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Brenda Brown –Principal

Don Baker – Asst. Principal

Donna Brunette – Asst. Principal

Dear Students and Parents:

WELCOME to Mt. Ararat Middle School. This handbook is designed to give students and parents basic information and to explicitly communicate the school’s philosophy, as well as the details and procedures of daily life at the Middle School. It is important that parents and students familiarize themselves with the contents of the handbook so that there will be no misunderstandings with respect to the policies and procedures. Please know that we have a responsibility to ensure a safe working environment for all students, and we take that responsibility seriously. To this end, we require the support of parents to ensure all policies and procedures are followed.

Our civility code states that all members of the school community have the right to expect civility in all words and actions they experience. Similarly, it is expected that each individual must assume responsibility for being civil to others.

During the school year, you should expect to receive a monthly newsletter and other communications, which supplement this handbook. Please note that, since it has become cost prohibitive to mail the newsletter, it will be sent home with students, or you may opt to receive it by e-mail. It is also posted on the school website (<http://www.link75.org/mam>). If you prefer, you may stop by the office to pick up a copy.

Please sign and return this form after you and your son or daughter have reviewed the contents. We suggest you pay particular attention to the information about absentee policies, the school calendar, safety policies, start and dismissal times, after school policies, walkers and cyclists, the late bus and the dress code. Should you have any questions or comments, don’t hesitate to call. We look forward to working closely with you to ensure a successful and productive school year.

Sincerely,



Brenda Brown
Principal



Don Baker
Assistant Principal
“The B Team”



Donna Brunette
Assistant Principal

I have read the handbook and familiarized myself with all the policies and procedures included. I understand that supervision is only provided 20 minutes prior to the start and 20 minutes after the close of the school day.

Parent Signature _____

Date _____

Student Signature _____

Date _____

MISSION AND VISION STATEMENT

Mission

It is the mission of our school community to reach high expectations for all, raise academic achievement, and ignite a passion for learning while cultivating humane and responsible citizenship.

Vision

I. Students

- a. Students will take ownership for their learning, decisions, and actions.
- b. Each student will have a supportive, encouraging relationship with at least one adult in the school.
- c. Each student will become competent with technology and use it in a responsible way.
- d. A formal system of interventions will exist to support students in taking ownership for their success.
- e. The academic progress of each student will be continuously monitored and communicated with the student, staff and parents.
- f. Students will be recognized for hard work and continued progress toward learning standards, and contributions outside of the classroom to school and community.
- g. To prepare for the future, students will build a personal awareness of post secondary and career opportunities.

II. Curriculum/Instruction

- a. To help each student meet or exceed the Maine Learning Results (MLR), the school will provide a rigorous and relevant curriculum which aligns with the MLR.
- b. The curriculum will be aligned from grade to grade and subject to subject.
- c. Multiple data points which show student progress will be used to determine appropriate programming.
- d. Teachers will use instructional strategies which recognize individual learning styles, resulting in students who are actively engaged in their own learning, and move students toward higher order thinking.
- e. The school schedule will be organized to provide maximum learning time toward the MLR.

III. Leadership, Faculty and Staff

- a. Leadership, Faculty and Staff will reflect annually and assess the action plan to move the school toward reaching the mission and vision statements.
- b. Through the use of Professional Learning Communities, Leadership, Faculty and Staff will engage in collective inquiry: work as collaborative teams, try new things, and seek continuous improvement of teaching practices which will encourage student engagement and achievement.

IV. School Climate/Community Support

- a. The school community will encourage emotional and physical health for its members by providing activities and choices that promote lifelong wellness.
- b. The school community will provide an emotionally and physically safe, supportive environment for students and staff. Behavioral standards will be communicated clearly and modeled by members of the community.
- c. The school community will provide real experiences to promote each student's understanding of the world and his/her place in it. The leadership, faculty, staff, and students will use practices which emphasize tolerance, community involvement, and awareness of current world events.
- d. The school community will foster and maintain connections with the community.

MAMS CIVILITY CODE

All members of the school community have the right to expect civility in all words and actions they experience. Similarly, it is expected that each individual must assume responsibility for being civil to others.

Code of Conduct

- Respect self and others.
- Respect property.
- Take responsibility for your own behavior and learning.
- Follow school and classroom procedures.

FOR YOUR INFORMATION

What is a Middle School?

A middle school is a school that is designed to meet the developmental needs of young adolescents. A developmentally responsive middle school is staffed with educators who share a common vision, are committed to young

adolescents, have high expectations for every student and believe in a strong family, community and school partnership. A developmentally responsive middle school is characterized by a curriculum that is challenging, integrated and exploratory in nature and delivered in an environment that promotes and ensures the emotional and physical well being of all students.

How is MAMS Organized?

The middle school is organized into three floors, which are referred to as neighborhoods. Each neighborhood houses a grade level (6th grade is on the first floor, 8th grade is on the second, and 7th grade is on the third). Within the neighborhood, teams of two, three or four teachers work together to provide instruction in the core curriculum areas (math, language arts, science, and social studies). Currently one seventh grade and one eighth grade team form a looping structure. "Looping" is a term used when teachers remain with their students for two or more years and then "loop" back to begin again with a new group of students.

Assignment to Classes

When we assign students to classes for the new school year, our primary consideration is to ensure equitable, workable groups to meet the diverse educational needs. Parents are encouraged to provide us with information about their child's learning style in writing by June 1 of the previous school year. Please do not send emails since this is confidential information. This information should include a legitimate reason why the child should be separated from another student. For example, if a personality conflict between your child and a peer will have an impact on learning for those two students and for others in the class, please communicate that information. However, given the numbers with which we are working and the fluid nature of the population, we cannot take requests for individual teachers.

We also urge parents not to listen to gossip. Children are individuals and react in different ways. When voicing a concern, it should be legitimate and not based on hearsay. On the other hand, just because one child in a family has experienced a particular teacher does not mean that parents should expect a sibling to be automatically assigned to that same teacher. Oftentimes, a student can benefit by having his/her own experience and by not following in an older sibling's footsteps.

Should a parent request that his/her child not have a particular teacher, the parent will be expected to put the concerns in writing. That information may be shared with the teacher. Just as students have a right to due process, so do teachers. Only if a teacher is made aware that a parent has formed a negative impression can the teacher address the issues. Please remember, parents also have an opportunity to comment on a teacher's performance when surveyed at the end of the academic year.

