

STUDENT & PARENT HANDBOOK

2025-2026

Wisdom Middle/High School

Welcome to the 2025-2026 school year!

This handbook is designed to serve as a guide for students and parents, providing important information about school policies, procedures, and expectations. Our goal is to foster a safe, respectful, and academically rigorous learning environment that supports every student's success.

Please take the time to read through this handbook carefully and keep it accessible throughout the school year. Working together, we can ensure a positive and productive school experience for all members of our community.

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MSAD #33 CORE VALUES
OUR PATH TO SUCCESS
RESPECTFUL
RESPONSIBLE
HONEST
ENGAGED & INVESTED
our POTENTIAL | our PRIORITY | our PLEDGE

GENERAL INFORMATION

PREFACE & INTRODUCTION

Many of the rules and expectations in this handbook align with current School Board policies. Because the Board may adopt new or revised policies during the school year, if any handbook language conflicts with Board policy, the most recent Board policy takes precedence. If you have questions about any part of the handbook, please call 543-7717 to speak with Principal Robby Nadeau or email rnadeau@msad33.org.

Wisdom High School Mission

We, in MSAD # 33, are dedicated to the intellectual, social, personal, and vocational development of each student. The school sets the foundation for a life of continued learning vital for students to reach their goals and aspirations. We believe in fostering effective communication skills, an appreciation of aesthetics, cultural and historical perspectives, the desire for total wellness, and an individual commitment to the well being of humanity. It is our belief that each student should acquire life skills necessary to become a productive citizen of the 21st century.

EDUCATIONAL PHILOSOPHY

MSAD #33 has the responsibility to help all students develop the knowledge, skills, attitudes, ideals and values needed to become productive, well informed, responsible, and confident members of a constantly changing society.

Our philosophy is to:

- Support and nurture students by providing them with equal opportunities to grow intellectually, emotionally, physically, morally, and socially;
- Provide an atmosphere of warmth and respect in which students can maximize their learning experiences;
- Instill in students the idea that learning is a life-long process that provides them with opportunities to explore various areas of interests.

In order to achieve these goals, we recognize that it is necessary to ensure the involvement and commitment of the entire community. MSAD #33 will continually engage in self-evaluation in an effort to improve and keep pace with a changing world.

SCHOOL FACTS

WISDOM

School Colors: Forest Green, Gold, and White

Nickname: Pioneers
School Mascot: The Pioneer
School Song: “On Wisconsin”
Wisdom Middle/High School
www.msad33.org

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Wisdom Middle/High School reserves the right to make changes any time without prior notice. The school provides the information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.
For a full list of MSAD #33’s policies, please visit the policy section of our website.

Curriculum

The middle school curriculum offers: English, French, math, science, social studies, band, physical education, art, and music. Each student has a laptop through the MLTI program. The school also provides guidance counseling services, career & technical education (CTE) programming for 8th graders, Gifted & Talent services, and special education services.

The high school curriculum offers: English, French, math, science, band, art, social studies, physical education, health, special education services, career & technical education (CTE) programming, several extracurricular activities, guidance services, Gifted & Talent services, and Early College and Blended Learning programs.

For the 2025-26 school year, the St. John Valley Technology Center (SJVTC) curriculum offers: Advanced Technologies, Early Childhood Occupations, Automotive Technology, Diesel Hydraulics, Welding/Metal Fabrication, Construction Trades, Forest Resource Management, Business and Entrepreneurism, Allied Health Occupations, Heavy Equipment Operation and CDL. TOPS programming and alternative hybrid education services are also provided at the SJVTC.

