

MARANACOOK COMMUNITY
MIDDLE SCHOOL
STUDENT HANDBOOK



2016-2017

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*all Policies are important but are too numerous to print in this handbook -
Please review District Policies at the district website
www.maranacook.org -- [DISTRICT POLICIES](#)

Message from the Principal and Leadership Team

September 2016

Dear Parents/Guardians and Students:

Welcome to Maranacook Community Middle School. The purpose of this handbook is to provide you with information about the policies, procedures, programs, and opportunities that are offered in our school.

At Maranacook Community Middle School, we base our programs and practices on current middle level research and are proud of what we offer the young adolescents in our community. We have staff members who have helped shape the curriculum at MCMS so that it is not only based on the Maine Learning Standards, but also is challenging, and meets the intellectual, emotional, physical and social needs of young adolescents. We have made it our goal over the past few years to be sure that every student is showing academic, social and emotional growth and have put supports in place to assure that this happens.

The New England League of Middle Schools (NELMS) has designated our school as a Spotlight Middle School for the past eight years. MCMS is currently the only school in Maine to hold this honor, and one of only thirty-four schools recognized across New England. We are very proud of this recognition and continue to work at improving our programs and practices in order to best serve our students.

We have an active parent association who has been very supportive of our practices and whom we also look to for input and feedback on our programs. We encourage all parents to become a part of this group in order to become more involved in our school. We meet at the middle school the first Monday of each month at 6:30 PM. Hope to see you there!!

Please feel free to stop in or call me anytime. I am always interested in hearing from parents for any reason!

Rick Hogan and the MCMS Leadership Team

MCMS PHILOSOPHY AND SCHOOL MISSION

Philosophy

In order for adolescents to become caring, informed, and involved citizens, they must learn ways to: earn and show respect, develop a sense of belonging, and build a sense of personal self worth. Adolescents must also be able to solve complex problems, use technical and analytical skills, adapt to rapid changes in society, and live respectfully in an increasingly diverse culture.

Mission

The Maranacook Community Middle School will guide students to make responsible decisions and develop the knowledge, skills, and understanding that will transition them to a successful life course.

The Maranacook Community Middle School Program will support this mission by:

- * offering challenging, integrated curricula that build on the basic skills needed to succeed in every day life.
- * using a variety of teaching and learning approaches that meet the individual learning needs of each student.
- * assessing student performance in ways that promote self-reflection and learning.
- * providing for maximum flexibility in how learning opportunities are organized.
- * creating policies and curricula that foster health, wellness, and safety.
- * providing comprehensive guidance and support services for all students.

BUS PASS PROCEDURE:

Students are assigned a bus number at the start of the school year based on their home address. Bus seating is at capacity. Bus passes (to ride a different bus) are only given out for emergency reasons (such as daycare) and require permission from Parent/Guardian & Transportation Office.

If you wish to have your child go to a friend's house afterschool for a non-emergency reason, please arrange for parent pickup. Please send a note to school with your child to notify the office of any after school transportation change that you have arranged. Students will not be released to an adult who is not authorized in writing to pick up the student.

SPORTS FREE DAY:

In order to allow our students more opportunities to participate in a variety of activities, we have designated Fridays as a Sports Free Day. No practices are scheduled on Fridays. The Director of Student Services does not schedule games or meets on that day unless absolutely necessary. Intramural activities and other clubs make every effort to meet on Sports Free Days.

BUILDING CARE AND SAFETY

In order to maintain a clean & safe learning environment, we expect students to be respectful and responsible in caring for their areas. To assist in efforts to promote & maintain the safety and security of students, staff and other users of school property, MCMS utilizes video surveillance cameras in the cafeteria & hallways.

Please do not post or publish photos or videos of our students online or in any other public forum out of respect for their privacy.

Middle School students are not allowed to drive motorized vehicles, such as snowmobiles, on school grounds. We also do not allow skateboards or scooters.

TRANSPORTING STUDENTS

Before parents or staff members are able to transport students, the following information needs to be current and on file at RSU #38 Superintendent Office:

COPY OF AUTO INSURANCE POLICY that shows...

- A. Name(s) of people covered on the policy (person driving must be listed on the policy);
- B. Effective dates of policy including expiration date;
- C. Minimum of \$300,000 liability for vehicles designed to carry up to 7 passengers;
- D. Minimum of \$750,000 liability for vehicles designed to carry 8 to 15 passengers.

COPY OF DRIVERS LICENCE for the person that will be transporting students.

If you wish to fax the information, you can fax directly to the superintendent office or to the school:

Superintendent Office fax number (attention Lynn Knox): 685-4703

Middle School fax number (attention Phyllis Cote): 685-9876

If you wish to email the information, you can email superintendent office directly or to the school:

Superintendent Office email: lynn_sawtelle@maranacook.org

Middle School Office email: phyllis@maranacook.org

ATTENDANCE:

MCMS Attendance Procedures (*refer to Compulsory Education Policy JEA and Truancy Policy JHB*)

Regular student attendance is essential for academic success. Attendance is required in all classes, tutorial, activity, and scheduled advisee time. *Excused Absences*, in accordance with State law, are defined as the following:

- *Personal illness
- *Appointment with a health care professional
- *Observance of a recognized religious holiday
- *A family emergency
- *A planned absence for a personal or educational purpose (see note)
- *Education disruption resulting from Homelessness, Hospitalization, Foster Care Placement, or other out-of-district placement.

