WASHINGTON ACADEMY

Since 1792

Student Handbook
2026-2027

WASHINGTON ACADEMY
2026-2027

School Colors: Maroon & White
School Mascot: Raider
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Accredited by:
New England Association of Schools and Colleges (2024)
Approved by the Board of Trustees of Washington Academy:

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

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WASHINGTON ACADEMY
Since 1792

2026-2027 Calendar

JULY 2026

S	M	T	W	TH	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026 (1/1 + 3PD)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	PD	PD	PD	28	29

SEPTEMBER 2026 (21/22)

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

OCTOBER 2026 (20/42+1PD)

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

NOVEMBER 2026 (18/60)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	H	ER	ER	14
15	16	17	18	19	20	21
22	23	24	ER	H	V	28
29	30					

DECEMBER 2026 (14/74)

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

JANUARY 2027 (19/93)

S	M	T	W	TH	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24 31	25	26	27	28	29	30

FEBRUARY 2027 (15/108)

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

MARCH 2027 (22/130+1PD)

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

APRIL 2027 (17/147)

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

MAY 2027 (20/167)

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

JUNE 2027 (8/175+1PD)

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

175 Student Days
6 Teacher Professional Development Days

ER = Early Release – 11:10 AM Dismissal
H = Holiday
V = Vacation
PD = Teacher Professional Development

SIGILLUM-ACADEMIAE-WASHINGTONIANAE-MDCCXCII-
DE REGNO
VIRTUTE CERTAM

Jul 3 Independence Day Observed
Jul 4 Independence Day
Aug 18 & 20 Beat the Rush
Aug 24 New Faculty Orientation
Aug 25, 26 & 27 Professional Development
Aug 31 New Student Orientation
Sep 1 First Day of School - All students
Sep 7 Labor Day
Sep 22 Open House/ Discover WA
Sep 26-27 Homecoming Weekend
Oct 9 PSAT & ASVAB
Oct 12 Indigenous Peoples Day
Oct 13 Professional Development Day
Nov 11 Veterans Day
Nov 12 Parent-Teacher Conferences ***[½ day]***
Nov 26-27 Thanksgiving Break
Dec 18 Winter Field Day ***[½ day]***
Dec 25 Christmas
Jan 1 New Year's Day
Jan 13-14 Final Exams ***[½ days]***
Jan 15 Exam Make-Up Day

Jan 18 Rev. Dr. Martin Luther King, Jr. Day
Feb 15 Presidents Day
Mar 11 Parent-Teacher Conferences ***[½ day]***
Mar 12 Professional Development Day
Apr 2 Explore WA Day ***[no school]***
Apr 16 Spring Field Day ***[½ day]***
Apr 19 Patriots Day
May 3-14 AP Testing
May 7 Step-Up/Field Day ***[no school for seniors]***
May 15 Senior Prom
May 18 Academic Awards
May 21 Community Service Day ***[½ day]***
May 28 Last Day for Seniors
May 31 Memorial Day
Jun 6 Graduation
Jun 8-9 Final Exams ***[½ days]***
Jun 10 Last Student Day | Final Exam Make-Up
Jun 11 Professional Development
Jun 18 Juneteenth Observed
Jun 19 Juneteenth

Period End Dates:

First Semester: 8/31/26 – 1/15/27
First Quarter: 8/31/26 – 10/30/26
Second Quarter: 11/2/26 – 1/15/27

Second Semester: 1/19/27 – 6/10/27
Third Quarter: 1/19/27 - 3/26/27
Fourth Quarter: 3/29/27 - 6/10/27

Progress Reports:
First Quarter: 9/25/26
Second Quarter: 12/4/26
Third Quarter: 2/12/27
Fourth Quarter: 04/30/27

WASHINGTON ACADEMY MISSION STATEMENT

Washington Academy ignites passion for learning through dynamic programs that emphasize intellectual curiosity, innovation, and community engagement.

Washington Academy Core Values:

1) **Empowering the individual student.** We unleash the full potential of each student, providing personalized support and guidance to help them discover their unique talents and strengths.
2) **Cultivating a dedicated and diverse community.** We celebrate diversity, and our teachers inspire a passion for learning in students through creative and collaborative relationships.
3) **Striving for excellence and resilience.** We encourage students to aim high, embrace challenges and persevere in the face of obstacles to achieve greatness and develop the resilience to bounce back.
4) **Championing a progressive culture of innovation.** We embrace curiosity, creativity, and critical thinking, while celebrating diverse perspectives and nurturing a culture of innovation.
5) **Developing the whole person.** We deliver a holistic approach to education, nurturing every aspect of our students' lives through a dynamic curriculum that combines academic excellence with a range of extracurricular activities such as athletics, arts and community engagement.
6) **Preparing responsible global citizens.** We instill in our students the values of empathy, inclusivity, and global citizenship, empowering them to become active participants in shaping a better world for all.

Adopted in 2023

HEAD OF SCHOOL MESSAGE

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

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

Judson McBrine
Head of School

STUDENT INFORMATION DIRECTORY

FOR QUESTIONS ON:	GO TO:
Athletic Information	Athletic Director
College/Graduation	Counseling Office
Leaving School Grounds	Main Office
Lost and Found	Main Office
Medical or Health	Nurse's Office
Schedule Change	Counseling Office
Scholarships	Counseling Office
Extended Absence	Main Office-Assistant Head of School
Transfer of Schools	Counseling Office/Registrar
Transcripts	Counseling Office/Registrar
Visas and I-20s	Admissions Office
Other Questions	Main Office

WASHINGTON ACADEMY STAFF 2026-2027

Elizabeth Allen	Educational Technician
Elaine Alley	JMG Specialist
Carol Anthony	History
Bonnie Atkinson	Music
Kate Atkinson	Educational Technician
Monica Audibert	Special Education
Britannia Balyint	Special Education Department Head
Bobbie-Jo Brown	Accounting Specialist
Mary Bugg	ESL Support Technician
Jessica Caricofe	School Counselor
Brendon Cates	Modern Day Apprenticeship
Lauren Cates	Administrative Assistant
Carol Coryea	Science
Holly Costley	Executive Assistant Head of School
Luke Cunningham	English
Mindy Dean	Science
Kelly Donaghy	Administrative Assistant
Stephanie Emery	Dir. of Mktg, Advancement, & Community Engagement
Kiki Estes-Schmalzl	Math
John Ferguson	Ed Tech
Brittany Gatcomb	Director of Admissions
Scott Harriman	Admissions Associate
Felicia Hill	Girls Dorm Head
Fern Hilyard	Marketing and Communications Asst.
Amy Hodgdon	Educational Technician
Duane Ingalls	Educational Technician
Lewis Landers	Boys Dorm Head
Junia Lehman	Registrar/Counseling Office Manager