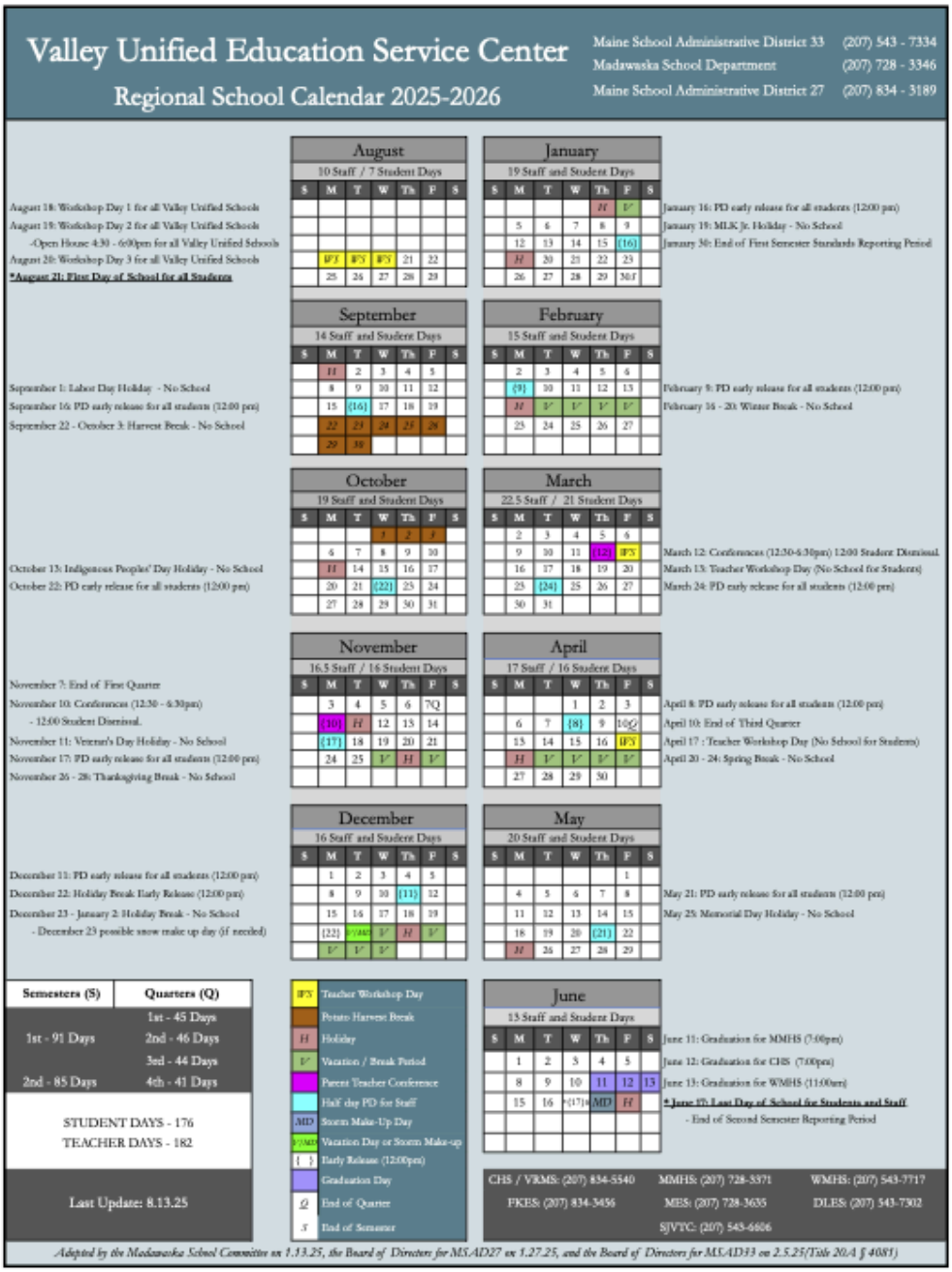
Bell Schedule

2025-26

Revised 8/15/25

Start of Day	**8:00**
Homeroom	**8:04 - 8:07**
Period 1	**8:07 - 8:55**
Period 2	**8:59 - 9:47**
Period 3	**9:51 - 10:39**
Period 4 **Pioneer Time / Band**	**10:43 - 11:28** **AM Tech Arrive**
PM Tech Lunch	**11:23 / Bus 11:50**
MS Lunch/HS Activity	**11:28 - 11:49**
HS Lunch/MS Activity	**11:49 - 12:10**
Period 5	**12:12 - 1:00**
Period 6	**1:04 - 1:52**
Period 7	**1:56 - 2:44**
Dismissal	**2:44**
Early Release	
MS Lunch/HS Activity	**11:14-11:35**
HS Lunch/MS Activity	**1135-11:55**
Homeroom/Dismissal	**11:56-12:00**

District Calendar



Valley Unified Education Service Center

Regional School Calendar 2025-2026

Maine School Administrative District 33 (207) 543 - 7334
Madawaska School Department (207) 728 - 3346
Maine School Administrative District 27 (207) 834 - 3189

August — 10 Staff / 7 Student Days

S	M	T	W	Th	F	S
	WS	WS	WS	21	22	
	25	26	27	28	29	

August 18: Workshop Day 1 for all Valley Unified Schools
August 19: Workshop Day 2 for all Valley Unified Schools
-Open House 4:30 - 6:00pm for all Valley Unified Schools
August 20: Workshop Day 3 for all Valley Unified Schools
***August 21: First Day of School for all Students**

September — 14 Staff and Student Days

S	M	T	W	Th	F	S
	H	2	3	4	5	
	8	9	10	11	12	
	15	{16}	17	18	19	
	22	23	24	25	26	
	29	30				

September 1: Labor Day Holiday - No School
September 16: PD early release for all students (12:00 pm)
September 22 - October 3: Harvest Break - No School

October — 19 Staff and Student Days

S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	H	14	15	16	17	
	20	21	{22}	23	24	
	27	28	29	30	31	

October 13: Indigenous Peoples' Day Holiday - No School
October 22: PD early release for all students (12:00 pm)

November — 16.5 Staff / 16 Student Days

S	M	T	W	Th	F	S
	3	4	5	6	7Q	
	{10}	H	12	13	14	
	{17}	18	19	20	21	
	24	25	V	H	V	

November 7: End of First Quarter
November 10: Conferences (12:30 - 6:30pm)
- 12:00 Student Dismissal.
November 11: Veteran's Day Holiday - No School
November 17: PD early release for all students (12:00 pm)
November 26 - 28: Thanksgiving Break - No School

December — 16 Staff and Student Days

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	{11}	12	
	15	16	17	18	19	
	{22}	V/MD	V	H	V	
	V	V	V			

December 11: PD early release for all students (12:00 pm)
December 22: Holiday Break Early Release (12:00 pm)
December 23 - January 2: Holiday Break - No School
- December 23 possible snow make up day (if needed)

January — 19 Staff and Student Days

S	M	T	W	Th	F	S
				H	V	
	5	6	7	8	9	
	12	13	14	15	{16}	
	H	20	21	22	23	
	26	27	28	29	30/1	

January 16: PD early release for all students (12:00 pm)
January 19: MLK Jr. Holiday - No School
January 30: End of First Semester Standards Reporting Period

February — 15 Staff and Student Days

S	M	T	W	Th	F	S
	2	3	4	5	6	
	{9}	10	11	12	13	
	H	V	V	V	V	
	23	24	25	26	27	

February 9: PD early release for all students (12:00 pm)
February 16 - 20: Winter Break - No School

March — 22.5 Staff / 21 Student Days

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	{12}	WS	
	16	17	18	19	20	
	23	{24}	25	26	27	
	30	31				

March 12: Conferences (12:30-6:30pm) 12:00 Student Dismissal
March 13: Teacher Workshop Day (No School for Students)
March 24: PD early release for all students (12:00 pm)

April — 17 Staff / 16 Student Days

S	M	T	W	Th	F	S
			1	2	3	
	6	7	{8}	9	10Q	
	13	14	15	16	WS	
	H	V	V	V	V	
	27	28	29	30		

April 8: PD early release for all students (12:00 pm)
April 10: End of Third Quarter
April 17 : Teacher Workshop Day (No School for Students)
April 20 - 24: Spring Break - No School

May — 20 Staff and Student Days

S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	{21}	22	
	H	26	27	28	29	

May 21: PD early release for all students (12:00 pm)
May 25: Memorial Day Holiday - No School

June — 13 Staff and Student Days

S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	13
	15	16	*{17}/H	MD	H	

June 11: Graduation for MMHS (7:00pm)
June 12: Graduation for CHS (7:00pm)
June 13: Graduation for WMHS (11:00am)
***June 17: Last Day of School for Students and Staff**
- End of Second Semester Reporting Period

Semesters (S)	Quarters (Q)
	1st - 45 Days
1st - 91 Days	2nd - 46 Days
	3rd - 44 Days
2nd - 85 Days	4th - 41 Days

STUDENT DAYS - 176
TEACHER DAYS - 182

Last Update: 8.13.25

WS	Teacher Workshop Day
	Potato Harvest Break
H	Holiday
V	Vacation / Break Period
	Parent Teacher Conference
	Half day PD for Staff
MD	Storm Make-Up Day
V/MD	Vacation Day or Storm Make-up
{ }	Early Release (12:00pm)
	Graduation Day
Q	End of Quarter
S	End of Semester

CHS / VRMS: (207) 834-5540 MMHS: (207) 728-3371 WMHS: (207) 543-7717
FKES: (207) 834-3456 MES: (207) 728-3635 DLES: (207) 543-7302
SJVTC: (207) 543-6606

Adopted by the Madawaska School Committee on 1.13.25, the Board of Directors for MSAD27 on 1.27.25, and the Board of Directors for MSAD33 on 2.5.25/Title 20-A § 4081)

WISDOM MIDDLE HIGH SCHOOL EMPLOYEES

Valley Unified Administration

Benjamin Sirois – Superintendent er Caron – Innovative Practice & Community Outreach
Lucie Tabor – Director of Finance & Projects