NOTE: A planned absence form must be submitted to the Principal 3 days prior to the planned absence activity.

Rationale and Overview

At Maranacook Community Middle School, we believe the essence of our educational programs occurs in classrooms with skilled teachers. Explanations, clarifications, discussions, opportunities for feedback, and group tasks are invaluable components of an effective learning environment. Students who miss school are generally at greater risk of reduced academic performance.

Regular attendance is critical to the learning process and academic success. Parents and guardians should be aware that absences might have significant negative effect on a student's academic progress since there is a clear connection between student achievement and attendance. Students preparing themselves for their life work need to regard punctuality and attendance as fundamental for later success. Irregular attendance is detrimental both in school and in life. Our objective is to do what we can to help students achieve success throughout their school experience. We recognize in order to achieve this we must establish a partnership with our students and their caregivers.

The goal of our attendance program is to:

- *increase student success by promoting daily attendance, and
- *help students develop responsibility in preparation for attendance expectations in their future.

ATTENDANCE PROCEDURES FOR PARENTS

Absence by a student means a missed learning opportunity that is impossible to entirely regain. All absences require an explanation from parents/family members in accordance with district and school policy. Absences fall into three categories: excused, explained unexcused, and unexcused. All have consequences for students.

ALWAYS LET US KNOW WHEN A STUDENT WILL NOT BE IN SCHOOL. THIS IS A SAFETY ISSUE.

Call the middle school office (685-3128, ext. 1114) to report that the student will be absent or tardy. At this time, the parent must state the reason for the absence. Failure to do so will result in an unexcused absence.

**If a parent/family member has not called the school to report an absence or tardiness, the student must bring in a NOTE with his/her name, date, reason for the absence/tardiness and the signature of a parent/guardian. Students are expected to bring the note on the day they return to school. Upon returning to school, students will be provided an attendance pass to be shown to the teacher. Absences will not be changed to excused if the note is not received within 3 days of the student's return to school.*

*If a student is absent from Advisee time and Period 1 class without notification from a parent/family member, Powerschool will automatically generate a phone call to the family at 9:00 AM.

*Students who are tardy to school, or are returning from appointments, are required to sign in at the front office immediately upon their arrival. The student will receive an attendance pass to give to the teacher.

EARLY DISMISSAL

The Parent/Guardian must notify the front office of an early dismissal and all students are required to check out through the front office if leaving school before the final bell. The person "authorized by the Parent/Guardian" to pick up the student must come into the front office to sign out the student.

PLANNED ABSENCE

It is important for students, parents/guardians to plan activities around the school calendar so that students do not miss out on classroom instructional activities. Planned absence forms are available in the front office and must be completed according to the guidelines.

CO OR EXTRA CURRICULAR ACTIVITIES

Students must be present the **entire school day** in order to be eligible for practice, competition or attendance at extra/co curricular activities. Exceptions will be made for family bereavement or emergencies, medical/dental appointments, legal appointments, school related activities, or other excused absences arranged in advance through a building administrator.

TYPES OF ABSENCES

EXCUSED: All student absences require a written note, phone call or parent visit to school explaining the reason for the absence. Any student absence that is not excused with 3 days of the student's return to school will not be excused (unless approved by an administrator). If a student is absent for 5 days or more due to illness or health conditions, the school will need a note from his/her doctor or health provider, or the absence may be classified as unexcused. The teacher must provide the student with the opportunity to make up missed work and to complete quizzes/tests issued due to excused absences. With 3-5 days all work must be made up unless otherwise arranged with the teacher. Students should make every effort to minimize all absences including excused absences. When a student is absent from school, the parent/guardian must send a written note to school upon the student's return or have direct contact by phone acknowledging each date of absence.

EXPLAINED UNEXCUSED: Absences with parental permission that do not meet the criteria for excused absences are explained unexcused. When a student misses a class, the teacher should make note of this absence, but must not withhold the student's educational program by preventing them from submitting work or making up missed tests/quizzes. The teacher can, however, require students with unexcused absences to schedule make up work before/after the regular school day or at lunchtime.

UNEXCUSED: An unexcused absence is cause for disciplinary action. Advisors will respond to unexcused absences as outlined below and will keep a record of all actions taken. Advisee time is considered a class. If a student is late or unexcused, the following responses will occur. Poor attendance has consequences. If a student has 5 or more unexcused absences, his/her parent/guardian will receive a letter from the principal requesting a meeting to help resolve the attendance problem. The superintendent will also be notified.