It's important to note that we have limited resources and we may need to cluster students with similar needs in order to provide the necessary support.

Be assured that we spend many long hours discussing the placements and trying to ensure everyone is appropriately placed. Please also refer to the class reassignment process outlined below.

Class Reassignment Process

Procedures:

When a parent voices concerns about a student's classroom experience, the number one objective is to promote communication. The parent will always be encouraged to voice concerns directly to the teacher(s) and to enter into a problem-solving discussion. If a resolution cannot be reached at that level, and the parent requests class reassignment, the following process will begin:

1. The parent will be informed about the process
- 2a. A meeting will be scheduled. The following people will be included in that meeting: the parent(s), the teacher(s), an administrator and a counselor. If appropriate, the student will also be asked to attend.

The purpose of the meeting is to identify the child's needs, to determine what has been done, and to generate other ideas to address the student's needs in his/her present classroom.

A timeframe will be determined to implement ideas and a follow-up meeting will be scheduled, at which time progress will be assessed.

Note: **Should a parent refuse to participate in a meeting, he/she will be expected to complete a form. (See page 41)**

- 2b. When the parent first voices a concern, a meeting will be scheduled and the student will meet with the counselor to discuss his/her school experience.
3. A follow-up meeting will be held. The issues will be reviewed. Participants will look at the actions that have been taken and determine what else needs to be done.

What Activities or Programs are Offered?

Seventh and Eighth: The middle school offers a variety of extra-curricular activities. Interscholastic competition is offered in soccer, cross-country, field hockey, basketball, hockey, wrestling, baseball, softball, and track. Student council, civil rights, and yearbook may be offered, in addition to a variety of club activities.*

Sixth: The middle school provides opportunities for sixth graders to participate in the following sports: cross country, hockey, wrestling, and track. Community-based programs offer other athletic opportunities for students. Student council, civil rights and yearbook may be offered, in addition to a variety of club activities.*

(*Community volunteers make the club opportunities possible. If you have an idea for a club and are willing to volunteer your time at the middle school, please contact the main office at the middle school.)

Computer Lab

The computer center will be open throughout the day unless a class is scheduled to be there. There is no supervision before or after school. The only time a student should be in the lab during these times is if he/she is being supervised by an adult.

Internet Use

MSAD #75 has an acceptable use policy (File: IGDB) which outlines appropriate use when conducting school business. A copy of the policy is included in this handbook, page 31. If you do not want your child to have access to the internet during the school day, please contact the main office and send a letter to the principal requesting that the school deny access for your child. Computers are available throughout the middle school. If a student needs to use the internet, they need a defined purpose.

MLTI Laptop Initiative

The Maine Learning Technology Initiative (MLTI) is the largest educational technology project in the history of Maine and perhaps the world. Maine stands as the first state to embark upon a plan to eliminate the digital divide by providing a laptop to each and every 7th and 8th grade student and teacher.

MAMS students in 7th and 8th grades are issued a state owned MLTI iBook for use during the school year. Each student will have a specific iBook, charger and case, which is theirs to use in school. Laptops, chargers, and laptop cases are to be returned at the end of the school year in “like new condition”. It is the responsibility of the students to properly care for their laptops to ensure they are returned in “like new condition”. Remember this device is merely on loan for educational use and is not the student’s personal property.

Using wireless technology at school allows the students to connect to the internet and district file servers. Wireless access to the internet will allow students and teachers to acquire information that is not available through conventional methods. In addition, curriculum is being developed that will leverage this technology so that both teachers and students will excel in a world driven by information. The numerous applications on the laptop allow students to integrate technology into their daily academic work.

Each fall, 7th and 8th grade students and their parents are encouraged to attend the Laptop Informational Meeting. This meeting provides students and parents with information about caring for laptops, insurance, appropriate at home uses of the laptop, appropriate in school uses of the laptop, take home procedures, consequences for inappropriate use of laptops, and costs for damages / repair. **Please note, just as with text books or any other school equipment, your child is responsible for any damage incurred.**

For more information on the Maine Learning Technology Initiative, please visit web sites:

www.state.me.us/mlte or www.mainelearns.org

Communication

We believe in ongoing and two-way communication. Consequently, **parents should expect to hear from a teacher if their child is in danger of failing any course.** The mid-term progress report is just that – a **progress** report. It provides a warning if a student is not performing as expected. Students then have the opportunity to improve their grades in the second half of the trimester. Progress reports will be taken home by students, with the parent being expected to sign an attached form which will then be returned to the child’s homeroom teacher.

We expect parents to call or e-mail the teacher whenever they have questions or concerns. The teacher is the first point of contact. Please see page 39 for listings of teacher extensions and email addresses.

During the first couple of weeks of each month, you should expect to receive, via email, a newsletter. You may also find it posted on our website (<http://www.link75.org/mam>). Should you have limited computer access and require a hard copy, please notify a secretary and/or your child’s homeroom teacher.

Since many of our families have e-mail, we will try, as much as possible, to use this as a mode of communication since it is more cost effective than postage in regards to both money and time. We do ask all parties to **follow proper e-mail etiquette and to refrain from using that mode of communication for emotionally charged issues.** (Please refer to our civility code on page 2.)

Middle level students cannot always be relied upon to deliver written communications to their parents/guardians. Consequently, for hard copies, we will often require them to produce a parent/guardian's signature indicating receipt.

CURRICULUM EXPECTATIONS

Curriculum

Students in sixth, seventh and eighth grade will study language arts, math, science, social studies, physical education, art, and health education. Seventh and eighth graders will also participate in applied science (known as tech ed.) With the exception of those students who need additional support to meet standards in reading, seventh and eighth graders will focus on one of three foreign languages. Band and chorus are offered as elective enrichment courses for students and, as such, are graded. Sixth grade students will also participate in an instructional music program. Jazz Band and Honor Choir will meet during the Wednesday morning delayed start, so the participating students must be able to get a ride to school.

Eighth Grade Math

Believing that students' understanding of algebraic symbols and reasoning develop at different rates, we offer two different paths through which a student may gain access to Geometry as a freshman. While some children are ready for the more symbolic, abstract approach of high school Algebra I in eighth grade, others need more concrete experiences to build the foundation of algebraic thinking. Whether our students use a high school text or master a large percent of the high school Algebra I with concrete experiences through the MathScape program, our first priority is that they do build a broad and deep mathematical foundation.