Newell Lewey	Passamaquoddy Language
Chris Lyford	Director of Finance & Operations
Steven Lynch	History
Colleen Maker	Science
Jacob McBrine	Health/Personal Fitness
Judson McBrine	Head of School
Paula McBrine	English
Yesenia Myers	Spanish
Rich Olivares	Associate Head of School
Rob Razdrih	Dir. of Food Service/Nutrition
Damon Reynolds	Study Hall Monitor
Laurina Sanford	Early College Learning Assistant
Heidi Schwinn	School Nurse
Lisa Seeley	Educational Technician
Elana Sheinkopf	English
Heather Smith	Special Education
Jon Solomon	Assistant Head of School/A.D.
Blaine Steeves	Physical Education
Cliff Strout	Dir. of Facilities & Transportation
Chris Sunde	Math/Science
DeAnne Taylor	Personal Finance
Kristi Thornton	Assistant Business Manager
Kim Tyler	Director of School Counseling
Shaina Walker	Art
Ryan Wannemacher	Special Education
Amelia Winner	Math
Dexter Wright	Director of Technology

2026-2027 Daily Class Schedule

AA	**7:50 - 8:00**		
1	**8:03 - 9:24**		
LB	**9:24 - 9:36**		
2	**9:39 – 11:00**		
3A	**11:03 -11:26**	**11:29-12:50**	
3B	**11:03 - 12:24**	**12:27- 12:50**	
4/AA	**12:53 - 2:07**	**2:10 – 2:14**	

2026-2027 Early Release Schedule

NO	ADVISOR		
1	7:50 – 8:32		
2	8:36 – 9:18		
3A	9:21 – 9:41	9:44 – 10:26	
3B	9:21 – 10:03	10:06 – 10:26	
4/AA	10:29 -11:04	11:07 – 11:10	

MAIN OFFICE

The main office and all other offices of the school are where many of the daily routines, communications and decisions are made. This is an area of high confidentiality, therefore, students may not enter an office without permission from office personnel. Students coming to the **Main Office** must come to the open window to seek assistance and may only enter if given permission. Students must get the help and support they need as quickly as possible and then leave the area and go back to their appropriate class or location.

SCHOOL NURSE/NURSE'S OFFICE

The school nurse is available to monitor and manage the health and physical wellbeing of our student body. She will be able to assist students who need medication or who need to be seen because they do not feel well. All students must first get permission to go to the nurse's office by coming to the **Main Office** where a call will be placed to see if the nurse is available. Once the student has been seen by the school nurse, the school nurse will release the student back to class or will make plans to have the student picked up or returned to the dormitory for the remainder of the school day. Students are **NOT** to use the nurse's office as a place to hang out or to avoid going to class.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES IN SCHOOLS

The intent of this policy is to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by setting expectations regarding the use of students' personal cell phones, smart watches, and other personal electronic devices (PED) during the school day.

BELL TO BELL PROHIBITION

This policy applies to all students and their devices. Students are prohibited from using cell phones and other personal electronic devices with Internet or cellular network connectivity capabilities for the duration of the entire school day, from starting to dismissal, except as otherwise permitted in this policy.

Students are not permitted to carry/wear or access personal cell phones, smart watches, or other PEDs during the school day.

- Prior to the starting bell, cell phones, smart watches, and other PEDs must be powered off and remain off and stored. WA will have collection receptacles in each advisory room and students will turn in their phones at the start of advisory.
- Exceptions to the prohibition on use may be granted for monitoring or management of a health condition in accordance with a health care provider's order as incorporated into the student's individual health plan (IHP) (e.g., glucose monitoring); implementation of a student's IEP; a documented Section 504 accommodation for an individual student(e.g., use of assistive technology); in language support services for emergent English language learners when no other translation option is reasonably available; or in an emergency situation as authorized by the building administrator in accordance with the school unit's health and safety and emergency management plan.

Violations of this policy may result in:

- A verbal warning and turning in the cell phone, smart watch, or other device to the front office for the remainder of the day.
- A second violation with result in Saturday Detention.
- The third violation the student will receive a one day suspension. Each additional violation will result in suspension and in severe cases may lead to dismissal.

In the event of a school emergency, Washington Academy will communicate with parents as promptly as possible.

The school unit will not be responsible for loss, theft, or damage to students' personally Owned cell phones, smart watches or other PEDs brought into schools or onto school property, including school buses, parking lots, athletic fields and/or any other school facilities. Students are allowed to leave devices in their cars as long as they are not accessed during the school day.

WASHINGTON ACADEMY
DRUG & ALCOHOL INTERVENTION POLICY*

Washington Academy supports the emotional and physical health of all its students therefore, the following intervention program is meant to provide an opportunity for students to receive support and education to create healthier lifestyle choices.

In response to students who use illegal drugs of any kind or use legal drugs in an illegal manner, the following intervention program may be used to lessen the consequences of being

in possession of or under the influence of any illegal drug while being enrolled as a Washington Academy student.

Any student who comes forward on their own who would like to receive help and support for their personal drug use problem may take advantage of the intervention without consequences.

First Offense: Any student suspected of or under the influence of any illegal drug or in possession of drug paraphernalia will be given the opportunity to reduce their suspension from school by attending a minimum of one session of Drug Court and three hours of community service with the Arise Program and/or the Recovery House. Students must also write a reflection on their experience and share it with school administration.

Second Offense: Any student who is suspected for the second time to be in possession of or under the influence of any illegal drug or drug paraphernalia will be suspended from Washington Academy but may avoid dismissal by attending two sessions of drug court and a minimum of 12 hours of volunteer work with the Arise Program/Recovery House. A written reflection on the experience is required and must be shared with administration.

Third Offense: Any student who is suspected for the third time to be in possession of or under the influence of any illegal drug or drug paraphernalia may be dismissed from Washington Academy.

NOTES ON LUNCHES:

1. Students may not leave the cafeteria during lunch without permission of the duty teacher/administrator.
2. Students may be allowed to go to the Main Office/Counseling Office after notifying the monitor and signing out on the attendance log.
3. There will be a bell to indicate the end of the lunch period.
4. **Tables are to be left clean. All trash is to be put in the trash barrels. Be sure to recycle cans and bottles. Students may be called out of class to clean up excessive trash left at the tables.**
5. All doors leading to the cafeteria will be locked while lunch is in session.

NOTES ON LOCKER BREAK:

1. There will be absolutely no food in classrooms.
2. Students need to be on time for classes after locker break/lunch.

ACADEMIC ACHIEVEMENT

The basis for grades is the teacher's evaluation of the student's work performance in a class. Progress Reports & quarter grades are made available midway through the quarter and at the quarter. Honor Roll is determined from quarter grades. If you have any questions about your grades, drop by the Counseling Office or check your Veracross account.

The basis for grades in academic work is:
A (93-100) This is a **high honor mark** indicating outstanding performance in homework, classroom work, tests, and class preparation.
B (85-92) This is an **honor mark** indicating very good test scores, very good daily performance and continued above average homework.
C (76-84) This is an **average mark** indicating satisfactory daily performance in class and on test and homework.
D (70-75) This is a **below average mark** indicating lack of student interest, lack of ability to perform certain tasks, or a poor daily attendance and/or poor classroom performance with little or no homework.
F (below 70) This mark indicates **academic failure** for which no credit is given. This grade is caused by lack of student work, poor daily attendance and/or performance.