RESPONSES TO ABSENCES AND INTERVENTIONS

1 UNEXCUSED ABSENCE	2 UNEXCUSED ABSENCES	3 UNEXCUSED ABSENCES	4 UNEXCUSED ABSENCES	5 OR MORE UNEXCUSED ABSENCES
<p>Advisor and/or teacher meet with student.</p> <p>Absence will be reported to advisor.</p>	<p>Teacher makes contact with advisor, behavior interventionist, and parent/guardian.</p>	<p>Teacher informs advisor, behavior interventionist, and parent/guardian.</p> <p>The behavior interventionist will set up a meeting with parent/guardian and advisor ASAP. This will include a review of the next steps if further unexcused absences occur.</p> <p>Student has an in school suspension.</p>	<p>Teacher informs advisor, behavior interventionist, and parent/guardian.</p> <p>In school suspension.</p> <p>An RTI Action Plan is developed with student, parent, advisor, and appropriate staff members.</p>	<p>Truancy letter is sent to parent/guardian and the district truancy policy is followed.</p> <p>In school suspension.</p> <p>Review RTI Action Plan.</p>

RESPONSE TO TARDINESS OR SKIPPING A CLASS/ADVISEE TIME

It is expected that students will be in class on time. The classroom teacher/advisor will deal with occasional tardiness through student-teacher conversations and phone calls home. Habitual lateness should be referred to the behavior interventionist who will design an action plan with the student, advisor, and the teacher. As always, parents/guardians must be kept informed through parent-teacher communication. Teachers must continue to provide a student's educational program.

Students who arrive to school after the 8:00 AM bell must report to the front office and obtain a tardy slip before they can enter the classroom/advisee time. The attendance slip must be presented to the teacher/advisor in order for the student to attend class/advisee time.

It is the student's responsibility to make up all work missed and/or make alternate arrangements with his/her teachers.

(Students must be present for the full day in order to participate in any after school activities)

If a student has 5 unexcused absences, the parent/guardian will receive a Truancy Notification Letter from the principal asking for a meeting to help resolve the attendance problem. The superintendent will also be notified.

See JHB Truancy Policy on the district website www.maranacook.org

THE WELLNESS CENTER

The Wellness Center is where you will find the school nurse, the school guidance counselor and the administrative assistant, or parent volunteer. It is available to all students and is open every day during the school year from 7:30 AM– 3:00 PM to assist students with their medical and/or emotional needs.

An athletic trainer provides sports medicine services, at no cost to students, three times a week. Students may access medical services through the School Based Health Center at the High School and Counseling services are available to students on a daily basis right at the middle school. Nurse practitioners and licensed professional counselors provide these services, for which parent permission must be on file.

Students who become ill at school should inform a teacher/staff member and then report to the Wellness Center. A student may be dismissed from school after the nurse has assessed the situation. The Parent/Guardian will be contacted for permission to dismiss the student and to arrange for transportation. If the student has been signed up by the parent for Expanded Medical Services, the school nurse may refer the student to the School Based Health Center for assessment and/or treatment.

The parent/guardian must complete an emergency information form each year, and this will be placed on file in the Wellness Center.

MCMS CURRICULUM

Core Studies

As noted in the mission, our goal is to offer curricula that is “challenging, integrated,” and that builds “on the basics needed to succeed in every day life.” To accomplish this goal, we use a democratic curriculum planning process. This process enables teachers to create curriculum that is based on students’ questions about themselves and the world. The teachers use the Common Core Standards in Math & LA, Next Generation Science Standards, and Maine Learning Results for all other content areas to ensure that the content studied is challenging and meets the required State standards.

Teams develop the curriculum into 3 themes for the year. These themes cross content area boundaries and provide students a cohesive, meaningful curriculum. The teachers work together across teams to develop common scoring guides (rubrics) based on the content of each theme. The results of how students are performing are constantly shared with each student during the course of the trimester. A mid-trimester report is sent home to each parent. A second report is sent home later in the trimester if the student is in danger of not meeting the standards and agreed upon expectations.

Mathematics

Teachers use a variety of resources and materials to address these standards and, with the help of our math coach, are developing some very rigorous math units that will help lead our students into their future well equipped to tackle any career option they choose!

Unified Arts & Foreign Language

All of our students are exposed to a variety of experiences “beyond the core.” These classes are designed to give students opportunities to explore areas of interest and expertise that they can continue to build on throughout their lives. We offer Art, Music, Health, Physical Education, Spanish, German, French.

Technology and Learning at MCMS

As a result of the Maine Learning Technology Initiative (MLTI), all MCMS students are issued a MacBook Laptop. The technology integration specialist works with teachers and students supporting them in the integration of technology into the classroom. Students are able to take their MacBook home after parents have attended a required informational meeting regarding the care and use of the MacBook in a home environment.

GRADE EQUIVALENTS

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72	D+ 68-69	D 65-67	NC 0-64

High Honors is A- or better in courses Honors is B- or better in courses
Honor Roll is posted each trimester on bulletin board outside the office and in the Kennebec Journal.