Leslie Marquis – Curriculum Coordinator

Wisdom Staff
List 2025-2026

Robby Nadeau	Principal
Tammy Lothrop	School Counselor
Lexi Nadeau	School Social Worker
JoAnne O'Leary	Nurse
Lise Pelletier	Director of Special Services
Sue Kelly	School Secretary
Deb Toussaint	Guidance Secretary
Tammie Lerman	Athletic Director
TEACHERS	
Patti Burgess	Teacher–Special Ed.-WMHS
Justine Belanger	Teacher–MS ELA / SS 6
Liza Pelletier	Teacher–MS Math / Science 6
Jonathan Hayes	Teacher–HS Science / Science
Josiah Loverin	Teacher–HS Science / MS SS
Denise Thibeault	Teacher-WMHS-English / SS
Donna Kalloch	Teacher-WMHS English
Kathy Theriault	Teacher–HS Math

ED TECHS / SUPPORT STAFF	
Vicky Ouellette	Library Aide
TECHNOLOGY	
AnnMarie Guerrette	Technology Coordinator
	Technology Support
FOOD SERVICES	
Melanie Lagasse	VU Foodservice Director
Kim Martin	Kitchen Staff
Lori Guerrette	Kitchen Staff
	Kitchen Staff
	Kitchen Staff
BUS DRIVERS / CUSTODIANS	
Ivan Blanchette	Bus Driver
Daniel Boston	Custodian
Aaron Kalloch	Custodian/Bus Driver

Dean Morin	Teacher–French-WMHS		Reno Daigle	Custodian/Bus Driver
Charles Michaud	Teacher-Music		Open Position	Custodian/Bus Driver
Sonya Michaud	Teacher-Art / GT Coordinator		THERAPISTS (Contracted)	
Micheal Mader	Teacher-Physical Education		Robin Lamarr	Speech Pathologist
Chantal Blanchette	Gifted and Talented Coordinator		Cassidy Lajoie	Occupational Therapist
			Tiffany Beaulieu	Physical Therapist

CONTACTING TEACHERS

Email addresses for faculty and staff are linked in the directory and may also be accessed via the District website. Phone messages can be left at the main office at 543-7717. Calls will be returned at the convenience of the staff person.

School Records, Privacy, and Student Information

CONFIDENTIALITY OF SCHOOL RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - POLICY JRA

Maine School Administrative District #33 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information. Information found in this policy include: directory information, military recruiters, higher education access to information, information on Internet, transfer of student records, the designation of a law enforcement unit, and administrative procedures and notices. ***Please see the link above for more information regarding this policy.***

RELEASE OF STUDENT INFORMATION

Maine law prohibits public schools from publishing/providing on the Internet any personal information about students without first obtaining the written approval of parents. Personal information is defined as information that identifies a student, including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, Social Security number, and parents' names. This law does not apply to newspapers, newsletters, and the like. The federal "No Child Left Behind Act" requires schools to release student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Before releasing such information, schools must first notify parents of their right to request that no information be released without their prior written consent. A form for this purpose is available in the Guidance Office.

CHILD CUSTODY

Parents in non-traditional families must provide the Guidance Office and the Main Office with the names and addresses of all parents and legal guardians who have legal access to students, student records, and student information. Parent assistance in providing the school with this information will help ensure that all parents of students will be kept informed of school events and student progress. If a parent has been denied access to the student or the student records, court documents must be provided to the school and kept on file. If parents are going to be out of town for any length of time, they must notify the school in writing that there is a temporary guardian in place during the parents' absence.

INTERNET/MEDIA

Under Maine law, MSAD # 33 shall not publish on the Internet any information that identifies a student without written parental consent.

ADMINISTRATION OF MEDICATION TO STUDENTS-POLICY JLCD

NOTICE OF NON-DISCRIMINATION- POLICY AC

There shall be no discrimination in educational programs, activities, or employment practices on the basis of race, national origin, religion, sex, age, or disability under the provisions of Titles VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act, the Individuals With Disabilities Education Act (IDEA) of 1990, and the Americans With Disabilities Act (ADA) of 1990. As a student of Wisdom Middle/High School, you are protected from sex discrimination in the following areas: admission to schools, access to enrollment in courses, access to and use of school facilities, counseling and guidance materials, tests, and practices, vocational/technical education, physical education, competitive athletics, graduation requirements, health services, school-sponsored extracurricular activities, other aids, benefits, or services.

Inquiries and grievances can be made to the
Affirmative Action Officer who is:
Mrs. Tracy Caron
368 Main St. - Box 69
St. Agatha, ME 04772
Telephone 543-7717

For further information inquiries can be made to:
U.S. Department of Education
Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

Academic Policies and Criteria

ACADEMIC AWARDS/ACADEMIC EXCELLENCE

MSAD #33's Mission Statement and rigorous standards strongly support academics. Each spring, Wisdom Middle/High School honors its high-achieving students at an Academic Awards ceremony. Students who have excelled in some aspect of their school career or achieved academic excellence are invited to attend. Awards include but are not limited to: Perfect Attendance, Military Scholastic/Athletic Awards, Top Scholar Awards, Professional Organization-Based Achievement Awards, Honors/High Honors, and Scholastic Excellence Awards. Scholastic excellence awards give the district an opportunity to reward students who have achieved beyond the standard range of performance.

COURSE CHANGES

Courses can be added or dropped within the first two weeks of the school year. Any course changes after the first two weeks will only be permitted when special circumstances exist. This process will require a conference involving the teacher, student, parent, principal, and school counselor. If approval is granted after the two-week period, the official school transcript will contain the dropped course along with a "withdrawal" grade (WD).

HONOR ROLL CRITERIA (Grades 6-12) - Policy IKD

Honor Roll Criteria:

Students can achieve Honor Roll status each semester by meeting criteria in either of the two areas below:

A. Habits of Work (HOW):
- Achieving a "3" in each of their academic classes for their HOW indicators.
- Students cannot have any suspensions, in-school or out-of-school, during the ranking period.

OR

B. Academics:
- Must either be at a "3" for proficiency in all classes.

High Honors: Students will achieve High Honor Roll status by meeting the criteria for **both** their academics and Habits of Work goals.

GRADUATION REQUIREMENTS - POLICY IKF

To be awarded a high school diploma from Wisdom High School, students graduating need to demonstrate proficiency through the awarding of credits, in the eight content areas identified in Maine's system of Learning Results and fulfill all additional graduation requirements set by the School Board.

Students will also be required to follow the school's posted Habits of Work (HOW) standards and will be scored on their application of the HOW standards for all classes.

MULTIPLE PATHWAYS TO THE AWARDING OF A DIPLOMA

MSAD #33's high school educational program is designed to enable students to satisfy graduation requirements in four years through a sequence of learning experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Maine Learning Results.

MSAD #33 offers all students multiple learning options that allow students to demonstrate proficiency on expected learning standards, earn academic credit, and satisfy graduation requirements. MSAD #33 also encourages its students to explore a broad range of learning experiences, including outside-of-school options.

Learning options may include, but are not limited to, the following:

- Academic courses offered by the school
- Dual enrollment or Early College courses
- Career and technical education programming
- Online or blended learning options
- Alternative or at-risk programming
- Apprenticeships, internships, field work, or exchange experiences
- Independent studies or ``long-term projects

Latin Honors***

WMHS recognizes graduating seniors who have demonstrated academic excellence through a Latin honors designation at commencement.