Grading System

A = Excellent Work (High Honors)
- A+ = 100-98
- A = 97-95
- A- = 94-93

B = Above Average Work (Honors)
- B+ = 92-91
- B = 90-88
- B- = 87-85

C = Average Work
- C+ = 84-82
- C = 81-79
- C- = 78-76

D = Below Average Work
- D+ = 75-74
- D = 73-72
- D- = 71-70

If a 100-98 average is the reason to not give a final to a student, this should be clear in the syllabus. Otherwise, students will be expected to take a final or do a final project.

Below 70 = Failing work and no credit is given. The **letter F** is marked on the card. For special subjects:

S or P = Satisfactory Work

U = Unsatisfactory Work

First quarter ends	October 30
Second quarter ends	January 15
Third quarter ends	March 26
Fourth quarter ends	June 10

ACADEMIC AWARDS:
- Students who have made the honor roll for 3 quarters will be awarded an Honor Roll pin.
- Students who have made the honor roll for 6 quarters will be awarded a Lamp of Knowledge pin.

- Students who have made the honor roll for 10 quarters will be awarded an Academic Letter.
- Students who have made honor roll for 13 quarters by the end of the first semester of their senior year will be awarded the Crimson Apple.
- Students who have made the honor roll for 14 quarters by the end of the first semester of their senior year will be awarded a Golden Apple, the Head of School Award.

To qualify for an invitation to attend the Academic Ceremony, a student must have made the honor roll at least three times since the previous Academic Ceremony. Honor Roll is achieved from each quarter's grade performance. All A's on a report card is High Honors. All B's on a report card is Honors.

ACADEMIC INTEGRITY POLICY

All members of the Washington Academy student body are expected to exhibit honesty and integrity at all times. Academic work submitted by a student must be original. Copying or allowing other students to copy outside class work; plagiarism of other people's words or ideas, including failure to cite written, electronic, or verbal sources; cheating on exams; or the theft, distribution, or unauthorized use of testing materials, will not be tolerated. Parents/Guardians will be notified of any level 2 or 3 violations to the academic integrity policy. Violations of the Academic Integrity Policy are subject to the following disciplinary consequences:

Level 0 – Copying or allowing work to be copied; mis-citing; plagiarism
Penalty – Zero on the assignment or redone at teacher's discretion
Level 1 - Copying or allowing work to be copied
Penalty - Zero on the assignment or/and notifying the Main Office
Level 2 - Plagiarism on reports, term papers, and projects, cheating on exams, repeating a level 1 offense.
Penalty - Zero on the assignments and official notification of parents by letter.
Level 3 - Distribution /receipt of test questions, habitual level 1 & 2 violation
Penalty - Zero on the assignment, notification of parents by letter and referral to the Academic Integrity Committee for further action and policies

Additional information about WA's academics can be found in the WA Program of Studies.

ACTIVITIES/ATHLETIC EVENTS

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

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

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

ADD-DROP PROCEDURES

During the first week of school students will attend all classes scheduled for them. Students can make schedule change requests via email or schedule appointments starting 2 weeks prior to the start of school. During the first and second week of school, the School Counselor will be allowed to change courses, with student requests in writing/email or Add/Drop form. *These changes can only be made through the Counseling Office or by email.* Reminder to check new schedules, they will be reflected in the online portal after Add/Drop period.

Add/Drop for the second semester will take place in a similar fashion. Students may make appointments to see the School Counselor during their study halls the week of semester exams. The first week of the second semester is the last opportunity to go through the Add/Drop procedure. Students will **NOT** be allowed to drop a class after add/drop period without permission from Administration.

ATTENDANCE STATEMENT

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

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

Due to stricter guidelines on attendance by the State of Maine, all family vacations/trips that are not during school vacations will count towards your child's total absences.

ATTENDANCE POLICY

An absence of more than 10 days may make it impossible for a student to gain credit in any semester. Attendance will be checked through teacher records and computer print outs. To help students and parents keep track of attendance, an email will be sent each day a student is absent, in addition notices will be sent home according to the following schedule:

Notice Schedule:

Daily	Email sent home to family
First Notice	8th absence
Second Notice	10th absence – This may mean that not enough days remain to gain credit in the semester

***Attendance Meeting – after 10 absences, the student and family will meet with the attendance committee.**

1. In totaling ten absences in a semester, all non-school related activities will be counted. These include **vacations** during school time, **suspensions, truancies, early dismissals, and college visits longer than 2 days**.
2. Non-illness absences, such as vacations and college visits that do not receive prior approval will result in a counted absence. If there is a question of professional appointments, a card or note from a professional's office should be brought to the office to verify the cause of the absence.

Parents are encouraged not to plan vacations during school time.

3. Skipping school is an unexcused absence and may result in a Saturday detention.
4. For a medical notes, please state specific dates.
5. A note written by a parent or guardian must be brought to the office, entered on parent portals, or emailed to t.ramsdell@raider4life.org, stating the specific reason for the absence. Notes should be turned in to the office as soon as possible after a student returns to school.
6. Reasonable modifications in the application of this policy will be considered when it is necessary for the student to benefit from their educational programs.

PERFECT ATTENDANCE

For the purposes of perfect attendance, 3 tardies, 3 dismissals or any combination of tardies or dismissals that equals 3, will count as 1 absence.

TARDINESS

Students late to school must receive an admission slip from the office. Students who accumulate more than 6 tardies per quarter will be issued Saturday school.

BUILDING PROCEDURES

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

CARS

Students may bring cars to school though bus transportation is encouraged. Students' cars shall be registered in the office and shall be parked in the parking area in the rear of the school property. **Seniors have special parking privileges; no student may park in Senior parking spots unless they are a Senior.** Students shall not be around the parking area or enter cars from the time they arrive at school until they have been dismissed from school. Students shall

use great caution while driving on school property. The speed limit on school grounds is 15 miles an hour at all times. Students abusing this regulation will lose their car privileges. Any student automobile parked in an unauthorized area shall be subject to towing. After 1 warning about not parking appropriately, deliberately revving the engine or squealing the tires, a student may receive a loss of driving privileges for a specified period of time.