GRADING DATES FOR 2015/2016

Trimester 1: Sept 1-Nov 22:	UA 1: Sept 1-Oct 21	UA 4: Feb 27-Apr 28
Trimester 2: Nov 28-Mar 24	UA 2: Oct 24-Dec 16	UA 5: May 1-June 19
Trimester 3: Mar 27-Jun 19	UA 3: Dec 19-Feb 17	

Grades mailed: 12/2, 4/6, 6/19

Progress Reports mailed: 10/21, 1/27, 5/12

Warning Notices Mailed: 11/4, 2/10, 5/26

CO-CURRICULAR OFFERINGS & STUDENT LEADERSHIP OPPORTUNITIES

In keeping with our philosophy of helping our students “to become caring, informed and involved citizens”, we offer many opportunities for students “to earn and show respect, develop a sense of belonging, and build a sense of self worth” through our co-curricular programs.

Currently we offer the following:

Band / Chorus / Yearbook Committee / Civil Rights Team / Musicals / Math Team

Sports Teams that are available to all students:

Alpine Skiing / Cross Country / Nordic Skiing / Track & Field

Sports Teams that require a tryout session to “make” the team: Priority is given to 7th & 8th graders
(6th graders may be invited to tryout if numbers permit).

- (1) Baseball Team
- (1) Softball Team
- (1) Field Hockey Team
- (1) Girls’ Soccer Team
- (1) Boys’ Soccer Team
- (2) Girls’ Basketball Teams: (1) for 7th & (1) for 8th
- (2) Boys’ Basketball Teams: (1) for 7th & (1) for 8th

CO-CURRICULAR ELIGIBILITY STANDARDS

Maranacook Community Middle School co-curricular eligibility standards are designed to be proactive in determining how a student is performing academically and to increase the lines of communication between the school and the home. By taking a proactive stance, our hope is to identify, at an early date, those students who are having academic difficulties and to provide ample time and opportunity for academic support.

In order to participate in co-curricular activities, students must have:

- * Physical within the past two years that is on file in the school Wellness Center;
- * Proof of accident insurance;
- * Signed co-curricular contract & emergency card;
- * \$50 Activity Fee payable to MCMS Athletics with player's name & activity noted on the check;
- * Be in good academic standing.

Any time a student is failing a class, s/he will be placed on probation for two weeks. During the two week probationary period, the student will be expected to attend all games, meetings, and practices, but will not be allowed to play in any games. If the student is failing more than one class, s/he will not be able to practice or play with the team for the two- week probationary period.

If, after two weeks probationary period, the student is still failing the same class(es), s/he will be under academic suspension, where the student is expected to attend make up sessions with his/her academic teachers. The student will not participate in any games, meetings, or practices.

If, after the two weeks academic suspension, the student is still failing the same class(es), s/he will remain ineligible to play until progress reports or grades are issued.

For Eligibility Grade Check Dates (and more info), see co-curricular handbook.

CODE OF ACADEMIC INTEGRITY

The excellence and high scholastic achievement we expect students to pursue rests on the foundation of academic honesty. Students are expected to conduct themselves according to the highest standards of personal honor and accountability. All students have a responsibility to do their own work on all assignments in order to receive maximum benefit from the instructional program. In cases where academic dishonesty (plagiarism or cheating) is suspected, the staff member will confiscate the material in question and meet with the student, advisor and parents to discuss the concern. Further incidents will be reported on a written Incident Report with appropriate disciplinary action.

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STUDENT CONDUCT

Maranacook students are extended meaningful and appropriate freedoms, which must be balanced with personal responsibility. Students are expected to behave in school and at school functions in a manner that will be a credit to themselves and to the school. It is the school's philosophy to work out difficulties between those involved and to provide opportunities for growth and change. There are some behaviors that are considered the most serious and automatically result in a suspension or expulsion, which includes but are not limited to:

1. Possession or use of drugs/alcohol/tobacco products;
2. Outright violation of school rules so as to hurt others, including possession of dangerous weapons or objects meant to intimidate, scare, pressure, or harass (See Weapons Policy);
3. Physical or verbal acts or threats of violence against people or property, including but not limited to pushing, shoving, hitting, and punching;
4. Swearing or vulgar gestures such as flipping someone off;
5. Physical, verbal, or sexual harassment.

In addition, the following are examples of unacceptable behavior that have disciplinary consequences as outlined in our behavior rubric:

- * cheating or plagiarism (copying someone else's work and using it);
- * inappropriate language or gestures including swearing, name calling, making fun of someone, flipping someone off, and put downs;
- * skipping or being late to class or homeroom;
- * showing affection that is not suitable for a school environment, such as making out in the halls;
- * showing disrespect to others;
- * having an i-pod, electronic games, or any other non school issued electronic device out at school;
- * wearing inappropriate clothing/accessories that exhibit inappropriate language/messages about tobacco or chemical substances, clothing that reveals any private anatomy, or clothing/accessories that have any sharp objects;
- * having a skateboard or scooter on school property; (for use after school & off school property, student must leave it in the office and pick it up upon dismissal)
- * vandalism, including writing on the walls and destroying school or other people's property.

