at Winthrop High School for eight consecutive quarters preceding graduation. Students who do not meet this enrollment requirement will not be "ranked" for the purpose of determining eligibility for "Top Ten" status.

#### **Graduation Requirements for Foreign Exchange Students:** [Policy Link](#)

1. The student will meet all requirements for a Winthrop High School diploma.
2. Is entering a post-secondary educational institution upon leaving Winthrop High School.
3. Is returning to their home country to finish their secondary schooling.

#### **GUIDANCE SERVICES**

Students, parents, and staff can request help and information from the Guidance Office as needed. Counselors help students with academic issues, career and lifestyle decision making, and personal problems including crises and relationships. Counselors work with students in a variety of settings such as one to one; in small groups, informational sessions, and coping and general discussion groups. Programs reflect the needs of all students. School counselors help students choose their high school courses, plan for tomorrow, decide their preferences and values, deal with concerns, and think about school and/or work after high school.

## **COLLEGE COURSES**

*If a student takes a pre-approved course in an accredited college or university, the grade earned for the approved course will be recorded as received from the college and will become part of the student's high school transcript. Students taking a college course shall be a privilege reserved for juniors and seniors, only. Courses at the 100 level will be the equivalent weight of an Honors class and courses at the 200 level and above will be given the equivalent weight of an Advanced Placement course. Such pre-approved courses may not be used to replace a course offered at Winthrop High School and will be used to determine GPA and Class Rank. College grades will be entered on transcripts as reported from the institution. Some college courses, depending on student need, accreditation, or other may be reported on student transcripts as PASS/FAIL. PASS/FAIL classes will not factor into student class rank and will not factor into GPA. College courses that are 3-4 credits will be equivalent to 1 credit on a student's high school transcript. College courses that are 1-2 credits will be equivalent to 0.5 credit on a student's high school transcript. If a student withdraws from a college, AP4ME, VHS or dual enrollment course after the first six weeks of the class start date (pass or fail), the grade at the time of the withdrawal will be reflected in their transcript and will be factored into their overall GPA calculations. Students must be passing their high school classes in order to take college or VHS courses, and must pass all high school and college/VHS to continue to take college/VHS courses.*

**Note: Course pre-approval must be completed through the Guidance Department and the Principal (or designee). Courses that are not pre-approved will not be included on the transcript.**

**For more information and requirements on college courses (dual enrollment or concurrent enrollment college courses) please refer to the WHS Program of Studies booklet, online.**

### **Early Admission to Post-Secondary Schools** [Policy Link](#)

A student desiring to attend an accredited post high school institution, to include a two-year Junior or Community College, two-year Vocational-Technical College, or a four-year college shall take the following steps:

- A. The student shall meet with the counselor to discuss this plan for early admission.
- B. The student shall submit a written proposal for early admission to the principal before January of the junior year to include:
  - A. Education or vocational objectives; and
  - B. Letter of parental approval
- C. The student shall confer with the principal to discuss the reasons for early admission and to explore motivational intent and realistic goals.
- D. The student must maintain high standards of effort, achievement, and school citizenship.
- E. A committee composed of the guidance counselor, one faculty member (appointed by the principal) and the principal shall meet following submission of "B" above to approve or disapprove.
- F. A certificate will be prepared and sent to the superintendent for final approval.
- G. Credits. One English credit is awarded each year. Four credits are required for graduation. A student accepted for early college admission might receive one English credit upon successful completion of one semester of college English. It is the responsibility of the student to have college transcripts sent to WHS for evaluation.
- H. Number of Credits. All students are required to earn the minimum number of credits associated with their graduation plan. Any exception to this must be approved by the Winthrop Board of Education.

Graduation: A student admitted to an approved school at the end of the junior year, or any time thereafter, will receive a diploma at the same time as his/her regular classmates.

To be eligible for this option, students must meet the following criteria:

- A. Course is not offered in Winthrop High School's curriculum;
- B. Qualify for admission to the post-secondary school;
- C. Maintain at least an average grade of B;
- D. Students are allowed up to 3 courses per year (at no cost to them via the UMaine and community college system). Slots are limited, so courses are reserved for mostly juniors and seniors;
- E. Meet with a guidance counselor prior to enrolling in courses and draw up a plan to show how the course will meet graduation requirements; and
- F. Provide evidence of parent or guardian approval.

Graduation credits for courses taken under this option will be determined as follows:

1. The course must meet for one semester or its equivalent;
2. The student must earn a passing grade;
3. Graduation credits awarded may not exceed one credit for each three-credit semester course.
4. The student is responsible for submitting monthly grade reports and final grade transcripts for the high school transcript.

Attendance Policy:

1. Attendance must satisfy the instructor's requirements.
2. The post-secondary school will provide the high school with an attendance report.