COUPLE'S CONDUCT

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

DANCE REGULATIONS

1. All dances at Washington Academy are restricted to Washington Academy students and their dates, invited guests, and signed-up students from local high schools. **No 8th graders or guests 21 or older are allowed at the dances.**
2. All dances must be supervised by **four** chaperones. At least **three** shall be faculty members. If a faculty member who has scheduled to chaperone cannot be present, that member should contact the Assistant Head of School if he/she cannot find a replacement.
3. Every dance must be approved by Administration **at least two weeks prior** to the dance.
4. No one will be allowed to enter the dance after 8:00 pm. (unless permission is given by administration in charge of the dance).
5. All regular dances will end no later than 10:00 pm.
6. The no smoking policy will be enforced during dances.
7. Anyone who leaves the dance will not be permitted to re-enter and must leave school grounds or return to their dorm.
8. Dates or invited guests must be signed in at the office before 12:00 noon on the day of the dance.
9. A student may sign in one person. Signing in a guest means that you will attend the dance and that you will be responsible for the actions of that person. If a non-student is asked to leave for any reason, the student who signed him/her in will also be asked to leave and neither will be allowed to attend dances for the remainder of the year. The administration may refuse admittance to any non-student. All non-students are subject to the same rules as students.
10. Dances will be held on Friday, unless it's the prom or homecoming dance.
11. The school Drug and Alcohol Policy applies to all dances. Students breaking this rule shall be dealt with according to school policy and will be banned from all dances for the year.
12. If there is any doubt as to whether a student is under the influence of drugs or alcohol, the chaperones should talk with the students and ascertain if their suspicions are verified. If, in the chaperone's opinion, the student is under the influence, the parents and the authorities will be contacted. Parents will bring the student home if allowed by authorities. Any incident should be reported to the Head of School on the first school day after the dance.
13. There shall be a chaperone at the door to help the ticket takers to screen the students entering the dance. All students must sign into the dance.

DISPLAY OF SYMBOLS

The display of symbols, images, language, materials or items that demean an identifiable person or group or are reasonably perceived as promoting hatred, intimidation or harassment, such as but not limited to swastikas and Confederate flags, are prohibited on school property or at school-related activities and are subject to the standards of this code of conduct.

Students are not permitted to "display or transmit" the confederate flag, or any other symbol representing or promoting intimidation, in or on any medium, including vehicles, clothing, jewelry, posters, stickers, flyers, buttons, writings images or symbols.

These symbols are only permitted in educational materials of the Washington Academy curriculum.

BULLYING AND CYBERBULLYING PREVENTION

I. Introduction

All students have the right to attend schools that are safe and secure learning environments. It is our goal for our school to be that safe and secure learning environment for all students. It is the intent of the Washington Academy Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. It interferes with the mission of our school to educate our students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Washington Academy, and the operation of the school.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) or email to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the Head of School or other school personnel designated by the Head of School. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the Head of School or school personnel designated by the Head of School.
B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

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

***For complete policy, see Appendix E of the Student Handbook.**

HARASSMENT - STUDENTS AND EMPLOYEES

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

Examples of prohibited harassment:

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

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

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

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

Washington Academy strongly urges the reporting of all incidents of discrimination, harassment, molestation or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Washington Academy's policy or who have concerns about such matters should immediately file their complaints with the Assistant Head of School, Associate Head of School, Director of Finance & Operations, or the Head of School before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of human resources or administration. The administration shall advise the person who has allegedly been harassed of the various options available to the person:

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

*** See Appendix D on page 39 of the Washington Academy Non-Discrimination Policy/Title IX**

SEARCH AND SEIZURE POLICY

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

BOMB THREAT POLICY

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

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

WEAPONS IN SCHOOLS

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

This policy prohibits the following conduct:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons **or the making of bomb threats**. Examples of such articles included but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nun chucks, studded necklaces and bracelets.

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following; bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (erg match, lighter), files, tools of any sort and replicas of weapons (including some toys).

As authorized by both Title 20-A MRSA 1000(9-A) and the federal Gun-Free School Act of 1994, students who are found to have brought a firearm, as defined in 18 USCA 921 et. Seq., to school shall be dismissed by the Head of School.

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

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

DISCIPLINE

It is the belief of the Board of Trustees at Washington Academy that the conduct of students while not on school property should be appropriate in accordance with state and federal laws and that any such act that violates the law or this policy may result in the removal, suspension or dismissal.

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. When any student's

actions interfere with the right of teachers to teach and students to learn, it is a problem that must be resolved.
Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time in school.

DISCIPLINE PROCEDURES

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

A. **Teacher Detention** at their discretion.
B. **Office detention** will be assigned by administration to a student for the following reasons:

1. When asked to leave the room by a teacher.
2. Consistent tardiness to school.
3. Inappropriate displays of affection.
4. Lateness to class.
5. Rowdy behavior, running, pushing, yelling or whistling, in and around school.
6. Being consistently unprepared for class.
7. Not cleaning up after lunch period.
8. Any behavior that is deemed inappropriate
9. Violation of the dress code.

NOTES:
If a detention is assigned to a student who takes the bus, that student will be given 24 hours' notice to arrange transportation.

Students will report to the main office for detention at 2:15 pm All detentions will be for 1 hour. No student will be excused from detention for personal reasons, for work or to take part in any school activity. Teachers may assign detentions of any given length up to 1 hour to be served in their classroom. The only exception will be if administration who assigns the detention grants the student permission to make up the detention at some other time. If a student skips an assigned detention, he/she will be assigned two detentions. If he/she does not fulfill these detentions, he/she will receive a Saturday detention. All students are expected to work or read during detentions.

C. Saturday detention is for a more serious offense and is the step before suspension. Saturday detention will be assigned for but are not limited to the following reasons:

1. Referral to the office by a substitute teacher.
2. Leaving school grounds without permission.
3. Skipping detentions.
4. Referral for continued disturbance of the class or school.

5. Skipping school.
6. Obscene language.
7. Disrespect to any member of the staff.
8. Continually wearing a hat.
9. Skipping class
10. Sleeping in class.

NOTES:
Saturday detentions are from 9:00 am until 12:00 noon. Parents are responsible for the transportation of the student. If a student skips a Saturday detention, he/she will be suspended from school until the following Saturday when they will make up the detention.
D. Suspension (in-school and out-of-school) is the most serious disciplinary action before dismissal. The Head of School, The Associate Head of School, or the Assistant Head of School has the authority to suspend up to ten (10) days for serious actions considered detrimental to the welfare of the Academy. The Head of School, Associate Head, or the Assistant Head of School may use in-school suspensions and/or out-of-school suspensions for serious offenses.

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

NOTES:

A student who has been suspended from school will make up the work missed during the suspension. A student who has been suspended from school will not be allowed to attend any school-sponsored activity during the suspension period. Suspended students are not to be on school property at any time unless they have received prior approval. Any suspended student who does return without permission will be suspended for another day.

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

DRESS CODE PURPOSE AND GUIDELINES

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

Inappropriate clothing is not acceptable at Washington Academy. Clothing worn to school should be neat and clean, and without holes. The following types of clothing will not be allowed in school: excessively short skirts, midriff-baring tops, pajama bottoms, tank tops, string tops, extremely tight clothing, excessively baggy or loose clothing, bandanas, chains or any clothing adorned with chains, shirts printed with offensive language, personalities that promote violence, alcohol/drug slogans, nudity or other suggestive slogans and any clothing that is deemed to be disruptive or endangers the school population. **School appropriate shorts will be permitted during certain times for the 2025-2026 school year (i.e. September, October, May and June).**

Each offense will be handled individually. Students violating this dress code will be provided an alternate top or bottom, sent home or required to cover up the offending garment. The student will be expected not to wear the garment to school again, or be subject to disciplinary action. The administration reserves the right to make the final decision on the dress of its students. Consistent, repeated offense may be subject to discipline procedures in this handbook.