Students who rank in the top 10% of their graduating class will receive the designation of Summa Cum Laude. Students who rank in the top 20% will receive the designation of Magna Cum Laude. Students who rank in the top 40% will receive the designation of Cum Laude.

Students will be notified of their honors designation prior to graduation.

ACADEMIC SCORING and GRADING

What is Proficiency?

We define proficiency as: "Being able to perform the skill without help; being able to apply it and transfer it to other situations."

What is Proficiency Scoring

Proficiency scoring is the use of a 1-4 level scale to identify what the learner knows about a given goal. The following is the scale used in all Valley Unified schools:

Leve	PROFICIENCY DESCRIPTION
4	simple knowledge and skills, all the complex knowledge and skills, and goes be was taught in class to apply the knowledge.
3.5	simple knowledge and skills, all the complex knowledge and skills, and in-dept nces and applications with partial success.
3	simple knowledge and skills, all the complex knowledge and skills.
2.5	simple knowledge and skills, some of the ex knowledge and skills.
2	simple knowledge and skills.
1	help, the learner knows some of the simple edge and skills.

POWERSCHOOL

Student scores will be stored on our learning management system PowerSchool. Parents and students will be provided password-protected online access to PowerSchool grade reports through the school website at www.msad33.org. If a password or other access assistance is needed, please contact the Guidance Office at 543-7717.

Report cards are made available on a semester basis, with progress reports following the first and third quarters. PowerSchool Access

GRADING PROCEDURES

At Wisdom, we use a standards-based approach to grading. This system is designed to measure student learning in relation to established academic standards while also encouraging growth and mastery.

Assessment Types

- Formative Assessments (30%)
  Practice work intended to help students build skills, receive feedback, and work toward meeting the required standards.

- Summative Assessments (70%)

Assignments such as tests, projects, and presentations that demonstrate a student's overall success in meeting the standards.

Scoring System

- Students receive both a percentage grade (0–100) and a standards-based score (0–4).

- A minimum 2.2 standards-based score is required to earn credit for a class each semester.

Student Responsibility

- Students are expected to meet with their teachers to create personal success plans for relearning, reassessment, and demonstrating proficiency.

- Pioneer Time (Period 4) is dedicated to providing additional support and time for progress toward meeting standards.

Grading Procedures

- A score of "0" will be entered in the gradebook as a placeholder for missing assignments still within the window for submission.

- If the work is not submitted within three days of the due date, the score will change to a "0."

- Vacation School may be part of a student's remediation plan if needed/offered.

Special Circumstances

- Retakes: In rare cases, students may be allowed to retake an assessment after developing an alternative plan with the teacher.

- Incompletes: May be issued in special circumstances. Note that an Incomplete excludes a student from the honor roll and extracurricular/co-curricular participation (Policy JJJ).

● Excused Work ("Ex"): Teachers may excuse certain assignments if appropriate.

Communication with Parents

Parents may be notified at any time during the year if their child is not meeting curriculum expectations. Parents are expected to follow their child's progress using Powerschool.

REFERRAL AND USE OF GENERAL EDUCATION INTERVENTIONS - POLICY IHBAA

Special Education Students
A student who receives Special Education services who has successfully met specified goals and objectives of his/her Individualized Education Plan (IEP) is to be awarded a diploma.

Transfer Students
All students who transfer to Wisdom Middle/High School will meet with the school counselor and principal to evaluate the student's prior educational experiences and determine to what degree the student has met the Wisdom Middle/High School's graduation requirements. District- or school-based assessments may be used to determine a transfer student's level of academic achievement and placement in Wisdom Middle/High School's education program. The superintendent will ultimately determine whether these students are eligible to receive a diploma.

Certificate of Attendance
The MSAD #33 Board of Directors may provide a certificate of completion to a student who leaves school having completed four years attendance as a full-time high school student who has earned/completed the required credits or courses/learning experiences, but has not met standards that may be mandated by the state.

Graduation Honors - Policy IKF
In order to be eligible for graduation honors, a student must have been enrolled full time at Wisdom High School during their junior and senior years leading to graduation. Students who do not meet this enrollment requirement will not be eligible for graduation honors.

Participation in Graduation Exercises
In order to participate in graduation ceremonies, the following requirements must have been fulfilled before graduation day:
- Students must be within one credit of the necessary number of credits required for their graduation class.
- All disciplinary requirements must be fulfilled.
- Students must have paid all fees and fines owed to the school.

- Students attending other academic institutions or being home-schooled shall not participate in Wisdom's graduation ceremony unless they are registered at least as a part-time student at Wisdom Middle/High School.

Diplomas will be held in the office at the end of the school year until all obligations, financial or otherwise, have been fulfilled.

Early Graduation

Wisdom Middle/High School recognizes that on occasion, exceptional circumstances will enable a student to complete graduation requirements in less than four years. Due to the academic and social implications, early graduation is granted only in a few cases. Students who have been accepted for early admission at the collegiate level may graduate with their class if they so inform the high school principal at the time of their acceptance into the early admission program.

GUIDANCE AND SOCIAL WORK SERVICES

Guidance and social work services are available for every student at Wisdom Middle/High School. The school counselors are available to serve the student, parents, and teachers.

INDIVIDUAL INVENTORY — STUDENT RECORDS

Parents have the right to inspect all school records pertaining to their children and must give consent before records can be released to any other entity.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT) / SCHOLASTIC APTITUDE TEST (SAT) / ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

The school counselor is responsible for administering various academic tests and inventories. Students should see the guidance counselor if they are interested in taking any of the above assessments.

SOCIAL WORK SERVICES

The school social worker provides opportunities for individual students or groups of students to meet to discuss problems and/or concerns. Any discussions with the school social worker are strictly confidential.

WORK PERMITS

Work permits may be obtained at the school Guidance Office. These permits must be reviewed and signed by either the principal before being sent to the state Department of Labor.

PROCEDURE FOR STUDENTS VISITING A COLLEGE DURING SCHOOL DAYS

Students who want to visit a college should consult the Guidance Office to help arrange visits. All travel expenses are the responsibility of the student's parents.. Parents must call the main office to give verbal permission for their child to be absent from school, and students should inform each teacher of their pending absence and complete missing work.

ACADEMIC HONESTY PROCEDURES

Academic honesty is an essential part of maintaining integrity in learning. There are two primary forms of academic dishonesty: cheating and plagiarism, both of which are strictly prohibited. With the increased use of artificial intelligence (AI) tools, additional considerations must be made to ensure ethical academic practices.