Students can take up to three (3) courses through the high school. Any courses beyond the three (3) are paid for by the student's parents or some other funding source. See the high school's Program of Studies for more information.

### HALL PASS USAGE POLICY

Passes are required when a student leaves the classroom. At any time in the hallway, a staff member can and will request to see your hall pass. These requests are in the interest of everyone's safety here at WHS. It is expected that students will respond to these requests. If this process is not followed, disciplinary action could result. Passes must be properly completed before a student exits and when a student returns to the classroom.

Passes must be written (or electronic) by receiving staff person for the following and NOT the sending teacher, must be presented to and signed by the classroom teacher for approval:

- To work in the library
- To visit the guidance office
- WIN or Advisory
- To change a schedule or discuss a non-emergency issue with a school counselor or clinician
- To see another teacher

Teacher action for violations:

- First offense - address offense directly with student
- Second offense - call home and give student teacher detention
- Three or more offense(s) – call home and office referral for each subsequent offense

### HARASSMENT/SEXUAL HARASSMENT [Policy Link](#)

Sexual Harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School

employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

### [HAZING Policy Link](#)

Maine statute defines injurious hazing as “any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in public school.”

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the Winthrop Public Schools shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsions, or other appropriate measures.

In the case of an organization affiliated with this school unit, which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

### [HEALTH SERVICES/NURSE](#)

The School Nurse provides health services that are beneficial to the students' physical and emotional well-being in the school environment. Health counseling and free health pamphlets are available. Students with special health needs should report to the nurse's office. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

A school nurse is available 5 days a week at Winthrop High School. Students who are ill or injured will be sent to her. If she determines that it is in the best interest of the student to go home, she will attempt to contact and inform the parent, guardian, or person designated on the emergency form. The nurse keeps and oversees the taking of medication by students, maintains the health record of each student and any new health condition should be reported to her. Winthrop Public Schools, Grades Pre-K to 12, school

nurses will follow standing orders as recommended by our school health advisor and protocols as issued by the State of Maine School Health Policy Manual.

### **HONOR ROLL (Academic)**

#### **The Honor Roll will be issued quarterly.**

High Honors = No grade lower than an A-

Honors = No grade lower than B-

A grade of "C" in a full-time course will keep a student off the honor roll. A grade of "C" in a course that meets less than full-time will lower a student one level on the honor roll. Students will make up incompletes before report cards are issued.

To be eligible for quarterly honor roll, any student must have a minimum of 6 courses graded/reported at the close of the quarter that meet the criteria. This includes students enrolled in CATC, college courses, VHS courses, AP for ME, or other.

One credit is given for a passing grade in a full-time course. A full-time course is one that meets for 75 minutes every day, or the equivalent.

CATC Program = three (3) credits

Pre-approved College Courses with a passing grade by the college's criteria will also serve as 1 graduation credit for the appropriate content area course.

### **HOW or Habits of Work Grades**

For the 2025 - 2026 school year, in order to improve student absences, tardies, and growing organizational concerns from students in classes, students will be assigned Habits of Work grades, in all classes, twice per quarter at WHS as a means to help address these types of concerns, implemented by many different school districts.

Habits of Work grades will focus on students' preparation for learning (arriving to class prepared & on time, having materials ready, etc.), engagement in learning (ex. participation in class, commitment to growth in academics, etc.), and interactions with peers/teachers (respectful interactions, building positive relationships, etc.).

Great Schools Partnership describes HOW grades as "...performance levels [that] appear alongside academic grades." These grades will appear as a separate category/assignment in the gradebook and will make up no more than 10% of a student's grade.

#### **HOW Rubric:**



Winthrop High School - Habits of Work (HOW) Rubric, Grades 9 - 12

Category	Criteria	
<b>Preparation for Learning</b>	<ul style="list-style-type: none"> <li>Arrives to class on time, with proper materials, and ready to learn</li> <li>Completes assignments on time</li> <li>Obtains and completes makeup work in a timely manner</li> </ul>	4. Demonstrates work habits consistently, <b>and in addition is proactive and self-sufficient</b> 3. Demonstrates work habits consistently 2. Demonstrates some work habits or demonstrates work habits inconsistently 1. Does not demonstrate work habits
<b>Engagement with Learning</b>	<ul style="list-style-type: none"> <li>Engages in classroom activities</li> <li>Participates in classroom discussions</li> <li>Commits to continuous growth through reflective revision</li> <li>Demonstrates perseverance through challenges</li> </ul>	4. Demonstrates habits consistently, <b>and in addition advocates for his or her learning and/or seeks out new learning opportunities</b> 3. Demonstrates work habits consistently 2. Demonstrates some work habits or demonstrates work habits inconsistently 1. Does not demonstrate work habits
<b>Interaction with Peers and Teachers</b>	<ul style="list-style-type: none"> <li>Demonstrates respect to others</li> <li>Shares responsibility during collaborative tasks</li> <li>Provides constructive feedback and support to other students</li> </ul>	4. Demonstrates work habits consistently, <b>and in addition helps create a positive learning environment</b> 3. Demonstrates work habits consistently 2. Demonstrates some work habits or demonstrates work habits inconsistently 1. Does not demonstrate work habits