DRESS CODE

Students and staff at Maranacook Community Middle School are expected to dress in a manner that does not detract from the learning environment. Unacceptable dress includes, but is not limited to:

- * clothing/accessories that exhibit inappropriate language/messages about tobacco /chemical substances, hate messages or sexual innuendo;
- * clothing that reveals any private anatomy;
- * clothing/accessories that have any sharp objects;
- * wearing spaghetti straps or any straps that are less than 1.5 inches wide;
- * undergarments that are showing;
- * not wearing footwear;
- * violating the "B" rule (the "B" rule includes, but is not limited to: no showing of breasts, butts, bottoms, bellies, backs, boxers, bras, etc.)

If any article of clothing offends someone, the student will be asked to change. The student may be asked to turn an inappropriate article of clothing inside out. The student may be asked to call home for a change of clothing. Repeated offenses will result in a parent notification of a discipline meeting with the Principal & Advisor – this meeting will result in appropriate consequences which may include in-house suspension.

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Tier I Infractions - Addressed by staff witnessing the behavior

	Tier 1	Tier 2	Tier 3
Disruptive or Disrespectful Behavior	First, Second, and Third infractions	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Inappropriate Language and Gestures not directed at others	First, Second, and Third infractions	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Skipping Class, Activity, Tutorial, Advisee/Late to Class, Activity, Tutorial Advisee	First, Second, and Third infractions	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Inappropriate Affection	First, Second, and Third infractions	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Cell Phone/Non-School Issued Device Misuse	First, Second, and Third infractions Cell Phones taken away and returned to parent at the end of the day.	Fourth, Fifth, and Sixth infractions	Seventh Infraction
AUP Violation (minor includes not bringing school issued device to school, not having device charged for classwork, etc.)	First, Second, and Third infractions;	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Horseplay/Physical Contact (non-aggressive; all participants willing)	First, Second, and Third infractions	Fourth, Fifth, and Sixth infractions	Seventh Infraction
Cheating/Plagiarism	First Infraction	Second Infraction	Third Infraction
Inappropriate Clothing/ Accessories	First Infraction	Second Infraction	Third Infraction

Staff response to tier 1 infractions

Pick one of the following	Documentation
*Reminder card *Discuss incident with student 1:1 *Restorative conference *Other _____	1. Enter the incident into SWIS 2. Give a copy of the write up to the behavior interventionist, the student's advisor, the student's team leader and 2 copies to the administrative assistant

Tier 2 Infractions - Addressed by team leader and advisor (when possible)

	Tier 1	Tier 2	Tier 3
Inappropriate Language/ gestures directed at others		First Infraction	Second and subsequent infractions
Vandalism to Other's Property or School		First Infraction	Second and subsequent infractions
Stealing		First Infraction; restitution	Second and subsequent infractions
AUP Violation (major requiring placement on the restricted list)		First Infraction; technology department made aware	Second infraction; could result in loss of technology privileges
Harassment		First Infraction (could be level 3 based on severity of harassment)	Second and subsequent infractions
Repeat offenses from tier 1			

Staff response to tier 2 infraction

Pick one or more of the following	Documentation
*Student is sent to alternate classroom on team to answer restorative questions *Phone call to parent/guardian *Restorative circle with all parties involved in the incident	1. Enter the incident into SWIS 2. Give a copy of the write up to the behavior interventionist, the student's advisor, the student's team leader and 2 copies to the administrative assistant

Tier 3 Infractions - Suspensible Offenses addressed by principal or behavior interventionist

	Tier 1	Tier 2	Tier 3
Aggressive Physical Acts/ Threats			First Infraction – Student sent home immediately; suspension determined by administrator; in- school suspension upon return.
Repeat offenses from Tier 2			Suspension as determined by administration; a plan is made to support student

Response to tier 3 infraction

The following will happen	Documentation
*Student is immediately sent to the office *Before or after school restorative conference with student, parents/guardians, advisor, staff member witnessing the behavior, and principal and/or behavior interventionist *Suspension as determined by administration *All tier 3 infractions could result in law enforcement being notified and the superintendent being notified.	1. Enter the incident into SWIS 2. Give a copy of the write up to the behavior interventionist, the student's advisor, the student's team leader and 2 copies to the administrative assistant

At MCMS we will have a **RESPECTFUL, RESPONSIBLE AND SAFE** school by adhering to the following expectations:

In our **CLASSROOMS** we will:

- Use appropriate, neutral language
- Have assignments and materials ready
- Pick up after ourselves and others
- Keep hands and feet to ourselves
- Follow directions
- Use materials appropriately
- Be on time
- Focus on self (FOS)

During **ADVISEE** time we will:

- Arrive on time
- Stay in the advisee room until dismissal time
- Be quiet and listen during announcements and attendance
- Actively participate in advisee activities
- Respect individual differences
- Use appropriate, neutral language
- Focus on self (FOS)

In the **BATHROOM** we will:

- Flush
- Wash
- Leave

In the **HALLWAYS** we will:

- Keep to the right and walk
- Use appropriate, neutral language
- Go directly to our destination
- Use a Hall Pass
- Keep hands, feet, body and objects to ourselves
- Focus on self (FOS)

During **ASSEMBLIES** we will:

- Be seated in the designated area
- Watch & Listen
- Be respectful and attentive
- Focus on self (FOS)