CHEATING

Cheating is a violation of our school's Core Values and will result in disciplinary action. Cheating is defined as:

- Fraud, deceit, or dishonesty in an academic assignment
- Using or assisting others in using unauthorized materials in the context of an assignment or exam

Examples of Cheating Include:

- Copying from another student's paper or allowing another student to copy your work
- Using technology (smartphones, smartwatches, AI tools) to retrieve or generate answers.
- Sharing or receiving test answers in any format
- Allowing another student—or AI—to complete work on your behalf
- Submitting another student's work as your own
- Using AI tools (such as ChatGPT, Grammarly, or other writing assistants) to generate or complete an assignment without explicit instructor approval

*** ***All*** instances of cheating will result in disciplinary action, which may include detention. Building administration and parents will be notified of the infraction.

PLAGIARISM

Plagiarism is both unethical and a violation of academic integrity. Whether intentional or unintentional, plagiarism is a serious offense and will be reported to the Principal. Parents will also be notified.

Examples of Plagiarism:

- *Complete Plagiarism* – Submitting another's work in its entirety as your own.
- *Partial Plagiarism* – Copying/lifting portions of another text without proper citations.
- *Patchwork Plagiarism* – Combining ideas, phrases, sentences, and paragraphs from multiple sources without credit.
- *Lazy Plagiarism* – Failing to distinguish between direct quotes and general observations when taking notes.
- *Self-Plagiarism* – Using an essay written for one course to satisfy requirements for another without prior instructor consent.

- *Reworded Plagiarism* – Rephrasing another's work without giving credit.
- *AI-Generated Plagiarism* – Submitting work that is primarily or entirely generated by artificial intelligence without proper acknowledgment or instructor approval.

AI and Academic Integrity:

- Students must disclose if AI tools (such as ChatGPT, Grammarly, or QuillBot) were used in their assignments.
- AI-generated content must be properly cited if permitted by the instructor.
- Using AI to paraphrase or generate responses without crediting sources is considered plagiarism.
- Submitting fully AI-written work without instructor consent is a violation of academic honesty policies.

Violations of the plagiarism policy may result in disciplinary action, including loss of credit for the assignment.

INFRACTION BREAKDOWN

Middle School: The offenses are cumulative over three (3) years, and will remain on file for all three years a student is in attendance at Wisdom Middle School.

First Offense:

- Warning and redo the assignment;
- Call to parent;
- Notification of offense to the building principal or guidance counselor.

Second Offense:

- Detention in which the student needs to watch videos or read articles in order to strengthen their understanding of the topic and returned to teacher who assigned the detention;
- Redo the assignment;
- Notify parent;
- Notification of offense to building administration.

Third Offense:

- No Credit;
- At the discretion of building administration, a detention between 1 and 3 hours will be assigned.
- Ineligibility for any middle school academic awards.

High School: The offenses are cumulative over four (4) years, and will remain on file for all four years a student is in attendance at Wisdom High School.

First Offense

- Redo the assignment;
- Meeting with the teacher;
- Detention in which the student needs to watch videos or read articles in order to strengthen their understanding of the topic and returned to teacher who assigned the detention;
- Notification of the offense to building administration, guidance counselor, and parents.
- Suspension of Senior Privileges if applicable;

Second Offense

- Redo the assignment;
- Notification of offense to building administration;
- At the discretion of building administration, a detention between 1 and 3 hours will be assigned;
- Parents will be notified of the infraction;
- Notification to Guidance Department of ineligibility for academic-based awards, (i.e. Department Awards, Top Scholar);
- Revocation of Senior Privileges;
- Notification to coaches, advisors, and any Honor societies.

Third Offense

- In-school suspension to be served;
- No credit for the assignment;
- Notification to Guidance Department of ineligibility for academic-based awards, (i.e. Department Awards, Top Scholar);
- Revocation of Senior Privileges;
- Notification to coaches, advisors, and any Honor societies;
- If the offense is in the same course during the same year, it may result in a meeting with the student, Guidance director, parents, building administrator, and teacher to discuss options for continuation in the course.

ALTERNATIVE TO BIOLOGICAL DISSECTION- POLICY IMBAA

The Board recognizes that divergent opinions exist among parents and students regarding the appropriateness of using dissection as a means of achieving certain instructional goals in the biological sciences.

Students who object to dissection on religious or moral grounds may receive an alternative learning experience by consulting the teacher and referring to the Alternative to Dissection Policy found on the website.

HOME SCHOOLING-POLICIES IHBG and IHBGA

Parents/guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home-schooling must comply with the provisions of 20-A MRSA § 5001-A(3)(A)(4) and MSAD # 33 policies IHBG and IHBGA that can be obtained online at www.msad33.org, or at any school principal's office in hard copy.

HOMEWORK - POLICY IKB

Education research has shown a positive correlation between meaningful and purposeful homework and student achievement. Homework offers an opportunity to deepen understanding of material, practice new skills, and to promote critical thinking and creativity, positive study habits and for academic growth. Homework helps inform parents of their child's educational progress, and encourages communication between school and home. The MSAD #33 board believes that reasonable, educationally sound, relevant, and regular outside-of-class homework assignments are an important part of the total educational program. ***Please see the link above for more information about this policy***.

MAKE-UP WORK

It is the responsibility of the student to make up schoolwork as a result of any absence from school. All class assignments and assessments missed because of absences must be made up as soon as possible upon a student's return to school. It is important to note that teachers have their own procedures regarding making up homework, quizzes, in-class work, tests, and exams. It is the student's responsibility to work within the parameters of these practices and to establish timelines with their teachers.

MIDTERM/FINAL EXAMS Midterm and final exams are no longer mandatory for students in Grades 9-12. Teachers may provide an assessment that covers multiple units of learning at their discretion.

PARENTAL REVIEW OF EDUCATIONAL MATERIALS A student's parent/guardian may inspect, upon request, any instructional or library materials used as part of the curriculum. Such a request shall be made to the appropriate teacher or to the library/media specialist. If a parent/guardian wishes to restrict his/her child's access to particular instructional materials, the procedure in District policy shall be followed. More information regarding the selection of educational materials may be obtained from District policies IJJ and IJJ-E.

ATTENDANCE - POLICY JEA and JEAA

The MSAD #33 School Board, school administrators, and teachers believe that school attendance is one of several factors necessary for student achievement. Make-up work is never sufficient to correct for the loss of class time. In this school system, students receive high school credits based on a passing grade for work done by the student and the time the student is present in class to receive instruction. The primary responsibility for a student's regular attendance rests on the shoulders of the student and their family.

The school's response to chronic absenteeism is outlined in Maine's Truancy Law and this policy statement. In accordance with Maine State Law, students are required to attend school until the age of seventeen (17) unless specifically listed conditions under the law are met. The principal, in collaboration with the Attendance Officer, shall be the primary individual responsible for making final decisions relating to student attendance (excused / unexcused) and the administration of Policy JEA. Every effort should be made by the parents/guardians to schedule appointments with health professionals, college visits, and other personal appointments outside of the hours of the school day, so the appointment does not interfere with the student's attendance at school.

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills. Responsibility for maintaining student attendance is a shared responsibility.

- Except for excused absences (see below), students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day;
- Parents/Guardians are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year;
- Schools will maintain a comprehensive attendance record for each student. School staff is expected to monitor attendance and communicate with parents and students regarding attendance and tardiness. The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance.