ENTRANCE REQUIREMENTS FOR DAY STUDENTS

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

Transfer Students:

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

FIRE DRILLS

There will be scheduled fire drills during the year. At the sound of the fire alarm, leave the building immediately via the closest exit. If you are in class, follow the directions of your teacher. Once outside move away from the building and wait until the Assistant Head of School, Associate Head of School, or Head of School tells you and your teacher to re-enter the building. Directions for leaving the building are posted in each room. Students will not know fire drill schedules ahead of time.

GRADUATION INFORMATION

A. Graduation

1. All graduates will receive the same type of diploma.
2. Only seniors who have 23 credits will participate in graduation exercises.
3. Seniors must be enrolled in a minimum of 3 classes and must be passing two (2) courses in the spring semester of their senior year in order to participate in graduation exercises. All correspondence courses must be completed and grades submitted to the Counseling Office by May 29th.
4. Participation in graduation exercises and activities is a privilege afforded to students of Washington Academy. Accordingly, participation in graduation activities and exercises by students at Washington Academy who have violated school policies will be determined by the Head of School.

B. Requirements

1. To receive a diploma from Washington Academy, students must earn 17 credits in required courses plus elective credits; totaling 23 credits, and complete 4 years of approved study beyond the 8th grade.

Required Courses – 23 Credits:

4 English
3 Math
3 Science (1 must be Biology and 1 credit in Chemistry)
3 Social Studies (Civics, US History, & World History)
½ credit in JMG/New Student Seminar
½ Health
1 Physical Education

1 Fine Arts
7 Electives
Personal Finance (Integrated throughout)

2. Each student will be required to take at least 3 classes a day unless they are involved in Work Co-Op.

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

4a. Freshmen will not be admitted to the sophomore class unless they have earned six **(6)** credits.

4b. Sophomores will not be admitted into the junior class unless they have earned twelve **(12)** credits.

4c. Juniors will not be admitted into a senior class unless they have earned eighteen **(18)** credits.

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

***Any student who has not fulfilled minimum requirements will have graduation date and email changed accordingly.**

Students must fulfill graduation requirements to receive a Washington Academy diploma, but also need to keep in mind separate college entrance requirements and plan accordingly. Graduation requirements for Washington Academy are not the same as college entrance requirements. For example, most colleges and universities prefer to see 4 years of math, science and social studies. While foreign language is not a WA graduation requirement, some universities require at least 2 years of the same foreign language as a college admission requirement. Please note that many WA students surpass the minimum number of credits required to graduate. Additional college considerations are in the WA Post-Secondary Plan Handbook.

HOME SCHOOLING POLICY

Washington Academy is an accredited independent secondary school serving the public interest and may allow students that are home-schooled access, with certain restrictions, to programs at Washington Academy. Home-school students will be admitted on a case by case basis and may participate in regular classes. Home-school students may also participate in extra-curricular activities but must abide by the school policies and regulations.

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

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

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

D. Home-school students may also participate in extra-curricular activities but must be enrolled in at least 1 class (25% of the school day), while also abiding by all Washington Academy school policies and regulations during the time of their participation.

SCHOOL COUNSELING

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

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

HALLWAY TRAFFIC

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

HOMEWORK EXPECTATIONS

1. Written homework is one of many methods used by teachers to reinforce classroom instruction. Work assigned by teachers may include reading, reviewing, writing, or long term projects. We consider homework an important part of learning.

2. Students will be assigned homework on a regular basis. Teachers will expect this work to be completed and handed in on time. Consistent and willful failure to do assignments constitutes disobedience and will be treated as such with consequences to include, detentions, Saturday detentions, suspension and in extreme cases, dismissal from WA.

3. Teachers will contact parents after no more than **two** missed homework assignments. If parents can't be reached at home, all other means of reaching the parent will be tried (calling work, cell, and emailing).

4. Students with **four or more** missing homework assignments will be referred to administration and may receive a Saturday detention. Further consequences, which include suspension from school, may be issued by administration for students who continue to not do assigned homework.
5. Teachers should have their homework expectations clearly outlined in their syllabus and must take the first week of each new semester or quarter to go over the expectations of the homework policy and classroom requirements. If there are questions about work, it is the student's responsibility to ask teachers for clarification.

HOMEWORK POLICY

Students who do not pass in homework assignments on time, will be assigned an after school work session. After school work sessions will run from 2:15-2:45 and can run longer at the discretion of the teacher. Students who do not attend assigned work sessions will receive an office detention for the first offense with Saturday detentions being assigned for subsequent occurrences. Suspension from school for reoccurring issues with late homework and/or not attending after school work sessions are also a possibility. Teachers may exercise flexibility in choosing other nights that students can stay to make up work. Contact with the parent will be necessary but will not prohibit students from staying for the after school work session.
Students who have late assignments in more than one class must make arrangements with any and all teachers to get the work completed. This may require the student to spend more than one night a week doing make up work after school.
Any late homework assignment(s) must be completed in order for students to keep up with the sequential nature of schoolwork and will be graded according to the teachers individual late work policy.

HONOR ROLL

At the end of each quarter, outstanding academic performance on the part of each student is recognized by the publication of the Washington Academy honor roll. To make the honor roll a student must be enrolled as a full-time student, i.e., he/she must be enrolled in three courses per semester. No courses marked pass-fail will count for the honor roll. Students who are in violation of the attendance policy may be excluded from honor roll.
The honor roll is divided into two categories:

1. Highest honor	All A's
2. Honors	All A's and B's

INSURANCE

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

LIBRARY

The Larson Library at Washington Academy is committed to ensuring that all students are effective users of ideas and information. The Larson Library strives to provide the school

community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, create responsible digital citizens, and foster information literacy.

Hours of Operation
The Larson Library operates on a flexible schedule. The library is open to students during study halls, locker break, and before and after school, Monday thru Friday. Students may visit the library individually to get guidance from the Library Technician, check out books and periodicals, to work on group projects or to complete homework during the school day or after school. Students often visit the school library as part of their classroom instruction. In order to ensure that all students become effective users of information, all freshmen receive a mandatory library orientation and information literacy training via the New Student Seminar class. Follow-up instruction for all sophomores is provided through the history, English, and Science classes, as requested by classroom teachers.

Management
Library materials are circulated using the automation system, Atrium provided by Book Systems. This is a web-based program that is accessible from school or from home. A plethora of resources are also provided on the library website to assist students conducting research, needing homework assistance, and/or technology instruction.

LOCKERS

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

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

LOST AND FOUND

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

MAKE-UP WORK

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

1. Absence of one day – one day.
2. Absence of one or two days – within three days
3. Absence of three or five days - within one week.
4. Absence of more than five days - special arrangement with the teacher.
5. If the teacher has announced a test before the student's absence, the teacher can require the student to take the test on the day of return, since it was announced prior to the absence.
6. If a student does not make up the work within the time designated by the teacher, he/she will receive a failing grade for that work.
7. All extended absences should be requested in the Main Office with the appropriate paperwork. Teachers will be given a copy by administration.

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

MEDICATION

ADMINISTERING MEDICINES TO STUDENTS (REGULATION)

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

A. The dispensing of medicines on school premises is discouraged. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home.