In the **MEDIA CENTER** we will:

- Use a 12 inch voice
- Arrive with a pass, assignments and materials
- Sign In
- Follow directions
- Use appropriate, neutral language
- Focus on self (FOS)

On the **BUS** we will:

- If changing transportation plans, get a bus pass from the office when we walk through the door in the morning
- Walk to the bus
- After 1st bell, go directly to the bus
- Follow bus rules
- Use appropriate, neutral language
- Focus on self (FOS)

In the **CAFETERIA** we will:

- Enter the cafeteria quietly and be seated at a table
- Respect personal space and other people's food by not touching what isn't yours (Focus on Self)
- Sit 8 people at round tables and 16 at rectangular tables
- Keep our area clean
- Take care of our trash when finished eating
- Wait for permission to go get our lunch
- Use 12 inch voices
- Use appropriate, neutral language
- Remain at the same table during lunch
- Wait for permission to leave the cafeteria

Policy JICH – Drug and Alcohol Use By Students

The Regional School Unit No. 38 Board of Directors, hereinafter referred to as “the Board”, and staff, support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth. In order to promote the safety, health and well being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. This prohibition also applies to substances that may be obtained legally but are used improperly, including but not limited to over the counter drugs, inhalants, and drugs legally prescribed to other persons. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. Prevention/Education

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

D. Intervention

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

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Substance Use/Abuse Procedures

Possession or use of prohibited substances on campus or at any school related activity:

It is the responsibility of any staff member who suspects a student of the possession, use, or being under the influence of a prohibited substance, including tobacco products, to report the case immediately to an administrator.

NOTE: In addition to the following procedures students involved in co-curricular activities will abide by the school and home contract. If there is a suspicion of possession, use, or being under the influence, parents are called by an administrator.

First Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
4. Law enforcement and the superintendent are notified.
5. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to reach consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion, as well as the following factors:
 - Substance abuse treatment history
 - Level of involvement in school activities and academics
 - History of other discipline problems
 - Student attitude and responsibility for actions
 - Parental support for options
 - History of legal problems/current involvement with legal system

Suspension up to 5 days

OR

Student takes part in an educational experience around substance abuse

OR

Student participates in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

A plan for consequences B or C needs to be created within 2 weeks of the offense and carried out within 12 school weeks. If the plan is not created within the 2 weeks or if the plan is not carried out within 12 weeks, the suspension will be enforced.

6. Student meets with guidance counselor within 3-5 days of the offense for a substance use screening. The results of that screening will determine whether or not a full clinical use evaluation is needed. Failure to do this in the specified time frame will result in the suspension being enforced.
7. Based on the results of the screening, the student will develop a change plan within 3-5 days. The student will present the change plan to an administrator and advisor to demonstrate that they are safe to be in school.

Second Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population. Student is sent home with parent.
4. Law enforcement and the superintendent are notified.
5. Student, administrator, guidance counselor or advisor (optional) and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to meet consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion as well as the following factors:
 - o • Substance abuse treatment history
 - o • Level of involvement in school activities and academics
 - o • History of other discipline problems
 - o • Student attitude and responsibility for actions
 - o • Parental support for options
 - o • History of legal problems/current involvement with legal system
 - o • Input from substance abuse professional
 - o • Response to first offense interventions
 - o • Overall impact to the safety and well being of the students and staff at the school

There will be a mandatory suspension for 5 days. Upon return to school, one of the following additional consequences will be agreed upon:

- i. Participating in a Risk Reduction Program such as SIRP
- ii. Student will participate in an educational experience around substance abuse
- iii. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.

*A plan outlining the details of choice i, ii or iii above will be created within 2 weeks of the offense and carried out within 12 school weeks.

*Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Third Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

If verified or confiscated then:

2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
4. Law enforcement and the superintendent are notified.
5. Minimum 10-day suspension with a mandatory recommendation from administrator to the school board for consideration for expulsion.

6. If school board decides against expulsion then, upon return to school, one of the following additional consequences will be agreed upon:
 - A. Participating in a Risk Reduction Program such as SIRP
 - B. Student will participate in an educational experience around substance abuse
 - C. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work. A plan outlining the details of choice A, B or C above will be created within 2 weeks of the offense and carried out within 12 school weeks.
7. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Providing prohibited substances on campus or any school related activity:

First Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to school board for expulsion;
7. Student referred for clinical substance use evaluation (if one has not already been done);
8. If student should return after the completion of the evaluation, s/he will meet with designated school personnel to develop a Substance Abuse Contract;
9. Student will follow the terms of the Substance Abuse Contract which is monitored by a certified Substance Abuse Counselor and designated school personnel.

Second Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to School Board for expulsion.

Policy JICK Bullying

The Board believes that bullying, including cyberbullying, is detrimental to student well being and 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 in and witness such behavior.

Bullying Prohibited: Bullying, including "cyberbullying," is not acceptable conduct in RSU #38 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

Please see complete Bullying Policy on the district website www.maranacook.org

RSU #38 BUSING

The School Bus is an extension of the classroom, and riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well being for all who ride the bus and, in this regard, students are expected to comply with his/her requests at all times.