Entry into geometry as a freshman will be dependent on two criteria:

- Successful completion of the appropriate high school assessments **AND**
- Passing grades in their coursework, whether in MathScape or the high school text.

At the end of their child's seventh grade experience, parents will receive a letter giving more information.

Please note that it is also more than acceptable to focus on middle school standards in eighth grade and to enter high school ready to attack Algebra I as a freshman. Recognizing that children have different developmental needs, the high school offers a variety of options for students, and provides support for those who struggle with this subject. Students who work from a high school text in eighth grade, but fail to meet the required standards for that course, may be required to repeat the course as freshmen. Those who fail to meet middle school standards may be invited to attend summer school or required to attend a math workshop, in addition to their regular math classes, during their freshman year.

Advisory Program

Advisory groups at MAMS are in place to help students develop common bonds with other students and an adult in our school by meeting regularly in an informal, consistent, and supportive setting. Students start each day with their advisory group and the advisor (teacher) takes attendance and structures activities that: help to develop group spirit and cohesiveness; recharge students prior to instruction; promote positive relationships with adults; address common problems and concerns related to growing up; and provide opportunity to participate in common projects to benefit advisory, school, and the greater community. During the first two weeks of school, parents should expect to receive a call from your child's advisor so this teacher can introduce themselves to you and check with the parent to support getting the child off to a good start at the beginning of the school year. Parents should feel comfortable contacting an advisor to discuss issues which could either negatively or positively impact their child's school experience.

Stay on Track

All advisors will deliver the "Stay on Track" curriculum. Designed to prevent and reduce substance use and abuse (alcohol, tobacco, marijuana, inhalants, and other drugs) in adolescents, the Stay on Track (SOT) Drug Abuse Prevention Program is a research-based curriculum which focuses on persona health, decision-making, peer pressure and media influences.

Community Enrichment

As part of our Response to Intervention (RTI) plan, the school's daily schedule includes a period for every child called "Community Enrichment". During this period, teachers focus on increasing student achievement by providing instruction based on student needs related to: intervention (time to provide structured and direct support for students not meeting standards in reading or math); and enrichment (time for students who are achieving at or above grade level in reading and math to be challenged and to extend their learning in a variety of content areas). Teachers will be actively engaged, working with students during community enrichment. Chorus and Band will happen during this time. This will be the enrichment for these students. Students in Chorus and/or Band will need to meet curriculum standards or teachers will be expected to intervene. This will result in students not attending Band or Chorus because support or

direct instruction is required. During the first week of school, all students and all teachers will participate in presentations and discussions about expectations.

Field Trips

It is the policy of the Board of Directors to discourage field trips requiring extensive travel, extended absence from school, or excessive costs. As a school, we strive to provide a common or equitable experience for all students in a grade level.

Gifted and Talented Services

Purpose: To ensure that MSAD#75 meets its legal (Maine’s Chapter 104) and ethical obligations to students extraordinarily ahead of peers in core academic subjects.

Identification: At present, Maine law limits this group to 5% of total enrollment. For this reason, M.S.A.D. 75 typically selects fewer than 2% of students in each core subject. Identification is reviewed annually.

Core Commitments:

- Work at an appropriate level of challenge
- Time to work with intellectual peers
- Information and guidance regarding additional opportunities

Programming: Student needs are defined and matched to each school’s resources through a collaborative planning process. The GT teacher is a case manager, consultant, advocate, and facilitator of this process. At the middle school, math students in the identified top 2% may receive direct instruction and case management by participating in the Eagle math class.

Contact:

Sally Loughlin, loughlins@link75.org or 729-9961 x 280
Gifted and Talented link from district website: www.link75.org

Report Cards

Report cards are issued three times a year. Teachers at Mt. Ararat Middle School will be reporting on academic standards as well as providing a letter grade. The letter grade and standards based reporting are two separate forms. Information is provided during Curriculum Night for parents about the dual system. Please plan to attend. First and second trimester report cards will be sent home with the student. A parent signature will be required to verify receipt of the report card. Since the third trimester report cards will not be ready before students leave for the summer, they will be mailed or picked up by parents. All student obligations (textbooks, library books, sports uniforms, lunch money, school picture and/or money) must be fulfilled before report cards are released. Yearbooks are also held in the office until the student has returned all necessary materials or paid for their replacements.

Grade equivalents on the report cards are:

A+ 99 – 100	B+ 88 – 89	C+ 78 – 79	D+ 68 – 69	F 59 or Below
A 93 – 98	B 83 – 87	C 73 – 77	D 63 - 67	
A- 90 – 92	B- 80 – 82	C- 70 – 72	D- 60 – 62	

Honor Roll Criteria

To earn high honors, a student must receive a grade of A in all classes. Students receiving As and Bs qualify for the honor roll. Please note: Band and Chorus grades count towards the honor roll requirement.

Progress Reports

The purpose of the mid-term progress report is to provide parents with information on how their child is doing in school and to provide information to students enabling each the opportunity to improve their performance before grades close. The progress report is not a report card so grades will not be given. If a child is in danger of failing or not meeting a standard, the teacher **will communicate directly** with the parent. We encourage parents to call their child’s teacher whenever they have comments, questions or concerns.

Open House/Parent Conference/Celebration of Learning

At the middle school there are four events that offer parents the opportunity to come into the school and work with teachers and students, sharing the educational experience. All parents are encouraged to participate in these events. We need the parent – teacher partnership to better support your child.

Parent Night – a chance, early in the school year, for parents to hear an overview of the core and exploratory curricula for their child’s grade level. Individual teachers will present the curriculum and offer parents an opportunity to ask questions. Please attend.

Parent Conferences – twice a year, conferences are scheduled with teachers to review student grades; after the first six weeks of school when progress reports are issued and again midway through the second trimester. Homeroom teachers will send home information about signing up for conferences. Homeroom teachers will meet with parents and students to review the progress report. If you have a concern about a specific subject that the homeroom teacher does not teach, you may want to set up a conference with the teacher of that subject as well. Please do not wait for an invitation to meet with a teacher if you have concerns. Parents may request a conference at any time.

Celebration of Learning – scheduled in the spring, this is an opportunity for students to formally share work they have done throughout the year with their parents and celebrate their academic progress. Please support your child by attending.

