

MARANACOOK COMMUNITY
MIDDLE SCHOOL
STUDENT HANDBOOK

2017/2018

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See 19 page Addendum that lists a few of our Policies & Procedures.

***For a complete listing of Policies & Procedures please refer to the Maranacook Website**

<http://www.maranacook.org/policies/>

Message from the Principal & Leadership Team

August 2017

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.

Student Academic Expectations

Maranacook Community Middle School Students will be:

Critical Thinkers and Creative Problem Solvers who

1. identify and define problems
2. gather and analyze information
3. draw conclusions and create solutions
4. reflect on the results

Communicators who

1. can clearly express themselves in writing
2. can effectively communicate verbally
3. read for understanding and purpose
4. are active and engaged listeners

Technology Users who

1. use technology to enhance communication
2. safely access and share information on the internet
3. can critically assess information available on the internet

Student Civic & Behavioral Expectations

Maranacook Community Middle School Students will be:

Respectful Citizens who

1. demonstrate respect toward themselves through making healthy choices
2. demonstrate respect toward others
3. demonstrate respect toward their environment

Responsible Citizens who

1. understand the importance of accepting responsibility for personal decisions and actions
2. help others understand their responsibilities in a respectful manner

Global Citizens who

1. recognize and understand the diverse nature of society
2. know the means of achieving personal and community health and well-being
3. will advocate for themselves, and for others in need, in a global society

ADVISOR SYSTEM

Maranacook Community School is well known for its advisor system. Before entering the middle school, each incoming sixth grade student is assigned to an advisee group that is led by a faculty member. These groups of about ten students stay together with the same advisor for their middle school years.

The advisee system reinforces strong community, student, and faculty ties and provides a support system for each student. Advisee groups meet on a daily basis for homeroom and for longer activities several times during the year. Through the advisor system, students are encouraged to:

*understand themselves and others better *identify interests, values, needs, and abilities

*acquire life skills

*reinforce values of honesty, integrity, and responsibility

The advisor oversees the handling of many situations including inappropriate behavior requiring disciplinary action. In addition, the advisor is responsible for maintaining records for each advisee including schedules, progress reports, and grade sheets. Parents are encouraged to use the advisor as their channel of communication with the school. The advisor system requires the commitment of students, parents, and staff. Advisee activities are an essential part of our school program. Regular attendance is expected.

WHOM DO I CONTACT ?

If you are unsure about whom to contact, please contact your child's advisor for advice.

Attendance

Front Office @ 685-3128, ext. 1114
Please state reason for the absence/tardy/dismissal
see attendance procedure starting on page 5.

Advisor related questions/issues

1st Advisor
2nd Principal

Bus Routes

1st Transportation Office
2nd Transportation Director

Bus Discipline

1st Bus Driver
2nd Transportation Director

Classroom related questions/issues

1st Classroom Teacher or Advisor
2nd Principal

Food Services/School Lunch

1st Director of Food Services
2nd Principal

ARRIVAL AT SCHOOL:

The school is open for students to arrive after 7:30 AM, which is when staff are made available for supervision. Students arriving before 7:30 must have made arrangements with a staff member and have a note from the staff member & from his/her parent/guardian. Parent/guardian will be contacted if this process is not followed in order to keep them informed and ensure student safety.

FOOD SERVICE:

- Maranacook Food Services program operates on a debit system. Each account should have a positive balance in order to purchase food. PowerLunch is the lunch/breakfast management portion of PowerSchool and parents are able to monitor meals sold as well as account balances by signing in through our website: mcms.maranacook.org, parent/student, powerschool student & parent access - use your individual ID & password.
- Please make checks payable to MCMS Lunch and turn in to the cafeteria or mail to Food Service, attention Jeff Bridges, 2250 Millard Harrison Drive, Readfield. You can also pay by credit card through our website: mcms.maranacook.org, parent/student, lunch menu, AndroPay lunch.
- Hot lunches are \$2.75. This includes one entrée item, a full salad bar and choice of a milk. All items must be taken in order to qualify for the \$2.75 meal price.
- Breakfast is \$1.00 and includes a choice of milk, juice, and entrée of the day...see monthly calendar. Cereal or Bagel are available every day.
- The cost of a separate milk is \$.50
- Menus are published monthly on the Maranacook website for your meal planning convenience. Students may also purchase additional items such as bottled water or extra entrées that are not included in the price of lunch.
- Please note: Students who qualify for reduced or free lunches will also receive a free breakfast.
- Negative lunch balance alerts will be automatically sent each Sunday at 6:30 PM through the SchoolMessenger Alert System.
- Students with a negative balance exceeding -\$10 will be notified in person and will be offered a bag lunch until the account is paid up.

Discipline

1st Advisor
2nd Behavior Interventionist
3rd Principal

Co-curricular / Athletics

1st Student Services Secretary
2nd Director of Student Services

Facility Use

1st Office Coordinator (school day use)
2nd Adult Ed Secretary (after school use)

Health & Guidance

1st Nurse or Guidance Counselor
2nd Principal

Special Education Services

1st Case Manager or GT Teacher
2nd Sp Ed Director or GT Coordinator
3rd Principal

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 after school for a non-emergency reason, please arrange for parent pickup. 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.

RSU #38, Maranacook Area Schools, promotes student & community health. All school properties (inside & out) are tobacco-free. Please refrain from using all tobacco products, including electronic cigarettes & vaping devices, while on school property and in school vehicles. For more information, please refer to Board Policy ADC - Use of Tobacco on School District Premises Prohibited.

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 DRIVER'S LICENCE for the person that will be transporting students.