B. Administering medicines in school will be allowed, subject to the conditions of the board policy and these regulations, when, in the opinion of the attending physician/dentist, a student would be unable to attend school without medication being received during the school day.

C. "Medicines" is defined in the board policy as "all medications prescribed by a physician/dentists for a particular pupil." This is interpreted to include prescription and non-prescription drugs, and over-the-counter remedies, as may be described in medical written orders.

D. Medication is to be administered by the school nurse when available, otherwise by an appropriately trained staff member. Careful records are to be kept.

E. Students **are not permitted** to carry and/or self-administer prescription medicines with the exception of Epi pens, inhalers and/or diabetes medication.

F. To minimize the possibility of miscommunication, misunderstanding and error, a written request for medicine to be administered in school is to be submitted by the parent/guardian AND the private licensed practitioner, and reviewed and approved by the school physician or Headmaster.

G. The general content of the policy and this regulation, with any procedural information needed for compliance, shall be made available to parents and students via the student handbook.
H. Parents/guardians are invited to come to the school to directly medicate their children if they choose to do so.

MISCELLANEOUS

1. You are welcome to visit the Main Office and the school Counseling Office whenever you need help.
2. Textbooks shall be kept covered at all times. Pencils, pens, and accumulated papers damage textbooks. Please keep all books clear of anything that will damage the binding.
3. Before a student receives any grades for the ranking period or for the year, all bills owed to the school must be paid. The bills include lost or damaged textbooks or library books, material used, or merchandise ordered. Graduation diplomas and report cards will be held until such bills are paid.
4. Any student who brings in a large sum of money should bring it to the Main Office for safekeeping.
5. All electronics and skateboards are not to be used in school or on school grounds.
6. Any student wishing to bring a visitor to Washington Academy **must receive approval at least 1 day in advance** from the Admissions Department with additional approval from the Associate Head of School. All visitors must sign in at the Main Office.

NATIONAL HONOR SOCIETY

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

Scholarship is achievement in school resulting in an average mark of 85 or better.
Character is a display of uprightness, dependability and respect.
Service is a willingness to give one's time to the school's worthwhile activities.
Leadership is demonstration of influence on peers in upholding school ideals.

Qualifying students will receive a letter inviting them to apply.

NO SCHOOL ANNOUNCEMENTS

In case of storms or events which cause the closing of schools, students are asked to listen to radio stations WQDY in Calais, WCRQ in Calais, or WKSQ in Ellsworth for such no school announcements. We also post school closings on our website, Facebook, Instagram and on our general text message.

PHONE CALLS

School telephones are business phones and are not to be used by students. Incoming phone call messages for students by friends will not be accepted. Parents should only call in the case of an emergency. A student phone is located in the main office and should be used for emergencies only. Students may not answer the school phones or use them unless there is an emergency in the classroom.

REPORTS TO PARENTS

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

1. **Student Progress Reports** will be sent to parents four times a year during mid quarters. Progress reports will be published online no later than a week after the grades have closed. These reports will only be mailed out to students who have not provided us with a parent email address. **Report Cards** will also be published online and mailed home to all.
2. We encourage teachers to send positive notecards when a student does something special.

STUDENT COUNCIL

The Student Council can have a highly active role in school. It serves as a meeting place between the student body and the administration where the students can assume the responsibility of organizing student activities. It is the place where problems or questions arising from the students can be presented to the faculty or administration for discussion and consideration. Students must apply to the student council moderator(s) to be involved in student council.

STUDENT RECORDS

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

STUDY HALLS

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

1. Each student in the study hall must come prepared with some work or reading. After the study hall quiets down and attendance is taken, students will keep busy.
2. Silence is essential in a well-ordered study hall and will be enforced.
3. If the study hall teacher chooses, each student in study hall will have an assigned seat.

4. Sleeping, eating, or drinking (except for bottled water) will not be permitted in study hall.
5. Technology will be permitted at the study hall monitor's discretion.
6. The study hall teacher will allow students to sign out to the Library in accordance with Library rules.
7. Students will sign out to go to the bathroom one student at a time.
8. Passes may be issued to the Main Office and the school Counseling office, on a case by case basis.
9. Passes to any other part of the school, such as Art, or Apprenticeship, must be obtained by the student prior to the study hall period.
10. The study hall teacher will issue passes for only one destination.
11. Sign-outs from study hall must show the student's full last name and the correct time. Sign-ins must show the correct time and the study hall teacher must be able to read the name and time.
12. At the end of study hall period students will remain seated quietly in their assigned seats until the bell rings.
13. Students will leave the study hall neat and clean.
14. Damage to chairs, backs pushed back or any other vandalism, will result in a Saturday detention, and students will be responsible for the cost of repairs or replacement. If the chair is damaged when a student enters study hall, he or she must report this to the study hall teacher.

TESTING

Standardized tests are used at Washington Academy in such areas as achievement, aptitude and interest. These assessments give the student, teacher, and school counselor additional information pertinent to career decisions and scheduling. The NWEA's are administered to all sophomores and Maine Science Test to all Juniors. Juniors are allowed to take the PSAT as practice for the SAT during the school day. This is coordinated through the school counseling office.

WEIGHTED GRADES

Washington Academy utilizes a weighted calculation of a student's grade point average (G.P.A.) for the sole purpose of determining class rank. With a weighted score system a lower grade in a challenging course will carry more weight because it is a more rigorous course. Courses are classified under 3 levels of difficulty and are weighted accordingly for the purpose of determining class standing. **This weighted score does not affect the honor roll.** Students can come to the school counseling office at any time to find out their rank and GPA. If you ask for it, it will be provided to you!

Level 1: Standard Academic, Career and Technical Courses
Level 2: Honors Courses
Level 3: Advanced Placement and College Level Courses
Honor Classes will be awarded 5 extra toward a student's Grade Point Average (GPA). Advanced Placement (AP) and College Level (CL) classes will be awarded a full 10 extra toward GPA.

A new AP/Early College weighted system is currently being created and will be in place for the class of 2029, and future classes.

APPENDIX A

WASHINGTON ACADEMY TOBACCO, DRUG AND ALCOHOL POLICY

A. STATEMENT

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

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

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

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

B. POLICIES

1. Tobacco Use Policy

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

Smoking or use or possession of tobacco products including electronic cigarettes in or on school grounds or while being transported on the various buses is prohibited for all students. Violations of the smoking policy will result in a suspension from school.
1st Offense: will result in a suspension of up to 3 days.

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

3rd Offense: will result in a suspension of up to 10 days and a meeting with the Head of School and possible dismissal from Washington Academy. Students under the age of 21 who are found to be in possession of tobacco products including electronic cigarettes may also be turned over to legal authorities. Students who are 18 or older who provide tobacco products to minors will be turned over to legal authorities.

Students under the age of 21 who are found to be in possession of tobacco products including electronic cigarettes may also be turned over to legal authorities. Students who are 21 or older who provide tobacco products including electronic cigarettes to minors will be turned over to legal authorities.