Homework

Students regularly have 60 – 80 minutes of homework a night (sixth grade students being on the lower end and 8th grade being on the higher end). Students are expected to read each night. The amount of homework a student has, along with the reading, will vary dependent on a variety of factors (individual student learning style, rate of learning, type of assignments,...). If your child is working beyond 80 minutes each night and you are concerned, please contact his/her homeroom teacher. Homework will be posted by house teachers on the Mt. Ararat Middle School Web Page. Students are expected to complete all assigned work.

Supply Lists

During Step-Up Day, each student received a copy of the supply list for the upcoming school year. An additional copy can be picked up in the main office or found on the Mt. Ararat Middle School Web Page: www.link75.org/mam

If at any time you are looking for ideas for a gift for your child, you may want to consider an inexpensive USB Memory (“Thumb”) drive. This would be a good technology investment, allowing your child to save his/her data files for transfer between home and school. They can be purchased for less than \$20. Most work with both Macintosh and Windows machines.

DISCIPLINE GUIDELINES

In order to provide a safe and orderly educational environment, we not only have a civility policy, but have also established basic school rules and guidelines for appropriate school behavior. All students have the right to attend school in an emotionally and physically safe environment. Each child is valued and worthy of respect. School rules and guidelines are meant to help children make good decisions about school behavior, and to consider the consequences of their choices. The school recognizes that the individual student is primarily responsible for his/her actions. **No child has the right to interrupt teaching and learning for others.**

While most behavioral concerns will be resolved at the teacher/team level, continued inappropriate behavior, or inappropriate behavior of a more serious nature will be referred to the administrative level. In the event of serious behavioral concerns, it is imperative that the student, house teachers, administration and parents communicate and work cooperatively to resolve the issue as expediently as possible.

Basic School Rules:

1. Respect self and others.
2. Respect property
3. Take responsibility for your own behavior and learning.
4. Follow school and classroom procedures.

Student Harassment Policy

Students at Mt. Ararat Middle School are expected to treat others in a respectful manner at all times. There is a "zero" tolerance policy regarding harassment of other students and adults for any reason. MSAD #75 School Board Policy, State of Maine and Federal Civil Rights legislation specifically prohibit harassment based on a person's race, color, sexual orientation, religion, national origin, or handicap.

Students are encouraged to report any incidence of harassment to teachers, counselors, or the school administration verbally or by completing an Harassment Report form available in the main office. Every reported incident of harassment will be investigated and appropriate follow-up action taken and documented.

Due Process

In disciplinary cases, students at Mt. Ararat Middle School have specific due process rights. These rights include:

1. The right to be informed of the accusations against them
2. The right to have the opportunity to accept or deny the accusations
3. The right to have the factual basis for the accusations explained to them
4. The right to present an alternative factual basis if the accusations are denied

Teacher/House Behavior Guidelines

Behaviors:

Failure to complete assigned work and tardiness to class will be dealt with primarily by individual teachers. Other types of inappropriate behaviors that would be handled initially by the individual classroom teacher or house would include the following:

1. Interruption of the learning process
2. Inappropriate use of school or personal property
3. Refusal to follow reasonable adult requests
4. Inappropriate language/Inappropriate dress
5. Bringing unsafe, disruptive or potentially damaging materials to school
6. Food, drink and gum related issues in the classroom
7. Plagiarism
8. Public displays of affection (No student should invade another's personal space.)

Consequences:

1. Discussion with student
2. Parent contact
3. Teacher-assigned lunch detention, after school detention or logical consequence
4. Meeting with student and house teachers to design behavioral plan
5. Referral to administrative level

Administrative Behavioral Guidelines

Behaviors:

Student behaviors that have not been resolved satisfactorily at the teacher/house level may be referred to the administrative level. Behaviors that are deemed to be a serious safety issue or of a disruptive nature will be *immediately* referred to the administration. Examples of behaviors that may be referred to administration would include the following:

1. Inappropriate behaviors that continue despite teacher/house interventions
2. Failure to comply with dress code that continues despite teacher/house interventions
3. Serious or ongoing harassment, threatening or intimidation of others (Please know that those who know of such behavior and remain silent are considered guilty by complicity.)
4. Leaving the school building or school grounds without permission
5. Fighting or other violent acts
6. Destruction of school or personal property
7. Skipping of assigned detentions
8. Possession of illegal or dangerous substances or materials
9. Endangering others, i.e.: pulling fire alarm, lighting matches, making a bomb threat
10. Smoking

Consequences:

1. Administrative-assigned detention – after school
2. In-school suspension
3. Suspension from school
4. Logical consequences relative to infractions:
 - Missed class time made up after school
 - Payment for replacement or repair costs
 - Community service
 - Lunch detention
 - Student behavioral plan
 - Consequences developed with parents
 - Referral to local law enforcement
 - Loss of right to attend after-school functions (dances, assemblies, concerts, athletic contest...)
 - Loss of right to attend “fun” events scheduled during the day (assemblies, field day, field trips...)

Note: Students staying after school for detention are not allowed to ride the late bus. Parents must make arrangement for transportation.

Restorative Justice

Students who have compromised the safety and welfare of others at Mt. Ararat Middle School may be referred to the Restorative Justice Process. A meeting will be scheduled with the offending student and his / her parents, the middle school administration and representatives from the area community. This may include representatives from local businesses and local town agencies, such as police and fire officials. Opening statements about the case will be presented by administration. The student will be given an opportunity to state his / her view of the situation. Each member of the committee will be given time to reflect on the situation. Particular attention will be focused on how the offending actions have impacted or could potentially impact each member. Concluding conversation will include:

- What harm was done?
- What needs to be done to repair the harm?
- Who is responsible for repairing the harm?
- What additional steps need to be taken to resolve the situation?

The Restorative Justice Process is intended to assist students in reflecting on how their inappropriate actions have impacted their families, other members of the school, and community members in the surrounding towns in MSAD #75. The purpose of the Mt. Ararat Middle School Restorative Justice Process is to:

1. Rebuild the relationship between the offending student and the aggrieved parties.
2. Assist the offending party in understanding the impact his/her actions have had on the aggrieved parties, the MAMS School Community, and the larger MSAD # 75 area communities.
3. Mitigate the possibility of a future occurrence of similar behaviors.
4. Make things as right as possible.

STUDENT PROTECTION

School Safety Plan

Like other schools in our state and country, we have found it necessary to form a *School Safety Committee* and expand the emergency management plan to a comprehensive school safety plan, which focuses on preventative measures for dealing with violent and aggressive acts.