If you wish to fax the information, you can have your insurance company fax directly to the superintendent office or to the school:

Superintendent Office fax number (attention Lynn Sawtelle): 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:

Supt Office email: lynn_sawtelle@maranacook.org or Middle School Office email: phyllis_cote@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/guardian 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

ONE UNEXCUSED ABSENCE	TWO UNEXCUSED ABSENCES	THREE UNEXCUSED ABSENCES	FOUR UNEXCUSED ABSENCES	FIVE 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 everyday 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

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

Honor Roll is posted each trimester on bulletin board outside the office and in the Kennebec Journal.

A- or better in all classes = High Honors

B- or better in all classes = Honors

Grading dates for 2017/2018

Trimester 1: Aug 31-Dec 1

UA 1: Aug 31-Oct 21

UA 2: Oct 23-Dec 15

Trimester 2: Dec 4-Mar 15

UA 3: Dec 18-Feb 16

UA 4: Feb 26-Apr 27

Trimester 3: Mar 19-Jun 18

UA 5: May 7-Jun 18

Grades mailed: Dec 8 / Mar 23 / Jun 19

Progress Reports mailed: Oct 20 / Jan 26 / May 11

Warning Notices mailed: Nov 3 / Feb 9 / May 25

CO-CURRICULAR & 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.

We currently 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 with (1) for 7th & (1) for 8th (2) Boys' Basketball Teams with (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, 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;
- 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.

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 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.

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:

- Possession or use of drugs/alcohol/tobacco products;
- 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);
- Physical or verbal acts or threats of violence against people or property, including but not limited to pushing, shoving, hitting, and punching;
- Swearing or vulgar gestures such as flipping someone off;
- 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 advisee;
- 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, cell phone, 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;
- undergarments that are showing;
- not wearing footwear;
- violating the "B" rule (the "B" rule includes, but is not limited to: no showing of breasts, behinds, bottoms, bellies, backs, boxers, bras, etc.)

If any article of clothing is deemed unacceptable, 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.

CELL PHONE USE/STORAGE

Use of cell phones and other personal electronic devices is prohibited at school unless given explicit permission from a staff member. All cell phones and electronic devices are to be turned off and kept in a backpack during school hours. Phones are available in the Main Office for student use, as well as in every classroom with staff permission. If you need to contact your student, please call the Main Office. We will be happy to get a message to them.

Tier I Infractions - Addressed by staff witnessing the behavior

	Tier 1	Tier 2	Tier 3
disruptive or disrespectful behavior	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
inappropriate language & gestures not directed at others	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
skipping class, activity, tutorial, advisee time	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
inappropriate affection	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
cell phone / non school issued device misuse	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
AUP violation (minor includes not bringing school issued device to school, not having device charged for class, etc)	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
horseplay/physical contact (non aggressive and all participants willing)	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
cheating / plagiarism	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction
inappropriate clothing / accessories	1st, 2nd, and 3rd infractions	4th, 5th, and 6th infractions	7th infraction

Staff response to tier 1 infractions

Pick one of the following	Documentation
<ul style="list-style-type: none"> ● Reminder card ● Discuss incident with student 1on1 ● Restorative conference ● Other _____ 	<ol style="list-style-type: none"> 1. Enter incident into SWIS 2. Give copy of the write up to the behavior interventionist, Advisor, Team Leader, and office 3. Email or mail to parent/guardian.

Tier 2 Infractions - Addressed by Team Leader and Advisor

	Tier 1	Tier 2	Tier 3
inappropriate language or gestures directed at others		1st infraction	2nd and subsequent infractions
vandalism to other's property or to school		1st infraction	2nd and subsequent infractions
stealing		1st infraction and restitution	2nd and subsequent infractions
AUP violation (major requiring placement on the restricted list)		1st infraction and technology dept notified	2nd infraction may result in loss of technology privileges
harrasment		1st infraction (may be level 3 based on severity of harrasment)	2nd and subsequent infractions
Repeat offenses from tier 1			

Staff response to tier 2 infraction

Pick 1 or more of the following	documentation
<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. Enter incident into SWIS 2. give copy of write up to the behavior interventionist, Advisor, Team Leader, and office. 3. email or mail to parent/guardian.

Tier 3 Infraction - Suspendible offenses addressed by Principal and/or Behavior Interventionist

	Tier 1	Tier 2	Tier 3
aggressive physical acts or threats			1st infraction - student sent home immediately; suspension determined by administrator; in-school suspension upon return
repeat offenses from Tier 2			Suspension as determined by administrator; a plan is made to support student upon return

Response to Tier 3 Infraction

The following will happen	documentation
<ul style="list-style-type: none"> • student is immediately sent to the office • before or after school restorative conference with student, parent/guardian, advisor, and principal and/or behavior interventionist. • Suspension as determined by administrator • all tier 3 infractions may result in law enforcement 	<ol style="list-style-type: none"> 1. enter incident into SWIS 2. give copy of the write-up to the behavior interventionist, Advisor, Team Leader, and office. 3. email or mail to parent/guardian.

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 the bell rings, 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 a 12 inch voice

- Use appropriate, neutral language
- Remain at the same table during lunch
- Wait for permission to leave the cafeteria

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, NO spraying perfumes, deodorant, hairspray, etc. and/or 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 & laptop 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. These devices are personal property. The school is not responsible for loss, theft, or

damage. Should safety issue arise with the use of any device, the driver has the authority to ask the student to discontinue use.

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19. Each student is assigned a seat on the bus and must sit in that seat until the driver as 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 the bus 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 - 1'st 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 - 2'nd 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 - 3'rd 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.

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