2. Alcohol and Drug Policy

The use, possession, furnishing or selling of any scheduled drug, including marijuana, cocaine, alcohol, or other substances defined by law as a drug or a look-a-like drug by pupils poses a serious threat to the welfare of the school, and can result in the disruption of the peace and usefulness of school. (A doctor's prescription of the student's own use, which is cleared through the office, is not considered a violation of this policy). However, any and all medication must be kept and administered by the school nurse or a trained designee.
Due to the intricacies of the use of drugs and intoxicating beverages and the related personal problems, each case of drug/alcohol abuse will be handled individually. The total welfare of the school must always be considered along with the physical and psychological needs and problems of the student(s) involved.
The use, possession, or furnishing and sale of drugs or drug paraphernalia (as defined by Maine Statute) and/or alcohol is prohibited in school buildings, and on school property. School sponsored field trips or activities are considered to be on school property. All violations will result in suspension and may lead to dismissal.

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

APPENDIX B

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

2024-2025 TELECOMMUNICATIONS POLICY AND USE AGREEMENT

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

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

Terms and Conditions

1) **Acceptable Use**--The purpose of Washington Academy's use of the Internet is to support research and education around the world by providing access to unique resources and the opportunity for collaborative work. **The use of an account must be in support of education and research and consistent with the educational objectives of Washington Academy.** Due to the nature of the Internet, it is neither practical nor possible for the Academy to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will necessarily be required to make independent decisions and use good judgment in their use of the Internet. Parents have an obligation to participate in the decision whether to allow their children access to the Internet and to communicate their own expectations regarding its use to their children. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any FCC or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or material protected by trade secret. Use for commercial activities is not allowed. Use for product advertisement or political lobbying is also prohibited.

2) **Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.** The administration will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may make a request to the administration or the system supervisors to deny, revoke, suspend, or close a user's account.

3) **Network Etiquette**- Users will abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

a) Be polite. Do not get abusive in messages to others.

b) Use appropriate language. Do not use profanity, obscenity, vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.

c) Do not reveal others' personal addresses, passwords, or phone numbers to anyone. It is wise not to reveal your own information as well.

d) Note that electronic mail (e-mail) is not guaranteed to be private.

e) Do not use the network in a way that would disrupt the use of the network for other users.

f) All communications and information accessible via the network should be assumed to be private property.

g) The person in whose name an account is issued is responsible at all times for its proper use. Users shall not share their passwords and are advised to change them frequently.

4) **Warranties**-Washington Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washington Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Washington Academy specifically denies any responsibility for the accuracy, quality or appropriateness of information obtained through its services.

5) **Security**-Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system supervisor. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) **Vandalism**-Vandalism will result in cancellation of privileges.
Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Washington Academy Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7) **Users must abide by the following Acceptable Use Rules.**

ACCEPTABLE USE POLICY

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

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

SOCIAL MEDIA USE

Students must conduct themselves appropriately at all times when using social media, regardless of their location or device being used. Any inappropriate comments, videos, memes, blogs, podcasts, etc., or otherwise hurtful remarks towards others, including inappropriate remarks towards one's age, race, or gender is prohibited.

1. Users need to continually update and delete files no longer needed. This will keep the server hard drive free for others.
2. Users are not to acknowledge or forward chain letters.
3. Users will not be allowed to bring any disks to school to download, upload or save files without teacher approval and supervision. Users are not to save files on the "C" hard drives of each machine without teacher approval.
4. Users will not be allowed to print material from the Internet or E-mail; exceptions to this rule will be information necessary for assigned research topics accompanied by a pass from the appropriate teacher requesting the research and supervised by the computer room supervisor, teacher or librarian on duty.
5. Users may not post or transmit any copyrighted material on the Internet.
6. Users may not post or transmit any derogatory, demeaning or defamatory communications.
7. Users may not plagiarize information accessed through the Internet. Any telecommunications information that is used must be documented.
8. Users may not utilize the Internet to access information that encourages or advocates illegal behavior or that is pornographic or obscene to minors.
9. Users may not utilize the Internet to incur financial obligations or to make purchases. Users may not utilize the Internet to incur profit or personal financial gain.
10. Users will not be allowed to use discussion groups (chat rooms) or instant messaging systems, including ICQ, IM, Yahoo Messenger, AOL Messenger, etc. on the Internet. Exceptions to this rule will be to gather information for an assigned research topic. User must be accompanied by a pass from the appropriate teacher requesting the research and must be supervised by the computer room supervisor, teacher, or librarian on duty.
11. Users may not download and/or install programs or software of any kind without permission from and the supervision of a teacher/administrator. This includes, but is not limited to, music players, multimedia applications, mail programs, paging and messaging software, and telephone software.
12. Design and publication of web pages will be limited to a class project under teacher/administrator supervision.
13. These terms and conditions are campus wide, but individual teachers may choose to restrict access to certain Internet services (not specifically mentioned here) in their classrooms if they deem that such services are disruptive or inappropriate.

RE-AFFIRMED March 17th, 2018
Washington Academy Board of Trustees

APPENDIX C

COLLEGE COURSE POLICY

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

1. Students are not allowed to miss any class or part of a class in order to attend the college course. Absence from a class or part of a class will be subject to the guidelines of Washington Academy's attendance policy. Students are encouraged to take courses outside of the regular school day and during the summer months, and any exceptions must have the prior approval of the Headmaster and the Guidance Counselor.
2. All Washington Academy school policies will apply to students while participating in college courses.
3. Each course will be reviewed on an individual basis and must receive the prior approval of the Guidance Counselor before enrollment.
4. Students must be in good standing at Washington Academy in order to be allowed to take a college course.
5. The cost of books, fees, and any other non-tuition expense is the responsibility of the student.
6. Students will not be allowed to take future college courses if they do not receive at least a grade of C.
8. Washington Academy will accept up to four college courses (12 college credit hours) per year. This does not include dual enrollment courses that are taught at Washington Academy by our faculty. The acceptance of any additional credits will have to be approved by the Head of School and the Guidance Director.

AFFIRMATIVE ACTION STATEMENT

In accordance with federal law and USDA Policy, Washington Academy does not discriminate in the educational and employment policies, programs, and practices which it operates and will honor all appropriate laws relating to discrimination in regard to: race/color, sex, religion, ancestry, national origin, age, or physical/mental handicap. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC, 20250-9410, or call 1-800-795-3272 voice or 202-720-6382 TDD USDA is an equal opportunity provider and employer. The state and federal laws affecting this policy are: 5 M.R.S.A. #4451, and #65, Civil Rights Act of 1964, Title VI, Rehabilitation Act of 1973, Section 504; and Educational Amendments, 1972, Title IX.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

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

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

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

3. Disclosure of Records
Washington Academy must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

A. Directory Information
Washington Academy designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want Washington Academy to disclose directory information must notify the Head of School in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

B. Military Recruiters/Institutions of Higher Education
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Washington Academy must

comply with any such request, provided the parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students during their junior year who do not want Washington Academy to disclose this information must notify Washington Academy in writing by September 12th for the upcoming year or within thirty (30) days of enrollment, whichever is later.