Such rules and procedures will include provisions for:

- Disciplinary consequences for unexcused absences, tardiness, early departures, and absences from classes;
- The making up of tests, quizzes, and other work missed during excused and unexcused absences.

EXCUSABLE ABSENCE

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

- Health concerns, including physical, behavioral, or mental health. If students have a fever, have been vomiting, or have been having diarrhea, please keep them home. They can return to school after they go 24 hours without any of those symptoms;
- An appointment with a health professional that must be made during the regular school day;
- Observance of a recognized religious holiday when the observance is required during the regular school day;
- A family emergency;
- A planned absence for a personal or educational purpose that has been approved by building administration;
- Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out of district placement that is not otherwise authorized by either any individual education plan or a Superintendent's student transfer agreement.

When a student must be absent from school, parents/guardians are REQUIRED to notify the school at 208- 543-7717, provide a written note, or email message to the main office with information regarding the reason for the student's absence.

TRUANCY - POLICY JHB

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) if (sixth grade or older) has the equivalent of 10 full days or seven (7) consecutive days of unexcused absences. A full explanation of truancy procedures can be found on the school's website at www.msad33.org or at any school principal's office in hard copy.

LEAVING SCHOOL

All dismissals are done through the office with parent permission. Students who fail to do so will receive an unexcused absence and disciplinary consequences. Students should **NOT** be calling their parents on cell phones requesting dismissal.

SKIPPING CLASSES

Attendance in all classes is mandatory. Unexcused absences may result in disciplinary consequences.

TARDINESS

Tardy to school: A student is tardy to school if the student is late for his/her first class of the day. In order to be excused, (see excused absences), reasons for tardiness to school must be excused by a parent.. ***Excessive unexcused tardiness will receive disciplinary consequences from the main office.***

Tardy to class: A student is tardy to class when she/he reports to class after the starting time as outlined by the school's bell schedule. The student will receive a discipline consequence from the teacher based on their classroom expectations.

ST. JOHN VALLEY TECHNOLOGY CENTER (SJVTC)

WMHS students who attend the St. John Valley Technology Center (SJVTC) will follow the receiving school's schedule for the portion of the school day that they are enrolled there. WMHS students attending the SJVTC are strongly urged to work closely with the WMHS principal to ensure that they do not miss SJVTC classes. WMHS students attending the SJVTC must go to and from the center on the WMHS bus unless extenuating circumstances arise and permission has been provided by the SJVTC Director and the sending principal.

OPEN/CLOSED CAMPUS - POLICY JHCA

Students in grades 6-11 are not allowed to leave school grounds.

OPEN/CLOSED CAMPUS GRADES 12 (SENIOR PRIVILEGE)

Seniors at Wisdom/Middle High School will have access to their senior privilege beginning at the start of the school year. "Senior Privilege" as outlined in the student handbook is established for qualifying seniors. A contract must be signed by the parent, the student, and the principal or prior to the implementation of Senior Privilege. Senior Privilege will not be available if a senior's parent(s) or guardian(s) have elected for their child not to participate. Privilege criteria will be developed, managed, and monitored by school administrator(s) and may be revoked from individual students for not maintaining academic eligibility and/or for disciplinary reasons. Please see the link below for more information regarding this year's senior priv policy.

Senior Privilege Policy

POTATO HARVEST RECESS

Wisdom is one of many schools in Aroostook County that provide student workers for local farmers for the potato harvest. Harvest recess lasts approximately two weeks. Please see the school calendar for exact dates. Students may request an extra week of harvest work by completing the harvest extension form linked below. The form requires signatures from the student, a parent, and the farmer the student will be working for.

Harvest extension form

Students on harvest extension must come to school once the farmer has completed their harvest or is not working in the fields due to inclement weather. Students must work with their teachers in making up the work missed during any harvest recess extension

CORE VALUES MATRIX

Students helped to develop the Wisdom Middle/High School Core Values matrix. The matrix focuses on four areas of student behavior: honesty, respect, responsibility, and being an engaged and invested student. Students and staff are model this behavior at all times, as it is essential to maintaining a supportive and positive school environment. Staff use student adherence to the matrix when scoring students' Habits of Work.

Wisdom Middle/High School

Core Values Matrix

	Respect	Honesty	Responsibility	Engaged /Invested Learner
Arrival/ Dismissal	*No running, pushing or shoving *Be mindful of your voice tone and volume *Arrive in a timely manner *Dress respectfully *Be seated during announcements	*Report to the main office *Explain why your late *Bring your tardy pass to your teacher *Sign in/out when you are entering or leaving	*Be prepared for class *Arrive to school/class on time *Sign out *Drive/park appropriate in the school lot	*Be ready to learn *Come to school/class with a positive attitude *Get plenty of sleep/rest
Classroom	· * Use acceptable language and volume *Follow teacher directions *Raise your hand *Respect your peers *Respect school property ·	*Be honest about your work *Don't lie or cheat *Maintain your character and integrity	*Complete assignments *Meet deadlines *Appropriate use of computers and electronics *Respect your teachers' time *Keep your classroom clean *Come prepared	· *Use your time wisely *Work cooperatively with others *No sleeping in class *Pay attention *Ask questions is you are unsure
Restroom	· *Respect the work of custodians *Wait your turn *Respect the privacy of others	*Don't waste time *Report incidents/misuse *Use the bathroom the way it was intended	*Keep restrooms clean *Flush toilets *Wash/dry your hands	· *Go and return in a timely manner

Cafeteria	· *Use appropriate manners *Respect the lunch staff *Clean your area	*Keep your food to yourself *Take only what you can eat * Respect others	*Be mindful of language and volume *Keep your food in your tray *Use proper table manners *Keep your area clean	· *Be and upstander not a bystander *Help others *Work to solve problems
Athletic Events	*Show Pioneer Pride *Respect all players, officials and coaches	*Demonstrate good sportsmanship *Report incidents	Arrive on time Leave it "on the court/field" Represent your school with dignity	*Always play your best *Strive to improve *Follow instructions from. Your coach *Attend practice
Recess	· *Respect school equipment *Play fair *Be polite to teachers on duty	*Report incidents *Play fair/safe	*Be on time for class meetings *Report to designated areas only *Take care of your belongings *Follow bus safety rules	· *Be and upstander not a bystander *Help others *Catch up on missing assignments
Bus	· *Stay seated *Use appropriate language/volume *Respect the driver *Follow bus rules *Keep aisles clear	*Report inappropriate behavior *Sit in the correct assigned/ designated area *Stay visible	*Be on time *Walk to and from the bus *Take care of your belongings *Follow bus safety rules	· *Follow procedures for entering and exiting *Ge a good role model

STUDENT DISCIPLINE - POLICY JK

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school. ***Please see the above link for more information regarding this policy.***

Violations may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

CONSEQUENCES

Administrators, teachers, students, and parents all expect a school discipline program that will enable teachers to teach and students to learn in a safe, respectful, and cooperative environment. There are multiple types of responses to unacceptable behaviors. Some are listed below:

- Verbal Warning (with a call to parents when appropriate);
- Issuing a detention (call to parents required);
- In-school suspension assigned by building administration;
- Three-hour detention assigned by building administration;
- Suspension from school assigned by building administration;
- Possible referral to the Superintendent;
- Consideration for expulsion by the School Board.