The following guidelines have been established for the safety of all who ride the bus. Violation of these guidelines may result in the loss of privilege to ride the bus.

All students are assigned to a bus and should ride that bus to and from school unless the Transportation Department has been advised of other circumstances.

BEFORE RIDING THE BUS

1. All students should be at his/her bus stop at least five minutes before the scheduled arrival of the bus.
2. Students should stay out of the road at all times while waiting for the bus.
3. Students should wait for the bus to stop completely and let the door open before moving to load the bus.
4. If it is necessary to cross the road to board the bus, wait until the bus driver signals it is safe to cross. Students must stay 12 feet in front of the bus at all times when crossing in the road.

RIDING THE BUS

1. When students exit school, they should go directly to their assigned bus, load immediately, and remain on the bus unless given permission to exit by the driver.
2. Students must obey the driver at all times. This is necessary to insure the safety of all students. Students are not to engage the bus driver in a discussion or argument with respect to the driver's expectations or directions. Drivers are expected to be on time and to maintain safety at all times. Therefore, students who challenge the bus driver's decisions or argue with the bus driver will be dealt with in a serious manner.
3. Students shall go directly to their seats without crowding or pushing and remain seated. Students are expected to remain seated and should not change seats unless given permission by the bus driver.
4. Students shall not throw anything out the windows; extend arms, legs, head or feet out of the bus at any time. Students should face forward while the bus is in motion to avoid injury should the bus make a quick and/or unexpected stop.
5. Students shall not damage any part of the bus. Payment for damage is the responsibility of the student/parent.
6. Students shall not create any safety hazard by tampering with fire extinguishers, emergency exits, or loosening seats.
7. Students shall not create a disturbance on the bus which may distract the driver. Those actions include, but are not limited to: shouting, gesturing, standing, spitting, throwing objects in or from the bus, etc.
8. The aisles must be clear at all times. Store backpacks, school bags, musical instruments, and other large objects under the seat, on the lap or as otherwise directed by the driver. All athletic equipment must be secured in a container or travel bag.
9. Littering on the bus is prohibited. It is the responsibility of all students to dispose of litter properly.
10. Due to safety issues glass containers, animals dead or alive, and the consumption of food will not be allowed on the bus.
11. Alcohol, tobacco, drugs, or other substances which are in violation of Maine State Law are prohibited on the bus
12. Tools and sleds are prohibited on the bus.
13. No weapons, ammunition, fireworks of any kind, flares, explosives, knives, or other materials which may cause injury are allowed on the bus.
14. Physical abuse, verbal and emotional harassment of any kind will not be tolerated.
15. Due to allergic reactions, students must refrain from spraying perfumes, deodorant, hair spray, etc. and using hand sanitizer on the bus.

16. Cell phones or cameras will not be used for any purpose on the school bus unless the student has received permission from the bus driver.
17. iPad use is prohibited on the bus.
18. Students may use iPods responsibly while riding the bus; however, earbuds/headsets or devices may not be shared across the aisle. Students getting on or off the bus must remove one earbud or headset in order to listen for directions. These devices are personal property. The school is not responsible for loss, theft, or damage. Should safety issues arise with the use of any device, the driver has the authority to ask the student to discontinue use.
19. Each student is assigned a seat on the bus and must sit in that seat until driver has assigned a different seat. Students are responsible for that particular seat.

LEAVING THE BUS

1. Students must remain seated until the bus comes to a complete stop and the door is opened.
2. When it is necessary to cross the road after leaving the bus, cross at least 12 feet in front of the bus, but only after the driver has given the signal to do so.
3. Students who are not crossing the road shall move a safe distance away from the bus and remain there until it has left the area.
4. Students should not stop and pick up mail from roadside mailboxes when leaving the bus.
5. Due to school liability, students shall not be permitted to leave the bus at places other than their regular bus stop unless proper written authorization has been given in advance by the parent and/or school official.

INAPPROPRIATE BUS BEHAVIOR

The following procedure for dealing with bus conduct is followed throughout Regional School Unit #38 (RSU #38). The procedure emphasizes the need to have appropriate behavior on the bus that insures the safety for all children.

STEP ONE: – Written Warning Report: These warnings are issued by the bus driver to the student when verbal warnings have not been successful. The purpose is to communicate to the student that his/her behavior is a concern. Specific disciplinary action may not be taken at this time, depending on the incident. The white copy of the warning will be sent home with the student, to be signed by the parent and returned to the bus driver the next school day. If copy is not returned to the bus driver the next school day, the parent will receive a call from the Transportation Supervisor. A copy of the warning will be given to each administrator and put on file.

STEP TWO: First Bus Conduct Report: This reports inappropriate action by a student to the administrator. The administrator will meet with the student, along with the transportation supervisor, to discuss the problem. The parent will be notified by phone and a copy of the report will be sent home. Consequences will vary depending on the incident.