C. School Officials with Legitimate Educational Interests

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

D. Other School Units

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

E. Other Entities/Individuals

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

Complaints Regarding School Department Compliance with FERPA

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

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

APPENDIX D

Washington Academy Non-Discrimination Policy/Title IX

This Grievance Policy for Title IX will become effective on August 14, 2020, and will apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Grievance Policy for Title IX if a case is not completed by this date.

Washington Academy welcomes families and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, marital status, disability, and age in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

WA is committed to establishing and maintaining an educational environment for students where healthy, respectful and consensual conduct represents the WA cultural norm. Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance, including K-12 schools such as WA. WA does not discriminate on the basis of sex in the educational programs and activities that it operates, and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment.

On May 19, 2020, the U.S. Department of Education, which enforces Title IX, issued a new Final Rule that defines "sexual harassment", addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment, and mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment. Incidents falling under the definition of sexual harassment under the new Title IX Final Rule will be addressed under this policy.

Responsibility for protecting students from sexual harassment is shared by all members of the WA community responsible for student welfare or who a student could reasonably believe is responsible for student welfare, including but not limited to the Trustees, administrators, teachers and other school employees, school volunteers, coaches, and dorm parents.

To this end, WA will take prompt and appropriate action to end sexual harassment, prevent its recurrence, and address its effects. Based upon the seriousness of the offense, appropriate disciplinary action will be taken and may include verbal or written reprimand, suspension or dismissal from participation in educational programs (including removal from living arrangements at WA) or termination of employment.

Scope and Jurisdiction

This policy is designed to provide for the prompt, effective, fair and impartial investigation and resolution of complaints of Sexual Harassment involving students when the complaints arise out of activity occurring on WA premises and/or in the context of a WA education program or activity, including but not limited to any WA summer programs or other affiliated programs or premises. This policy applies to students of WA at any time they are enrolled in a WA educational program, on any on-campus premises, any off-campus premises that WA has substantial control over, or activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned and operated by, or used in the operations of WA's programs and activities over which WA has substantial control.

This policy also applies to employees of WA who participate in a WA educational program or activity, defined under the Title IX Regulations as an activity over which WA exercises substantial control over both the location and the Respondent. WA has jurisdiction to take disciplinary action against a Respondent who is a current student or employee or who has applied for or has an expectation of re-enrollment or re-employment. If the Respondent is an employee, former employee or applicant, the Title IX Coordinator will coordinate with Human Resources, in conjunction with the Respondent's management team, will determine appropriate disciplinary action. If WA does not have jurisdiction over the Respondent, WA will take prompt action to provide for the safety and well-being of the Complainant and the broader community using available resources.

Washington Academy strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the Headmaster, or any other available school employee. WA will take immediate steps to stop Harassment/Misconduct and protect the safety and well-being or reported victims of sexual Harassment/Misconduct, including interim measures during the investigation as appropriate. Any employee who receives a report or observes an incident of sexual harassment/misconduct shall notify one of the Compliance Officers listed in the beginning of this manual.

WA has designated the Title IX Coordinator as the individual charged with coordinating efforts to comply with Title IX. The Title IX Coordinator addresses and oversees the investigation and resolution of all complaints involving students and employees related to Sexual Harassment. The Title IX Coordinator may not have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the parties to the particular case. In particular, the Title IX Coordinator:

- Shall monitor compliance with Title IX.
- Shall provide education and training to Students, Employees, and Responsible Persons on Sexual Harassment and their rights and obligations under Title IX.
- Shall be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office, with the exception of any mental health counselors or other persons whose professional licenses require confidentiality, unless the complainant consents to disclosure.

- Shall track and report annually on all incidents in violation of this policy as applicable to Title IX.
- Shall coordinate the investigation, response, and resolution of all complaints and reports submitted pursuant to Title IX.

The Title IX Coordinator is available to meet with any person to provide information about resources, interim measures, and options for investigation and resolution under this policy. The contact information for the Title IX Coordinator for WA is:

Title IX Coordinator:

Rich Olivares, Associate Head of School

Office location:

Alumni Building -Main Office

Phone:

207-255-8301, x. 204

Email:

m.carroll@raider4life.org

Inquiries or complaints concerning the application of Title IX may be referred to the Title IX Coordinator and/or to the U.S. Department of Education's Office for Civil Rights:

Office for Civil Rights (ME)
U.S. Department of Education
Boston Office
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Phone: 617-289-0111
Fax: 617-289-0150
Email: ocr.boston@ed.gov

APPENDIX E

Bullying and Cyberbullying Prevention in Schools

I. Introduction

All students have the right to attend schools that are safe and secure learning environments. It is our goal for our school to be that safe and secure learning environment for all students. It is the intent of the Washington Academy Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. It interferes with the mission of our school to educate our students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Washington Academy, and the operation of the school.

II. Prohibited Behavior

The following behaviors are prohibited:

6. Bullying;
7. Cyberbullying;
8. Harassment and Sexual Harassment (as defined in board policy ACAA);
9. Retaliation against those reporting such defined behaviors; and
10. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:
  (a) Physically harming a student or damaging a student's property; or

  (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:
  (a) Creating an intimidating or hostile educational environment for the student; or

  (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions.
8. Stalking.
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic/online platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and

5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.
E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

2. Takes place while students are being transported to or from schools or school-sponsored events;

3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or

4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the Reporting Form – JICK-E1

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the Head of School or other school personnel designated by the Head of School. Any other adult working or volunteering in a

school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the Head of School or school personnel designated by the Head of School.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

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

VI. Responding
Refer to the Responding Form – JICK-E2

The Head of School or designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the Head of School.
C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation
Refer to the Remediation Form – JICK-E3

The Head of School or designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of the Head of School or designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

IX. Assignment of Responsibility

A. The Board of Trustees is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;

2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and

3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Head of School is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;

2. Developing a procedure for publicly identifying the Head of School's designee or designees for administering the policies at the school level;

3. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
4. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the Head of School is assured that the person will comply with the policies of the school board;
5. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;

6. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;

7. Filing the policy that addresses bullying and cyberbullying with the Maine Department of Education; and

8. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Legal Reference: 20-A M.R.S.A. § 254 (11-A)
20-A M.R.S.A. § 1001(15), 6554
Maine Public Law, Chapter 659

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAA-R – Student Discrimination and Harassment Complaint Procedure
ACAD – Hazing
AD – Educational Philosophy/Mission
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior
CHCAA - Student Handbooks
GCI – Professional Staff Development
IJNDB – Student Computer and Internet Use and Internet Safety
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students

JKE - Expulsion of Students
JRA-R – Student Education Records and Information

Administrative

Procedures

KLG - Relations with Law Enforcement Authorities

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

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

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

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

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

Judson McBrine
Head of School

Dear Parent, Guardian, or Staff Member,

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

Pest Control
Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest

monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

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

Right to Know
Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry by calling Washington Academy.** Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Douglas Holmes, at 255-8301.

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

Sincerely,

Mr. Judson McBrine
Head of School