While no school plan could ever prevent all violence, a comprehensive approach to security safeguards, early detection, enhanced communication with parents and community, and greater tolerance of individual differences are the steps that MSAD#75 is taking to provide a safe learning environment for students, teachers and staff.

Some components of Mt. Ararat Middle School's plan which need to be stressed are:

- a. All exterior doors, with the exception of the main door, will remain locked. Parents and other visitors **must** enter through the main door.
- b. **All parents and visitors are required to report to the main office.** There are to be no exceptions. Anyone receiving permission to go elsewhere in the school will be given a nametag. That is an important procedure since those name tags allow our students, faculty and staff to know an adult is allowed to be there and is 'safe'. We request that parents do not go directly to a classroom since we must know who is in the building. We hope you can respect the intent of the safety plan and understand that it is designed to enable all students to feel safe in our building. **Should any staff member meet an individual without a badge, he/she is expected to direct that person to the office for a badge.** Please do not be offended if someone approaches you. It is for the safety of all individuals in our building. Parents wishing to meet with a teacher are expected to clear that through the office and, whenever possible, to make an appointment. **Please do not escort your child to and from class.** Those periods of time just before the start of the school day and at the end of the school day are extremely busy with many bodies in the hallways. We consider these to be especially vulnerable times in regards to safety. These are also times when the teacher should not have his/her attention distracted.
- c. Dismissal of students must be managed from the school office.
- d. The school must limit student access to hours when there are adults to assume responsibility for direct supervision. Students **must** go home at the end of the school day unless participating in a supervised activity that begins immediately after the end of day dismissal.
- e. The school **must enforce** the student dress code as stated in this handbook. Again, we appreciate the support you give by knowing the dress code and reinforcing it with your child.
- f. We will conduct regular faculty and student drills to familiarize all personnel with emergency management procedures.
- g. It is imperative that we have a photograph of each child. If students enroll after the school photographs have been taken, one of the secretaries will use the office camera to take that child's photograph.

- h. Parents are required to complete an up-to-date emergency contact form for each child, in addition to an emergency dismissal form.
- i. Any group using the building after school hours **must** ensure that **all** children are supervised and kept in their designated area(s). Failure to do so will result in the loss of the building use privilege.
- j. No cell phones.

Personal Property

Mt. Ararat Middle School cannot be responsible for safeguarding students' personal property, including musical instruments, audio equipment, money, clothing, jewelry and collectibles, such as sports cards, or comic books. Students should leave items of significant value, that are not needed for the instructional program, at home (i.e. walkmans, tape recorders, iPods). Items that are necessary for educational purposes, such as a band instrument, should be stored in a student's **secured** locker or in a locked storage area as instructed by the student's teacher.

Fire Drills

Fire drills are required by law. It is essential when the alarm sounds that each student:

- Knows the proper exit (This is posted in each room.);
- Stays with the class (The teacher will check attendance.);
- Walks in a quiet, orderly manner, in single file;
- Reports directly to their teacher outside if not with their class;
- Remains with their class until instructions are given to reenter the building.

Setting off a false alarm violates state and federal laws and endangers all persons in the building. All such violations will be reported to the Topsham Police and Fire Departments. Any student involved in setting off a false alarm will also be subject to school discipline.

Safety Drills

Just as we hold fire drills, similarly we will execute practice drills for other emergency situations that may occur in the school setting.

Unity Project

The students, faculty, and staff at Mt. Ararat Middle School are committed to raising the level of civility and respect within the school community. We recognize that student participation and, more importantly, student leadership are essential in changing the culture of the middle school to create an environment in which every person is treated with dignity and respect and where everyone's primary focus is on teaching and learning.

We have partnered with the Center for the Prevention of Hate Violence in the Unity Project, a multi-year, intensive bullying and harassment prevention program. Personnel from the Center have extensive experience working with schools, throughout Maine and across the United States, in creating school environments that allow every student to feel physically and emotionally safe. Components of the Unity Project include: in-service trainings for faculty and staff; student leadership workshops; whole school assemblies; and small group work with selected students. The primary focus of our partnership is on raising the level of student leadership. The knowledge and tools gained in student leadership workshops will equip students with practical skills for intervening in low-key ways when others use degrading language.

POLICIES, PROCEDURES AND GENERAL INFORMATION

School Day

School begins at 7:52 a.m. Bussed students are dismissed at 2:25 p.m., walkers at 2:35 p.m. (9:05-2:25/2:35 Wednesdays). No student may leave school grounds after arriving without a written dismissal pass from the office. Bus students must enter the school immediately after getting off the bus. If you choose to transport your child, please plan to drop them off by 7:45 a.m., but no earlier than 7:30 (8:45 on Wednesday) as we only have supervision twenty minutes before the start of school.

It is a safety concern if your child is arriving prior to the point when we have supervision. We will conduct occasional safety checks and call you if your child needs to delay his/her arrival time. We do not provide supervision for students wanting to come early to socialize.

Student ID

At the beginning of the year, your child will bring home a STUDENT INFORMATION SHEET on which you will find his/her ID number. Please copy this number for safe keeping as this is the way in which you will identify your student should you need to report an absence or a change of afternoon plans. This number is for the safety of your child and should not be given out to any other person.

Attendance

At Mt. Ararat Middle School we believe we have a major obligation to monitor student attendance since research has proven that poor attendance is a major predictor of school failure. We also know that middle level students may be tempted to make poor choices and do not always communicate effectively and promptly. It is of the utmost importance, even more so than ever during these middle years, that the home and school work closely together in monitoring a child's activities and progress. Safety is a primary concern for us.

Attendance will be taken every morning at the beginning of the day and at the beginning of each class period. To ensure student safety, it is **imperative** that the parent/guardian take responsibility for contacting the school either by phone (729-2950) or e-mail (mamattendance@link75.org). **Please be sure to include the student's name and ID number when reporting an absence.**

Every child returning from an absence must have a note for the main office. The note should be dated and should specify the date(s) of absence and the reason for the absence. Following an extended absence (5 days or more), we require a doctor's note.