HOW Grades Posted in PowerSchool (2 per Quarter)	Grading
Q1 - September 26th	Teachers will calculate HOW grades by dividing a student's total points in all three categories out of 10, allowing for 2 bonus points for scores of "4"  <i>No % score can be lower than a 50%</i>  <b>Habits of Work Scores will be worth no more than 10% of a student's grade</b>
Q1 - October 24th	
Q2 - November 21st	
Q2 - January 9th	
Q3 - February 6th	
Q3 - March 13th	
Q4 - April 10th	
Q4 - May 15th	

## INCIDENT MANAGEMENT

Winthrop Public Schools has a comprehensive safety plan in place to deal with emergency situations if/when they arise.

## LATE TO CLASS (Tardy)

Late to school and/or class is not acceptable. If a student is late to class, First offense: Student will be sent to the office for a late pass for periods 1 & 5 only, and the teacher addresses the offense directly with the student. Second offense: Student will be sent to the office for a late pass for periods 1 & 5 only, receive a teacher detention, and the teacher will call home. Third/fourth offense: The teacher will call home and the student will receive a discipline referral for each additional offense. Habitual lateness will have a direct impact on student performance and will carry disciplinary consequences as determined by administration, including loss of privileges. Being late (unexcused), to class 35 or more minutes will result in an attendance posting of Absent Unexcused for that period. (Additional information on absences and being late is contained in the school attendance policy described in this handbook, pages 14 & 15.) See extra-curricular/athletic policy for requirements for participation in co-curricular activities or athletics.

## LIBRARY

All students are strongly encouraged to visit the library often and to become familiar with its resources. The library is open from 7:30 a.m. until 2:30 p.m. Students will be responsible for the cost of materials lost or destroyed.

## LOCKERS

Lockers are available upon request. Please see Mrs. Mitchell in the main office if you would like to have/use a locker.

### LOITERING

The school building closes for the school day at 2:35 PM and all students must leave at that time unless they are involved in a school activity or under the supervision of staff. The expectation for behavior is the same after school as it is during the school day. Students who do not abide by this expectation will be asked to leave the campus. Refusal to cooperate will result in further administrative action. During winter months, students must plan ahead to arrange appropriate and timely transportation for themselves.

### MESSAGES AND DELIVERIES TO STUDENTS

Any student messages from a parent/guardian will be delivered to students outside of academic time, unless there is an emergency. Deliveries (e.g. flowers, food, drinks or balloons) will not be made to classrooms and students will not be called from classrooms. Students are expected to pick up food deliveries during their scheduled lunch sitting in the main office. Students are asked not to ask friends/family to deliver them food and/or drinks. This is an important rule that is strictly enforced by the main office staff to ensure students are not missing out on educational classroom time. Food deliveries from businesses, Doordash, UberEats ect. are not allowed under any circumstances. Delivery personnel dropping off fast food, coffee, etc. will be turned away.

### NATIONAL HONORS SOCIETY (NHS)

The National Honor Society (NHS), sponsored and supervised by the National Association of Secondary School Principals (NASSP) was established to recognize outstanding high school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. The Winthrop High School chapter of NHS was started in 1960.

In order to be considered for membership, students must first demonstrate **scholarship** by meeting the cumulative grade point average established by the WHS selection committee; they are then eligible for further consideration on the basis of service, leadership, and character. **Service** is defined as the voluntary contributions made by a student to the school or community, without compensation and with an enthusiastic spirit. Student **leaders** are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and exemplify positive attitudes. Leadership experiences can be drawn from school or community activities. The student of good **character** upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern, and respect for others.

### PARENT/GUARDIAN COMMUNICATION

At times during the school year, parents/guardians are invited to participate in meetings with teachers, counselors, and/or administrators to discuss a student's academic or behavioral situation. A parent/guardian may also request a conference at any time, or use email to contact teachers or administrators.

The PowerSchool Parent Portal allows parent and student access to grades, attendance and other information via the internet. Login codes and passwords may be mailed home, along with instructions for retrieving student information.

### PARKING/AUTOMOBILE USE

Students are permitted to drive automobiles to school. Students must leave the automobiles upon arriving at school and not return to them until they leave school for the day unless they have specific permission by the school administration to do so.