Please see the following policies regarding discipline and consequences at MSAD #33

DETENTION OF STUDENTS - POLICY JKB
SUSPENSION OF STUDENTS - POLICY JKD
EXPULSION OF STUDENTS - POLICY JKE and JKE-R
DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES - POLICY JKF
REMOVAL OF STUDENTS WITH DISABILITIES ADMINISTRATIVE PROCEDURE – JKF-R
USE OF PHYSICAL RESTRAINT - POLICY JKAA
WEAPONS, VIOLENCE, AND SCHOOL SAFETY - POLICY JICIA
STUDENT RIGHTS AND RESPONSIBILITIES - POLICY JI
QUESTIONING AND SEARCHING OF STUDENTS - POLICIES JIH and JIH-R
STUDENT DISCRIMINATION & HARASSMENT PROCEDURE - POLICY ACAA-R

NO HAZING - POLICY JFCF
THREATS - VERBAL and/or NON-VERBAL - POLICY EBCC
TOBACCO FREE SCHOOLS – POLICIES ADC and ADC-R
DRUG AND ALCOHOL USE BY STUDENTS-POLICY JICH and JICH-R
EXTRACURRICULAR ACTIVITIES - ADMINISTRATIVE PROCEDURES - Policy JICI

BULLYING - POLICY JICK

It is the intent of the Maine School Administrative District #33 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 is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen." For the purpose of this policy, "bullying" means any physical act or gesture or any verbally written, or electronically communicated expression that a reasonable person should expect will have the effect of: physically harming a student or damaging a student's property; placing a student in reasonable fear of physical harm or damage to his/her property; or substantially disrupting the instructional program or the orderly operations of the school; or is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied. ***Please see the link above for more information regarding this policy.***

BULLYING REPORTING

Students who have been bullied or who observe incidents of bullying, are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to building administration. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences. Bullying reports can be made through the district web page at this link.

RESPONDING TO BULLYING

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

DISTRICT COMMITMENT TO STANDARDS OF ETHICAL AND RESPONSIBLE BEHAVIOR - POLICY ADAA

STAFF CONDUCT WITH STUDENTS – POLICY GBEBB

DRESS CODE – POLICY JICA

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program, or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming.

It is an expectation that students will use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced:

- Articles of clothing that promote the use of tobacco, alcohol, or other drugs may NOT be worn on school grounds or at school functions.
- Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- Articles of clothing with displays or messages that are sexual, vulgar, lewd or indecent, or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- Hats and hoods are **NOT** to be worn at assemblies and special school events.

Additionally, dress must reflect the standards of both the individual and school building safety. All dress must contribute to an environment consistent with a positive and healthy school climate:

- Clothing needs to cover the student's torso and all undergarments.
- Inappropriately sheer, low-cut clothing that bares or exposes the stomach, back, breasts, or buttocks. Examples of such clothing include–but are not limited to–strapless tops, one-shoulder strap tops, low-cut tops, spaghetti straps, halters, midriff tops, and muscle shirts.
- Shorts and skirts/dresses must reach the student's fingertips with their hands held down by their sides. Length should extend beyond the pockets. All holes need to be covered or patched in areas above the "fingertip rule," which states that a student should be able to stand straight, with their arms by their side, and not have their fingertips reach past their shorts.
- Student apparel will not carry messages that have profanity, are overtly or subtly obscene, could be perceived as racially, sexually, or culturally prejudicial, or advertise illegal substances such as drugs, alcohol and tobacco.
- Footwear must be appropriate for school. **Sneakers only on the gym floor.**
- School faculty, staff, and administrators are authorized to determine appropriateness of student attire.

- Students dressed inappropriately will be expected to change/cover their attire before continuing in their studies for the day.
- Parents of students requiring accommodation for religious beliefs, disabilities, or medical purposes should contact building administration.
- Any individual refusing to adhere to dress and behavior guidelines will be referred to building administration for review and possible consequences.

Please see the link above for more information regarding this policy.

SCHOOL ACTIVITIES

PARTICIPATION

Student participation in extracurricular and or interscholastic activities is a privilege and will be voluntary. Once a student has volunteered and has been accepted to an activity, the student is subject to the rules and regulations governing that activity and participation therein.

ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES - POLICY JJJ

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes and encourages academic achievement (scholarship) while developing other personal characteristics such as character, service and leadership. Students do not apply for membership in the National Honor Society; students are selected by a five-member faculty council. The selection process is public information, and is available to parents and students upon request. In accordance with the National NHS Constitution, only those students who have been in the school the equivalent of one semester may be considered for membership. Membership is open to qualified sophomores, juniors, and seniors. Academic requirements are the same for all candidates and in all grades. Similarly, there is no specific quota or percentage of members per class. Those students who meet the criteria are inducted regardless of the numbers of students involved. The selection procedure is as follows:

- Scholastic eligibility is determined through a review of students' academic records;
- Students must maintain a cumulative average of 90 or above to be considered;
- Eligible students are notified and asked to complete the NHS Student Activity Information Form for further membership consideration;
- All faculty members are invited to comment on candidates' qualifications.
- The faculty council reviews the NHS Student Activity Form along with other verifiable information for each candidate. Candidates receiving a majority vote of the faculty council are inducted to the chapter.

OTHER CLUBS, GROUPS, AND ACTIVITIES

There are several other activities that students may choose to join. Students are encouraged to become part of their school community and participate in as many extracurricular activities as possible. These activities and their descriptions can be found in the Wisdom Program of Studies. All rules and regulations governing each activity can be obtained from the activity advisor.

USE OF SCHOOL PROPERTY AND FACILITIES

STUDENT COMPUTER/COMPUTING DEVICE AND INTERNET USE AND INTERNET SAFETY- POLICY IJNDB and IJNDB-R

LOCKERS

A locker is assigned to each student at the beginning of the school year. A combination lock will also be provided upon request. Other arrangements may be made for securing personal property under special circumstances. A student who loses or damages a lock will be charged the replacement cost. All locks are to be returned to the officer at the end of the school year. The lockers are the property of Wisdom Middle/High School and are subject to inspection without notice by authorized personnel if deemed necessary by building administration.

The school is not responsible for stolen items. Personal property will not be stolen if students keep their lockers locked and their combinations private from other students. Personal padlocks may be used at the discretion and with the prior knowledge of the main office. Should entry into the locker become necessary in the absence of the student, the padlock will be cut. A key to the lock will be provided to the office.

TEXTBOOKS

All textbooks are the property of MSAD #33. Students will pay for lost textbooks and for book damage that is unusual or the result of obvious abuse or neglect. Students may be asked to cover their books at the beginning of the school year and keep them sufficiently protected until they are returned at the end of the school year.