If a parent/guardian has not called to report the absence, the school is put in the position of having to determine the child's whereabouts. There may even be instances where a *missing person* report needs to be filed with the police department. **Due to the large numbers at the middle school, calls home regarding attendance issues may not be completed until late in the school day, so we ask parents to be proactive in regards to ensuring we have all necessary information. In the event of an emergency, we ask that parents provide updated telephone contacts.**

Calls can be received 24 hours a day at 729-2950.

During school hours: dial 2 upon hearing main phone greeting. Your call will be forwarded to the automated attendance folder whereupon the attendance secretary will retrieve the information.

After hours: dial extension 1226 upon hearing main phone greeting. Please leave a message with your child's name and information.

If a student returns to school without a written note or e-mail from their parent, their absence will be considered unexcused and, therefore, he/she will be assigned an administrative detention. The detention will be rescinded if the school receives a legitimate reason for the absence. Again, you may do this by sending a note or e-mail before the detention. Our unexcused absence policy is not intended to be punitive, but rather proactive.

Prolonged unexcused absences from school may result in referrals to local law enforcement agencies and the Maine Department of Human Services.

Extended Leave-of-Absence

Parents are discouraged from removing their children from school for extended periods of time for non-educational reasons, as time away from school constitutes disruption in a student's learning process and it becomes difficult for some to meet the standards. Requests for extended leaves-of-absence from school need to be submitted in writing to the principal at least one week prior to the beginning of the leave. **When you make a choice to remove your child from the school setting, please do not expect teachers to provide alternatives to classroom learning.**

Make-up Work/Web Site

As already noted, attendance is a critical element of your child's academic experience and a true indicator of future success. **Missed work is difficult to replicate.** It is the responsibility of each student to make up work missed due to an absence. This is done by making an appointment with each of his/her teachers and working out a schedule to complete the work that was missed. Parents are asked to call the school before 7:45 a.m. for homework assignment requests and only for absences of more than two days. For absences of one or two days, it is recommended that the student call a classmate or check the Mt. Ararat Middle School home page at: www.link75.org/mam/. Each team is expected to post homework on the web site. The team will also include other pertinent information.

We are striving to ensure all students meet the academic standards and so require the cooperation of parents in getting the child to attend school. We ask parents to refrain from scheduling family trips and vacations during the academic schedule.

Truancy

Consistent attendance at school is essential for a student's success in school. When a student is absent from school or class without prior permission of his or her parent or guardian or a school official, that student is considered truant. Habitual truancy under Maine State Law occurs when a student "has the equivalent of 10 days of unexcused absences or 7 consecutive

school days of unexcused absences during a school year". The MAMS administration will attempt to resolve all habitual truancy issues in an informal way with the student and his / her parents. Formal means, involving the Superintendent of Schools, School Board and Law Enforcement, may be employed if informal means are not successful in resolving issues of truancy.

Tardiness

Students are tardy after 7:50 a.m. (9:05 during late start) and must report to the office as soon as they enter the building in order to obtain a tardy pass for their teacher. **The office should receive a written note or e-mail from a parent or guardian explaining the tardiness.** The office appreciates a phone call but still requires that a written note be provided. Students who have three or more unexcused tardies in a trimester will receive a lunch detention upon their arrival. Students who are habitually tardy will be referred to the counseling department. Should there continue to be a problem, administrative action may be deemed necessary.

Tardiness to Class

Students are allowed a three minute passing time between classes. They should take into consideration visits to locker, distances between specific classes and material needs so they may arrive to class in a timely manner. Students should seek teacher assistance if they are experiencing difficulty budgeting passing time.

A student's first tardy to class will result in a warning from the classroom teacher. If a student is tardy a second time, a letter will be sent home to parents, while a third tardy will result in an after school detention. Tardiness to class is tracked by trimester and thus students will receive a clean tardy slate at the beginning of each new trimester.

Before and After School Supervision

School safety experts have advised us that we should never allow students to be in the building without supervision. Supervision begins 20 minutes before the start of the school day and extends until 2:35 p.m. It is not acceptable to drop your child off before 7:30 a.m. (8:45 on Wednesdays). Similarly, it is not acceptable for students to stay after school to "hang-out" or socialize. Only students with a legitimate reason and planned supervision may stay beyond the end of the school day.

Early Dismissal from School

A student requiring early dismissal should present a written parental request to the main office prior to 8:00 a.m. (9:15 on Wednesdays) on the day early dismissal is requested. When a request for early dismissal is approved, a dismissal pass will be issued to the student. That pass must be shown to their teachers and the main office when he/she leaves. Dismissal passes issued by the school nurse must also be shown to the main office. **A STUDENT WILL NOT BE DISMISSED SOLELY UPON HIS/HER VERBAL REQUEST.**

End of Day Dismissal

Just as with attendance, we will be holding firm to our dismissal procedures. We have had an increasing number of instances where a parent wants to give permission over the phone for their student's social arrangements after school, and sometimes even attempting to give permission for other parents' students. Unless the child arrives with a written note and gives that to the main office before the end of first period, we will not allow any changes in the usual routine. We will also not accept changes over the phone.

Middle school students are social beings and may be tempted to circumvent our rules. However, safety must be the number one concern and so we ask that you remind your child of the rules and procedures and work with us to enforce those. Should there be a legitimate family emergency necessitating a change in plans, please contact an administrator. Be prepared to give your student's ID number in order for us to authorize any change in plans. Please remember, however, that we do expect families to have an emergency plan in place in case of such unforeseen circumstances.

As always, **it is important that you make plans with your child before he/she leaves for school in the morning.**

For safety reasons, walkers, cyclists, or students meeting parents in the parking lot are not dismissed until all buses have left the schoolyard. If you need to pick your child up earlier, our policy requires that you come into the building, meet your child and walk him/her to your vehicle.

End of Year Checkout

Students must take responsibility for returning all books and school equipment in the same condition as when received. Students and their parents/guardians will be billed for any loss or damage. Please note, report cards and yearbooks will be withheld until such time as all materials have been returned and/or debts paid.