#### Student Parking and Vehicle Use:

1. **THE MAXIMUM SPEED LIMIT ON SCHOOL GROUNDS IS 15 MPH.**
2. Motor vehicles may not be driven during school hours without permission from the administration.
3. School buses may not be passed when loading or unloading on school grounds, as well as on the highways. Violators may be subject to prosecution.
4. **No one is to be in or around vehicles during school hours.** Park the vehicle, lock it and leave it for the day.
5. Park only in rows to allow free movement of vehicles. Observe the yellow lines and park between them.
6. Students must park their cars in the front parking lot.
7. Students **WILL NOT** park in the faculty parking lot.
8. Students are to be dropped off at the back of the building. Parents and others, do not drop off students in the bus loop at the front of the building.
9. Illegally parked or unregistered vehicles will be subject to towing and will result in the rescinding of the student's privilege to operate vehicles on school property.
10. ATV's and horses are not allowed on the school grounds.
11. Violation of these rules could result in loss of privileges to drive a vehicle to school.
12. All student drivers will fill out and return the Vehicle Permission Form and provide a copy of their license with the main office.

**Careless operation or violation of these rules will result in the student's loss of privilege to operate a vehicle on school property.**

#### **PHYSICAL RESTRAINT & SECLUSION** [Policy Link](#)

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others poses an imminent danger of serious physical injury to the student or another person. In accordance with Maine State Law, Chapter 33, Winthrop Public Schools, to the extent possible shall implement physical restraint by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues. The use of physical restraint and seclusion including completing required notification and documentation of the incident, aggregate reporting of incidents to administrators and the Maine Department of Education, notification of parents.

#### **POLICY ON NONDISCRIMINATION**

It is the policy of the Winthrop Public Schools that all employees and students will enjoy a work/learning environment free from all forms of discrimination, including sexual harassment. If students feel they are being harassed/bullied by another student or an adult in the school, they are encouraged to report the alleged harassment to a guidance counselor, teacher, or administrator. Students must complete a harassment report form in order for administrative action to be taken.

#### **PRIVILEGES**

Seniors and second semester Juniors may be awarded PRIVILEGES. This privilege allows students to use allotted time during the school day (outlined below) as it best benefits them. It must be clear that the burden of responsibility is on the individual student to use this time wisely.

Senior Privs - Allowable School Day Times	Second Semester Junior Privs - Allowable School Day Times
Tutorial(s)	Tutorial(s) Blocks 1/5, 2/6, 4/8 ONLY

WIN (30 minutes ONLY Tues, Wed, Thurs)	
Lunch (30 minutes, daily)	

### GUIDELINES AND REGULATIONS

- A. Privileges will begin once the signed acknowledgement form has been returned to the WHS Main office.
- B. A review of privileges will take place, bi-weekly, on the specified dates specified below in section M.
- C. All seniors have the privilege of coming to school in time for their first class if they are awarded Privilege Status. Those seniors and second semester juniors who have a block 1/5 class are expected to be in school/class on time.
- D. Seniors, with privs, may access the senior lounge.
- E. All second semester juniors have the privilege of coming to school for blocks 2/6 IF they have a scheduled Tutorial block 1/5 if they are awarded Privilege Status. Those juniors are expected to be in school/class on time.
- F. Seniors have the privilege of leaving school when their last class of the day is over if they are awarded Privilege Status.
- G. Second semester juniors have the privilege of leaving school during blocks 2/6 and 4/8 if they have tutorial and are awarded Privilege Status. All second semester juniors must be in school for blocks 3/7.
- H. Seniors and second semester juniors with privs MUST attend ALL Monday and Friday advisory blocks and second semester juniors with privs MUST attend all WIN periods.
- I. If students with privs skip a class or part of a class (ie second part of lunch), those students will lose privileges.
- J. All seniors and second semester juniors with privs may elect to utilize their non-class time (specified in table, above), in a way that will benefit them best as individuals. This may include:
  1. Studying in a tutorial.
  2. Using the library for research or reading with permission from the librarian.
  3. Leaving school grounds if the parent/guardian is willing to accept the responsibility by completing and signing the Winthrop High School Senior Privilege Acknowledgment form and automobile permission acknowledgement. AUTOMOBILES may not be used unless the student's parent/guardian has signed the automobile permission acknowledgment section of the above listed form.
  4. Visiting classes if prior arrangements with the teachers are made.
  5. Taking an online high school or college course that has been approved by Guidance and the Principal.
- K. Privileges are based on behavior, attendance, HOW grades, community service hours, academic standing (grades are checked twice quarterly), and outstanding materials (i.e. lost books, overdue lunch balances, etc.). Students on privs are expected to remain in good standing in matters of academics and discipline.
  1. Any major discipline problem will lead to loss of privileges for the remainder of the quarter as well as any disciplinary action required by the district's Code of Conduct.