STEP THREE: Second Bus Conduct Report: With the second bus conduct report, the student is automatically suspended from the bus for a period not to exceed two weeks. The parent will be notified by phone and a copy of the report will be sent home. Additionally, a meeting must be held with the administrator, parent(s), student, transportation supervisor, and the bus driver (if needed) before the student can return to the bus. This suspension includes all buses of RSU #38, and covers all sports and field trips.

STEP FOUR: Third Bus Conduct Report: This is the final step. A student receiving a third bus conduct report will be suspended from all RSU #38 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs. This suspension includes all buses of RSU #38, which covers all sports and field trips.

Severe violation of the guidelines for school bus safety could result in the suspension of bus riding privileges at any time. Questions concerning this procedure can be addressed to the building administrator.

STAYING AFTER SCHOOL PROCEDURE

- A.
1. Student **must** have a staff sponsor supervising them for the entire time that they are on campus.
 2. Student **must** have parent/guardian permission.
 3. Student **must sign in** at the Front Office no later than noon on the day they wish to stay.
- B.
- Staying to watch a school-sponsored event (such as a soccer game) with a start time no later than 3:30 requires:
1. Parent/Guardian permission.
 2. Student **must** sign in at the front office no later than noon of that day.
 3. A staff sponsor is required up until the start of the event.
 4. Student is expected to only attend the approved activity.
- Students who are staying to watch events that begin **after 3:30** must either follow the procedure described in "A" above or go home and return with an adult who will be responsible for their supervision during the event.
- C.
- Students staying after school without following this procedure will be required to call their parent/guardian and make arrangements for immediate pick up and will not be allowed to attend or participate in any after school activities until further notice.

BEHAVIORAL GUIDELINES

In an effort to provide all students, staff and families at MCMS a respectful, responsible and safe learning environment, we have developed a set of behavioral guidelines for our students.

Please review the Behavior Rubrics as well as the specific descriptions of expected student behavior on the previous pages.

It is important that you and your child review these guidelines and understand your roles in implementing them. Advisors will also go over these in advisee groups to help students become familiar with the expectations.

After you have gone over these, please sign the bottom of this page and send it back to school with your child.

If you have any questions or concerns, please do not hesitate to contact Rick Hogan, Principal at 685-3128, ext. 1128.

HANDBOOK REVIEW SIGNATURE PAGE

My child and I have read & reviewed this **2016/2017** Student Handbook and agree to abide by all school rules including but not limited to:

*Behavioral Guidelines *Busing Procedures *Staying After School Procedure

*all Policies are important but are too numerous to print in this handbook –

Please review District Policies at the district website

www.maranacook.org -- [DISTRICT POLICIES](http://www.maranacook.org)

PARENT SIGNATURE

STUDENT SIGNATURE

DATE

Student Name Printed

Military Identifier

Are one or both of this student's parents on full-time duty status in the active uniformed service of the United States (including members of the National Guard and Reserve on active duty orders), or within one year of medical discharge or retirement from those uniformed services? Parent is not required to provide this information. Yes No

Student Use of Cellular Telephones and Other Electronic Devices

The Regional School Unit No. 38 recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. Regional School Unit No. 38 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

REGIONAL SCHOOL UNIT NO. 38

Student Use of Cellular Telephones and Other Electronic Devices Procedures

1. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players, and electronic games during classes and school activities, including study halls, field trips, and extracurricular activities.
 - During classes and school activities, all such devices must be turned off.
 - The only exception to this rule is when a teacher specifically authorizes students to use such personal devices for a specific purpose (such as entering an assignment in a PDA).
 - If this rule is violated, the teacher will immediately confiscate the device for the remainder of the day, and discipline may be imposed as provided below.
2. Students at the high school level may use electronic devices between class periods and during lunch periods in the designated "cell phone zone." Cellular telephones must be kept on "vibrate" mode to avoid disrupting others. Students at the elementary and middle level are encouraged to not bring electronic devices to school. If they have them at school, they must be turned off.
3. The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, and classrooms. In other school locations, students are required to obtain permission before photographing any individual.
4. Any use of cellular telephones and other electronic devices that violates Board policy, administrative procedure, or school rules is strictly prohibited. This includes, but is not limited to violations of the Student Code of Conduct, harassment, and cheating. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct.
5. Students violating these rules will be subject to discipline, which may include:
 - Exclusion of the device from school for an extended period.
 - Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

The school unit is not responsible for damage, loss, or theft of any privately owned electronic devices.

If you desire that your child have a cell phone at school, please review this policy & procedure with your child, sign below and return to the MCMS office.

I DESIRE THAT MY CHILD HAVE A CELL PHONE AT SCHOOL FOR SCHOOL YEAR 2016/2017.

MY CHILD AND I HAVE REVIEWED THE POLICY & PROCUDURES AND AGREE THAT MY CHILD WILL ABIDE BY THE PROCEDURES SET FORTH IN THIS DOCUMENT AND WILL ACCEPT THE CONSEQUENCES SHOULD THEY CHOOSE NOT TO FOLLOW THE POLICY & PROCEDURES.

PARENT SIGNATURE

STUDENT SIGNATURE

DATE

Student Name Printed

- over -