After School Late Bus

A late bus will be provided Monday through Thursday for students who are *legitimately* involved with an after school activity such as clubs, sports, rehearsals, and extra help sessions. The late bus will leave the middle school promptly at 4:30

p.m. In order to ride the bus, students must get a late bus pass from the adult in charge of their activity. Students will be dropped off at selected drop off points in each town. Drop off points may be several miles from a student's actual home so parents should contact the MSAD #75 Transportation Department at 729-1608 if they are unsure of the nearest drop off point. **Students staying after school for detention are not allowed to take the late bus.**

Transportation After-hours

Should a child be found on school premises after the late bus has left, either because he/she decided to stay without permission or because the parent/guardian "forgot" to provide the necessary ride, parents will be called and asked to immediately pick their child up, otherwise, we may have no other recourse but to put the child in a taxi and let the parent pay the bill. School personnel assume liability when transporting a child without permission. Also, even if an administrator is willing to assume responsibility for transporting a child, that is not always possible because of other professional or personal commitments. We cannot stress enough the importance of having a child stick to a regular transportation schedule and for a parent to firm up any changes before a child leaves for school in the morning.

Illegal Parking

Please comply with all posted signs. **Between the hours of 7:00 a.m. and 5:00 p.m. only buses and emergency vehicles are allowed in the bus lane** (the road directly in front of the school). There should be **NO PRIVATE VEHICLES!** Signs also clearly state that parking is not allowed on the right side of Republic Avenue between 7:00 a.m. and 4:00 p.m.

Since these rules are for safety reasons, local law enforcement may ticket and possibly tow any offenders.

Parking Lot

Please note that the parking lot located across from the main entrance utilizes a **one-way** system.

Parental Restrictions

We cannot deny a non-custodial parent access to his/her child, and/or school records, unless we have a **signed and dated court order** with language specifically restricting that access.

If a **court order** does exist, it is important that the office be provided with the **original order** to copy and keep on file. Also, please be sure to notify the office of **any changes**.

School Delay or Cancellations

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced by a telephone call made through an automated system and over radio stations WCLZ, WKXA, WJTO, WGAN and television channels; 6, 8, and 13. Reports in the morning will be between 6 and 7 a.m. Cancellations are also posted on the MSAD#75 website: www.link75.org. If no report is heard, it can be assumed that school will be in session.

School Visitors

Only persons with an educational purpose or legitimate business may visit Mt. Ararat Middle School during school hours. Parents are always welcome. Students from other schools may not visit. **All** visitors, including parents, **must** sign in at the main office and get a visitor's tag. Visitors are expected to leave promptly when their business is completed. (See also the Parents and Visitors Access to Schools Policy, page 35)

Emergency Card

Parents/guardians will be asked to fill out two emergency cards, one for the nurse's office with health information, the other for the main office. Parents will also be requested to send in a completed MAMS Emergency Dismissal Information Form. Please notify the main office if any information on the card changes. Critical time may be lost contacting parents in case of an emergency if this information is not up-to-date. Please note that it is important to fill out your physical address which may differ from your mailing address. The bus number of your student is also important. Please check with the bus garage (729-1608) if uncertain of your child's bus number. Cards received in the main office with missing information will be returned.

For our student information system, it is imperative that we have your child's full name as it appears on the birth certificate. If that name has been legally changed, we require the appropriate documentation.

Caller ID

With the increasing popularity of Caller ID, parents have called the office expecting the office staff to know who has called them. Please be aware that, with phones in most every room, the office staff does not have the capability to track down

someone who has made a call to a specific number. You should assume that the person would try again if the message were important. Certainly an answering machine is helpful since that allows the caller to leave a message. If it is an emergency and a parent cannot be located, the procedure is to call people listed on the emergency card. **It cannot be stressed enough how important it is that you send those emergency numbers to the school.**

Telephone Use

Telephone use is limited for students at the middle school so it is important to make plans with your child before he/she leaves for school. Students may use the office phones for emergencies or illnesses only. They will not be allowed to make calls for social arrangements with friends after school. Also students may not receive incoming calls. **Please talk to your child before leaving home in the morning and make all necessary arrangements at that time.**

TTY Machine

Mt. Ararat Middle School has a TTY machine to assist hearing impaired members of our community in accessing Mt. Ararat Middle School faculty and staff. The TTY machine connects directly to existing telephone lines and may be accessed by dialing 729-1997. Please call a member of the MAMS secretarial staff if you would like assistance in accessing this service.

Items Prohibited in School

- Weapons – any item that could be deemed as a weapon (see Weapon Policy – page 25)
- Items that create distractions, pose a risk, or reflect behaviors viewed as inappropriate for school - trading cards, laser pointers, wallet chains, spiked jewelry, bandanas, items that cause an electric shock, etc.
- Electronic devices - hand-held video games, iPods, radios, walkie-talkies, tape players, CD players, etc. We do recognize that many drivers allow the use of electronics on the school bus for the long rides and want to remind students that such items should be placed in their backpacks when they exit the bus and stored in a locked locker during the school day.
- Cell phones and cameras (explanations follow this section)
- Aerosols – Due to risks for students with allergies or respiratory conditions such as asthma, aerosols (colognes, body sprays, deodorant sprays, etc.) are not welcome in school.
- Skateboards, roller blades, wheeled shoes, “Grinder” type shoes, and other wheeled movement devices are not to be used in school or at our main entrance at any time.

Cell Phones – Prohibited During the School Day

Cell phones are prohibited at Mt. Ararat Middle School during the school day for the following reasons:

- Cell phones in a school environment are a distraction for students since they create a situation where students can feel compelled to communicate with people they know at inappropriate times. There is a high potential for disruption of learning during the school day if phones are on and in classrooms, and inappropriate use has at times created unsafe situations for our students.
- Students are increasingly technologically savvy and we have been advised to prohibit cell phones due to the risk that individuals or groups of students could become the victim of “hi-tech” bullying. We are aware of situations in which photographs have been taken without approval with picture phones and published without student or parent knowledge with the intent to embarrass or harass a child.
- During any safety or crisis issue (bomb threat, safety evacuation, etc.) use of cell phones is **prohibited due to the potential risk or chaos that could result** if school personnel were challenged to follow our procedures related to such situations due to an influx of people responding to the unknowns. We can not risk students innocently using phones in such circumstances.

Our perspective is that the potential for distraction, inappropriate use, and impact on student safety outweighs any benefits to individuals.

We do respectfully request that parents and students make their after school and social arrangements prior to a child arriving at school so the need to make contact with students during the school day is limited.

Cameras – Prohibited Unless Approved for Educational Purposes

Cameras are often used for educational purposes with teachers assuming responsibility for the supervision of students in the picture taking role. Personal use of cameras during the school day is not allowed without administrative approval due to the potential impact on the school environment (distractions, inappropriate use, safety issues, etc.).