(**Any** administrative detention or suspension will cause the immediate termination of senior privileges)

2. Any accumulation of minor problems such as tardiness/absences will mean loss of privileges. For example five unexcused tardies/absences in a ranking period will result in the loss of senior privileges for the remainder of the quarter. If these are accrued at the end of a quarter, Privileges may be revoked until the next privs check.
3. Seniors and second semester juniors failing to cooperate and use their time as explained in section "J" will lose their privileges for the remainder of the quarter.
4. All Seniors and second semester Juniors must be earning an 85 or better in all courses at every check.
5. Students enrolled in concurrent enrollment classes outside of WHS must report their grades for each privs check (85 or better). Failure to report these grades will result in a loss of privileges.
6. To be eligible for privs, seniors and second semester juniors must be full-time students (minimum of 6 classes/credits) and must be on track with, and have documented with the school/advisor, their required community service hours. For the Class of 2026, the number of community service hours for privs eligibility is 45 as of Sept. 3rd. For the Class of 2027 second semester juniors, the number of community service hours for privs eligibility is 37.5 as of Jan. 20th.
7. Senior and second semester junior privileges may be withdrawn by the parent/guardian upon receipt of a written request.
8. Seniors and second semester juniors losing privileges will not be released from school during non-class time and will have to report to assigned tutorial, advisee/HR time, and lunch.
9. Teachers, when communicating with the administration, can ask for a temporary suspension of student privileges for academic reasons (missing work, make-up needed, failing a class or classes, etc.)
10. High school administration reserves the right to suspend, remove, or revoke student privileges (individually or as a whole) at any time for any reason.
11. Failure to return the senior/second semester junior privilege acknowledgment form will result in NO PRIVILEGES.

L. ASSEMBLY PROGRAMS: All seniors and second semester juniors with privs MUST attend assemblies or other special programs such as Advisory, Town Meetings, etc. Missing any school-wide assemblies or programs will result in loss of privileges.

M. Privs Review Dates (Bi-Weekly):

9/17/25	10/1/25	10/15/25	10/29/25	11/12/25	12/3/25	12/17/25	1/14/26	1/28/26
2/11/26	3/4/26	3/18/26	4/1/26	4/15/26	5/6/26	5/20/26	6/3/26	

### PUBLIC POSTINGS, POSTERS, SIGNS

All items posted in and around the school must be first subjected to building administrative approval.

### REQUESTS FOR WORK

In the case of extended excused absences, students and/or parents may request the work missed from the Guidance Office. Requests must be made directly to the Guidance Office.

### SCHOOL HOURS

The main building and the office open at 7:00 AM. If a faculty member is present, students may enter the building at 7:15 AM. We also encourage all students to stay on school grounds during lunch. The school

day ends at 2:00 PM. Teachers will be at their teaching stations until 2:35 PM for student assistance purposes. **Students may remain in the building ONLY when supervised.** The library will be open daily for student usage. Hours of access will be posted. Student access to the building will cease at 2:35 PM, Monday through Thursday and at 2:00PM on Friday. Students in the building after these hours or on weekends must be accompanied by and under the supervision of a faculty member or coach. Detention will take place until 3:00 PM on Monday, Wednesday and Thursday. Students not with a faculty member or coach who need to access the building after the above listed weekday hours are to seek assistance from the administration.

### SCHOOL RESOURCE OFFICER

Winthrop High School does not have a school resource officer. However, the school has a working relationship with the Winthrop Police Department. Winthrop PD will be called to help the administration with a variety of student and other issues, if/when they arise. Additionally, Winthrop PD will periodically work with WHS staff training for emergency situations, and walk through/visit the building often.

### SCHOOL SPIRIT

School spirit is a very important part of life at Winthrop High School, and it means loyalty to all functions of the school. Please be courteous toward school personnel, teachers, fellow students, guests, and officials of school activities, have pride in everything our school tries to and has accomplished, and display good sportsmanship (the ability to win and lose gracefully).

### SCHOOL SONG

*Onward for Winthrop High School  
We're out to do or die  
In the spirit of our leaders  
We hold our banners high  
Oh may we see our duties  
Be loyal, keep the rules  
Hip hooray for the green and white  
At our high school  
Rah! Rah! Rah!*

### SPECIAL EDUCATION, SECTION 504 AND CHILD FIND NOTICE

Maine Unified Special Education Regulations, "Chapter 101," guarantees each student with a disability to be provided with a free and appropriate public education. This education includes special education and supportive services, which:

- Is provided at public expense, under public supervision and direction, and at no cost to the parents;
- Meets the standards and personnel qualifications required by these regulations;
- Is appropriate to the special needs of the student as defined in an Individual Educational Plan; and
- Is provided in the least restrictive educational environment.