RESTITUTION BY STUDENTS FOR DISTRICT PROPERTY WHICH HAS BEEN LOST, STOLEN, DAMAGED, OR DESTROYED - POLICY JG

SCHOOL MEALS

All school meals (breakfast and lunch) are free to all students subject to change each year. Please refer to Policies EFBA, EFC, and EFE for more information about school menu development, free/reduced lunches, and competitive food sales.

CELL PHONES - POLICY JICJ

Cell phones are permitted in Wisdom, but they must remain ***out of sight and in the "off" mode during the academic school day***. Students may not use or allow devices to ring during class time. A student who uses a mobile device (including text messaging) or allows it to ring during class will have his/her device confiscated by the teacher who will follow the protocol (see below) for electronic devices.

Students are allowed access to their phones up until the 8:04 second bell and during lunch and recess time periods. This policy change is subject to being rescinded should student phone use become problematic.

The consequences for cell phone violations are as follows:

- First Offense: Electronic device is turned into the teacher or staff member for the remainder of the period.
- Second Offense: Confiscation of the device for one complete school day. Parents/guardians will be notified by the teacher.
- Third Offense: One week of turning the device in at the office upon arrival at school. (Device will be returned to the student at the end of the day.) (60-minute detention, must leave phone in the office 5 days) Parent/guardian meeting is required.
- Fourth Offense: Electronic device privileges are removed for the school year. (60-minute detention, call parents)
- Subsequent Offenses will involve further discipline including detentions, suspensions, and referral for counseling.

SCHOOLWIDE SAFETY

FIRE DRILLS
Fire drills will be conducted in accordance with state regulations.

BUILDING ACCESS
All students and visitors to the Wisdom Middle/High School are to enter and exit via the main entrance. All parents and visitors are to sign in with the office secretary once they have been cleared for entrance. All visitors must wear a visitors pass while in the building.

INTEGRATED PEST MANAGEMENT PROGRAM - POLICY ECB

ASBESTOS MANAGEMENT
The federal Asbestos Hazard Emergency Response Act (AHERA) requires that Local Education Agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #33, at least once a year. This information is recorded in the MSAD #33 Asbestos Management Plan. The Asbestos Management Plan for MSAD #33 is located in the Superintendent's office at 431 US Rte 1, Frenchville, Maine. The Asbestos Management Plan is available for review during regular office hours. Copies are available on request at the cost of $.10 per page.

VIDEO SURVEILLANCE – POLICY ECAEA
STUDENT AND STAFF WELLNESS-POLICY JL

SCHOOL BUSING / STUDENT CONDUCT ON SCHOOL BUSES - POLICY JICC

Students who ride school buses will be expected to:

- ***Be ready on time***: Students must be ready in the morning when the school bus arrives. Not being ready can cause delays or other problems. Students should be ready 10 minutes before the bus's normal arrival time.
- ***Wait for the bus in a safe place***. Students must never stand in the roadway or in other unsafe places while waiting for the school bus
- ***Get on the bus in a safe manner.*** Students must always wait until the school bus comes to a complete stop before approaching it and attempting to enter.
- ***Remain seated when the bus is in motion.*** Students are to go directly to a seat after boarding the bus. The bus driver is allowed to assign seats. Students must not stand, extend arms out of the windows, or move about when the school bus is in motion.
- ***Behave while on the school bus.*** Do NOT distract the driver. Students must avoid shouting, vulgar language and gestures, and rough, noisy behavior. No objects are to be thrown while on the bus. Students must keep their hands to themselves at all times.
- ***Leave other people's things alone.*** Students must keep hands off bookbags, musical instruments, handheld electronic devices, or other articles which do not belong to them.
- ***Keep the school bus clean.*** Students are expected to put all litter in the proper place, refrain from eating or drinking anything while on the bus, and not damage or write on the seats or other surfaces in the school bus
  - ***Cooperate with the bus drivers.*** Students must address their driver respectfully, and follow all directions and orders coming from them. The bus driver is in full charge of the school bus and the students who are his passengers. Students that do not follow expectations or directions on the bus will be referred to the office by the driver.
  - ***Get off the bus in a safe manner.*** Students will remain in the seat until the bus comes to a complete stop. Students should exit the bus in a safe manner, avoiding contact with other students while departing.
  - If a student must cross the road after leaving the school bus, they must follow these three steps:
    - Cross the road directly in front of the school bus
    - Make certain that the road is clear by checking for traffic in both directions
    - Wait for the driver to signal that it is safe to cross the road
  - ***Get off the bus at the regular school bus stop.*** Students may not get on or off the bus except at their assigned school bus stop. If a student must make another arrangement, they will need a note from the main office that is given to the driver as the student boards the bus.
  - ***Obey the school bus rules***. The bus drivers are authorized to enforce these regulations. Students who do not obey the school bus rules will be reported to the building administration. Parents will be notified of bus infractions when they are reported. Repeated and/or serious infractions may lead to a suspension of bus-riding privileges for a length of time.

Please contact Robby Nadeau, WMHS Principal with any questions regarding busing at 543-7717.

STUDENT AUTOMOBILE USE AND PARKING - POLICY JLIE

Any student who is observed driving on campus in an irresponsible manner will be restricted from bringing any vehicle on campus for a period of time determined by building administration. Parents will be notified.

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

The Wisdom Middle/High School Student Handbook is published each year in an effort to communicate important information to students and parents. The information contained in the handbook will answer most of the questions that parents and students encounter regarding school and district expectations. To ensure collaborative efforts between home and school, it is important that a copy of the handbook be kept and used as a reference. Information can be easily found by using the Table of Contents as a guide. Policy codes are listed below and are easily accessible on our website at www.msad33.org. Please use the following url to access the full handbook, or scan the qr code. qrco.de/bgF3id

Please note the following important procedures and polices:

- *Cell phone use policy JICJ & Referral Form*
- *Student Attendance/Absences/Tardiness/Unexcused Absences*
- *Policy IKF Graduation requirements*
- *Bullying/Harassment legal requirements (including technology incidents)*
- *Open/Closed Campus and Senior Privilege*
- *Competitive Food Sales policy EFE (students cannot "order out" lunches) and minimum charge amount of $40.00 policy EFD*
- *Student Automobile Use*
- *Eligibility for Interscholastic Activities policy JJJ*
- *Academic Honesty and Plagiarism consequences*
- *Homework Policy IKB*
- *Grading & Grading Procedures*
- *Graduation policies*
- *Student Laptop & Internet Use policy*
- *Drug and Alcohol policy*
- *Administering of medication policy*
- *Tobacco product use and consequences*
- *Video Surveillance/Electronic Alarm System*

By signing this form, the school is assured that you and your student(s) understand the handbook and the information it contains. *Should you have any questions, please feel free to contact me, Robby Nadeau, at 543-7717*

_____	_____	_____
Parent Signature	*Student Signature*	*Date*