Students may qualify for special education services under one or more of the following disabilities:

Autism	Deafness/Blindness
--------	--------------------

Deafness	Emotional Disturbance
Hearing Impairment	Intellectual Disability
Multiple Disabilities	Orthopedic Impairment
Other Health Impaired	Specific Learning Disability
Traumatic Brain Injury	Speech Language Impairment
Visual Impairment, including blindness	

Referrals of students to the IEP team may be made by parents at any time and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Referrals should be made and processed consistent with Winthrop Public Schools Policy IHBA and IHBA-R. For additional information, contact Susan Fossett, Special Education Director, at ext. 5012.

### **Public Notice**

Parents of a child residing in the Winthrop Public Schools may contact the Special Education Office for information and policies regarding special education, disabilities under 504/ADA, nondiscrimination, program accessibility and student records at 377-2241 ext. 5149.

### **Child Find**

Winthrop Public Schools seeks to ensure that all children within its jurisdiction who are school-age, five through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated. Additional information regarding Winthrop Public Schools Child Find process can be found within Policy IBHAC or by contacting Susan Fossett, Special Education Director, at 377-2241 ext. 5012.

**Adopted: 12/3/2008, (revised 2/5/2015, 3/3/21, reviewed 3/2/2022) Winthrop School Committee, Policy IBHAC**

Special Services-Screening and services are provided to eligible children/students who are:

- Ages 0-5 years not currently enrolled in school,
- Enrolling in kindergarten in the fall and will be screened in the spring or fall,
- Transferring from another school district; and
- Enrolled in a private school or receiving home schooling.

*Legal Reference: 34 C.F.R. 300.128; 300.450-52*

### **Nondiscrimination**

Winthrop Public Schools do not discriminate on the basis of race, sexual orientation, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities.

*Legal Reference: 34 C.F.R. 104.8, 106.0, 100, 110.225*

### Program Accessibility

All programs or activities offered by Winthrop Public Schools when viewed in their entirety shall be readily accessible to individuals with disabilities. Information is available relating to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

*Legal Reference: 28 C.F.R. 35.106 and 34 C.F.R. 104.8*

### Section 504

Section 504 is one part of the Rehabilitation Act of 1973. For many years, its main thrust has been in the area of employment for individuals with disabilities and for members of minorities. Within the last several years, however, the Office of Civil Rights (OCR), charged with enforcement of Section 504 has become proactive in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. Under Section 504, "handicapped persons" means any person who has a physical or mental impairment, which substantially limits one or more of such a person's major life activities; has a record of such impairment; or is regarded as having such impairment. If there is reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

***You may also contact Susan Fossett, Special Services Director at 377-2241, ext. 5012 or the Winthrop High School 504 Coordinator at 377-2228 ext. 3018.***

### STUDENT RECORDS

*Family Educational Rights and Privacy Act (FERPA) [FERPA LINK](#)*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232G; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

School officials with legitimate educational interest;  
Other schools to which a student is transferring;  
Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;



Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and State and local authorities; within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. 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.

Other sources:

Winthrop Public Schools Policy – Student Educational Records – JRA  
Winthrop Public Schools Handbook

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-5901**

The four types of pupil records maintained by the Winthrop Public Schools include:

1. Directory information on students, such as names, addresses, telephone numbers, ages, major fields of study, and athletic participation;
2. Academic records such as grades, class ranks, honors, and prizes;
3. Student records, including aptitude scores, cognitive ability scores, student health records, etc.
4. Exceptional education records.

All directory information, as well as information relating to academic honors, prizes, etc. may be made public without notice unless the school is notified by the parents by the end of September of each year that such information is to be withheld. Other information, including grades and all information maintained under number 4 above (Exceptional Education records), would not be released without prior request or permission. The Winthrop Public Schools will transfer students' records upon request from another school unit in which a student seeks or intends to enroll. Prior parental request or permission is required for access to all information other than directory information.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights is the expectation that students will demonstrate ethical and responsible behavior.

Among these student rights are:

- A. The right to equal educational and extracurricular opportunity;
- B. The right to freedom from discrimination and harassment because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability;
- C. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board;
- D. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights;

- E. The right to free inquiry and expression and to voice grievances within the bounds of reasonable rules regarding these rights, and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- F. The right to privacy regarding the content of student records, as defined by the Family Educational Rights and Privacy Act;
- G. The right to dress as he/she wishes within reasonable guidelines related to health, safety, and the avoidance of potential disruption;
- H. The right to be free from unreasonable searches and seizures; and
- I. The right to access school rules and, if necessary, an explanation of these rules from school personnel.

The Board has the authority to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools.

This Board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

### TUTORIALS, INTERVENTIONIST and LEARNING LABS

Tutorials are provided to students as an opportunity to complete school assignments, access their teachers and receive help or additional support. Students assigned to a tutorial must attend. Students who wish to study in the library or with another teacher during tutorial may do so only with a proper pass.

Support tutorials and Learning Labs operate much the same as tutorials, but tend to be much smaller and assigned to students who want or need additional academic support. The support tutorial/learning lab teacher is much more involved with students assigned to that space to ensure student needs are being met. New in 25-26 is a staff half-time interventionist who will work with a caseload of students that are designated at-risk by the RTI process. These students may be identified for academic reasons, discipline issues, social/emotional support needs, may be behind in credits, and/or are at risk due to attendance concerns.

### SUSPENSIONS FROM SCHOOL [Policy Link](#)

The Winthrop Board of Education delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board.

- A. The student shall be given oral or written notice of the charge(s) against him/her;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s);  
and
- C. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

The student's parent/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) or by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

The parents/guardians and the student may be required to schedule a conference with the building administrator/designee within the suspension period and prior to re-admittance to school.

Students shall be responsible for any schoolwork missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes or any form of evaluation affecting their grades.

## **Expulsion of Students** [Policy Link](#)

No student shall be expelled from school except by action of the Board. The Board shall expel students as provided in 20-A MRSA § 1001(9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur.

The parents/guardians (and the student if 18 years of age or older) shall be notified by certified letter and regular mail of the Board expulsion hearing. The hearing shall be in a properly called executive session and may also be attended by persons designated by the superintendent to present information in the case.

The notice of hearing shall include:

- A. The date, time and location of the hearing;
- B. A description of the charge(s)
- C. A statement that the student may be represented by legal counsel;
- D. A statement that the student or his/her representative may cross-examine any witnesses presented by the administration at the hearing; and
- E. A statement that the parents/guardians and student may present evidence, including witnesses and documents, on the student's behalf.

## **Students' Rights on Suspension and Expulsion**

1. **Suspension.** The School Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. The Board may impose suspensions longer than 10 days. (**PLEASE NOTE:** *Capital Area Technical Students are subject to the rules of both the sending and receiving schools; therefore, a student suspended from one school shall also be suspended from the other. Suspension time will be concurrent.*)

Prior to the suspension, except as hereinafter provided:

- 1.1.1. The student shall be given oral or written notice of the charge(s) against him/her;
  - 1.1.2. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
  - 1.1.3. The student shall be given an opportunity to present his/her version of the incident.
- 1.2. **Continued Behavior.** Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.
  - 1.3. **Notification.** The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the office of the superintendent.
  - 1.4. **Parent/Administrator Conference.** The parents/guardians and the student shall be required to schedule a conference with the building administrator/designee within the suspension period and prior to readmittance to school.
  - 1.5. **Missed Schoolwork.** Students shall be responsible for any schoolwork missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes or any form of evaluation affecting their grades.
2. **Expulsion.** Student's rights at a hearing for a suspension of greater than ten (10) days or expulsion will be as follows:
    - 2.1 A hearing will be held at the next regular or special School Board meeting following the suspension.
    - 2.2 The student may be represented by an attorney.
    - 2.3 The hearing will be held by the Winthrop Board of Education.
    - 2.4 The courts have held that students are entitled to the rudiments of an adversary proceeding. This may include:

- The right to be presented with the names of witnesses and the affidavits of those witnesses
- 2.4.2 The right to demand that any such witness appear in person to answer questions
- 2.4.3 The right to present witnesses to testify on one's behalf
- 2.5 The precise nature of the hearing depends upon the circumstances of the particular case. However, the following applies:
  - A record will be kept of the hearing procedure. The student is entitled, at cost, to a copy of that transcript if one is available
  - The proceeding will move forward as expeditiously as possible
  - The Board will establish the length of time of the expulsion and set conditions for return
  - If the Board finds insufficient cause to expel, the student may request that the written entries be removed from school records.

### Suspension/Expulsion of Exceptional Students

In accordance with the requirements of Maine Special Education Regulations, Chapter 101, Section 14, the school system shall follow procedures that govern disciplinary removals of students with disabilities from their regular school program. These procedures shall be interpreted in a manner consistent with State and Federal special education laws and regulations.

School administrators may suspend students with disabilities for up to ten cumulative school days in the school year under the same terms and conditions as students without disabilities are suspended. Please consult the Director of Special Education for specific details of the removal of a student for ten or more days.

### TEXTBOOKS

Students will be issued textbooks in good condition. Students are responsible for maintaining the book in the same condition as when received. All textbooks are to be returned at the end of the course. Students will be charged for lost or damaged textbooks and report cards may be held until outstanding obligations have been suitably satisfied. Participation in graduation ceremonies may also be revoked until outstanding obligations have been satisfied.

Textbooks issued to students are the property of the school. Students, parents, or guardians will be billed for textbooks that are lost or damaged to the point of being unusable. The bill amount will be set by the school using cost information from each content area.

### TOBACCO/ELECTRONIC CIGARETTE/VAPE/NICOTINE USE AND POSSESSION [Policy Link](#)

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Winthrop School Board prohibits smoking and the use of all other tobacco products/vapes in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students, staff, and members of the public. Vape detection devices are in use in the building.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco/vape products in school buildings, facilities, and on school grounds and buses during school-sponsored events and at all other times. Students caught with or using vapes/tobacco products are subject to disciplinary action up to and including suspension.

### TRESPASS

Students suspended from school are not to be on school property or attend school-sponsored events. School Administration may issue a criminal trespass warning to students or other individuals who are not authorized to be on school grounds or to individuals who present a risk to the peace and safety of the school. Failure to adhere to this warning may lead to arrest by law enforcement.

### VANDALISM

Winthrop High School is public property and students have the right and privilege to use it. School citizens have the responsibility to take care of the building and to see that others do not deface, destroy, or mar any part of it. It is important that all students assume the responsibility of appropriate behavior and discourage those who would damage or destroy school property. Disciplinary action will be taken in any instance of willful defacing or damage of school property.

### VIDEO SURVEILLANCE

Winthrop High School uses a video monitoring system in the building and on school grounds which is governed by School Board Policy.

### VISITORS

Non-WHS students wishing to visit WHS must first submit a letter from a parent/guardian requesting permission to attend for a day. Students requesting permission to bring a visitor to school, for educational purposes, must first obtain written permission from an administrator and the appropriate teachers prior to the day of the visit. If a visitor is presently enrolled at another school, and that school is in session on the day of the intended visit, a letter verifying permission from the visitor's school will also be required.

All visitors to the school must register in the main office and show a valid photo I.D.

### WEAPONS, VIOLENCE & SCHOOL SAFETY [Policy Link](#)

The Winthrop Board of Education believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct of students to the building administrator for investigation and appropriate action.

### WIN (WHATEVER I NEED)

WIN takes place three times per week, Tuesday, Wednesday and Thursday. All students in WIN are assigned to their homeroom teacher, but can be "tagged" by another teacher during that block for additional support, to complete make-up work, to get help, etc. We encourage students to take responsibility for their learning and to ask their teachers or advisors to put them on a teacher's list for WIN time. Students do not have to wait for a teacher; they should be proactive.

### WORK PERMITS

Any student desiring a work permit shall initiate the application through the principal's office. The student will need a copy of his/her birth certificate. Those students 15 years old and under must have a parent/guardian accompany them when completing the application form as a parental/guardian signature is required.

### **\*NOTICE OF INTEGRATED PEST MANAGEMENT FOR WINTHROP PUBLIC SCHOOLS**

Winthrop Public Schools has an integrated pest management policy on file in the Superintendent's Office in the Policy Book. This policy may be reviewed by appointment at this same office. Pesticides may be applied in school buildings and on school grounds. Applications of pesticides will be noticed in accordance with Sections 4(B-D) of the State of Maine Department of Agriculture, Food and Rural Resources and Board of Pesticides Control. An Instant Alert message will be sent to all parents/guardians in the event pesticides are applied.

A record of prior pesticide applications and information about the pesticides used and a copy of The Pesticides in Schools regulation (CMR 01-026 Chapter 27) are available for review in the Maintenance Department Office.

### **\*NOTICE OF ASBESTOS MANAGEMENT PLAN FOR WINTHROP PUBLIC SCHOOLS**

Winthrop School facilities have been inspected for the presence of Asbestos-Containing Building Materials (ACBMs). A written plan for the management of these materials is available for review at the Office of the Superintendent. 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 ACBMs will be semi-annually inspected.

This notice is distributed in compliance with regulations of the Maine Department of Environmental Protection and the U.S. Environmental Protection Agency.

## **Winthrop High School** **Student Handbook**

I, \_\_\_\_\_ have read, understood and agree to abide by the policies and procedures in the 2025 - 2026 Winthrop High School Student Handbook. Every effort was made to align the WHS Student Handbook with Winthrop School board policy, however, if there is a

discrepancy between the Student Handbook and policies, the policies will have precedence over the Student Handbook.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Please return this signed and dated form to your homeroom teacher/advisor, or to the main office, no later than Friday, October 17, 2025.