Backpacks/Personal Items

All student backpacks and personal items are to be kept in lockers during the school day.

School Counseling and Support Services

A school counselor is available to work with students, parents and staff with the goal of promoting the social, emotional, and academic growth of adolescents. The counselor also:

1. Collaborates with the staff to promote a safe and disciplined environment conducive to learning
2. Provides support to students and families at risk or in crises
3. Provides a link between students - school – family – community to mobilize resources and promote collaborative efforts towards common goals
4. Offers parent education programs
5. Offers student discussion groups

To see a school counselor, a student can:

1. Make an appointment with the counselor
2. Ask a teacher to see the counselor
3. Be referred from parents or teachers
4. Be referred from a 504 Plan, the PET process, or the SAT (Student Assistance Team).

In case of an emergency, other arrangements can be made. Parents are welcome to contact the counselor assigned to your child's house at any time.

Child Abuse and Neglect

When any MSAD #75 employee or contracted individual knows or has reasonable cause to suspect that any child enrolled in the district may be a victim of child abuse or neglect, he/she will notify the school principal or a designee appointed by the principal.

Child abuse and neglect, as defined by Maine statute, means “the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby.” Persons responsible for the child's welfare include parents, guardians, and others who serve in loco parentis.

School staff members are mandated by Maine law to report any suspicion of child abuse or neglect. Mt. Ararat Middle School beliefs include the concept of advocacy for children who are victims of child abuse or neglect. At the same time, our beliefs include the establishment of a supportive and understanding relationship with parents. Abuse/neglect situations present an opportunity for parents to get support and education from staff at Mt. Ararat Middle School.

Mentoring Program

Mt. Ararat Middle School will partner with Big Brothers/Big Sisters to provide mentoring services. Volunteers from the area community are trained and matched with young people who need encouragement and support. This program is designed to assist students who are in the process of finding their way through school and the daily challenges of life. To recommend a student for this program or to volunteer as an adult mentor, please contact the MAMS counseling department at 729-2950 ext. 2603.

School Nurse

The school nurse is responsible for protecting and promoting the health of all students. Some of the services provided include administering first aid, educating students, staff and parents about various health issues, counseling and testing students' vision and hearing.

If a student is ill, in need of first aid, or wishes to speak with the school nurse, he/she should request a pass from their teacher. If the nurse is unavailable, the student should notify the secretary in the main office of his/her health concern.

Student Dress Code

Students are expected to keep themselves well groomed and neatly dressed at all times. This is their place of work, and they should dress appropriately. Any form of dress that is considered disruptive or distracting in appearance or detrimental to the purpose or conduct of the school will not be permitted. Please encourage your child to wear appropriate layers of clothing so he/she does not have the need to stay warm by wearing the heavy hoodies or coats.

Examples of **Inappropriate** Clothing:

- Shirts that have straps less than two inches wide
- Shirts that do not completely cover midribs
- Any clothing that allows underwear to be seen
- Any provocative clothing
- Long pants that extend to the floor and beyond (these are unsafe since the student could trip and fall.)

- Pants so baggy that they would not stay up
- Wallet chains, spike jewelry
- Sharp or pointed jewelry inserted in body piercings
- Shorts or skirts that are too short (standing straight with arms by one's sides, the skirt/shorts should fall **below** the fingertips) Even if leggings or tights are worn underneath, the skirt or shorts must meet the required dress code length.
- Clothing advertising alcoholic beverages, cigarettes, and drugs
- Clothing with obscene or questionable printing on them
- Clothing that is symbolic of adult entertainment (e.g. Playboy paraphernalia)
- Hats, visors or bandanas for boys or girls
- Shoes that are difficult to walk in
- Coats are not to be worn in the building for health and safety reasons.

Students not in compliance will be asked by a teacher to change. If the student refuses, he/she will be referred to the main office. The student will not be allowed to return to class until he/she have complied with the school dress code.

School Dances / After School Functions

After school student functions, such as dances, open gym, activity nights etc, are intended for Mt. Ararat Middle School students ONLY. All school rules, **including dress code**, pertain to school functions. Student dress for a given school function should be appropriate for the specific activity. Once a student has left the designated activity area (building), they will not be allowed to return. Any student who is under suspension will not be allowed to attend after-school functions. In fact, student attendance at school dances, and other after school functions, is a privilege, not a right. Students who follow school rules and apply themselves academically to the best of their abilities will be **eligible** to attend dances and other after school events. The MAMS administration will determine student eligibility on an individual case basis and students who do not consistently follow school rules or earn a detention may not be eligible to attend.

Student behaviors at after school functions, including following the school dress code, must be of the highest caliber. Students who refuse to behave appropriately will be sent home and will lose their eligibility for attending future events.

Please plan with your child for pick-up immediately after the event out of respect for those volunteering their time to provide these opportunities for your children.

Student Lockers and Desks

1. Lockers and desks are school property.
2. Students are expected to use lockers for the storage of their personal items.
3. Gym lockers can be used to store clothing items during physical education classes. We recommend students bring a lock to use during class time. All valuables should be left in their neighborhood lockers.
4. Desks can be used for temporary storage of class materials.
5. Lockers and desks shall remain under the control, custody, authority and supervision of school authorities. The school has absolute discretion whether to make lockers available to students.

School authorities may, at any time, and without prior notice to students, open, inspect and search lockers and desks and their contents. All students, by using the school's desks and lockers, agree to the school's policy, rules, and regulations relating to desks and lockers, including the school's right to open, inspect and search desk and lockers and their contents.

Students are expected to provide a combination type lock for their school locker. They must report the serial number and combination of the lock to their homeroom teacher along with the number of the locker to which the lock will be attached. In the event that the lock is replaced with a different lock, the student must immediately report the new serial number and combination to their homeroom teacher or risk the possibility of it being cut from the locker.

Tape and adhesives are not to be used to hang items in lockers; magnets may be used for this purpose. Students may not change lockers without permission from their homeroom teacher. Students may not share a locker with another student or give their combination to ANYONE.

Locker Room Safety

Locker room safety is dependent on students respecting themselves and others, taking responsibility for their own behavior and following all school and physical education rules.

To ensure safety in the physical education locker rooms all students must follow the following rules:

1. Do not bring valuables to the locker room
2. Lock up clothing in the locker room
3. Report any unsafe, threatening, or inappropriate behaviors, including turning the lights off. It is each student's responsibility to report anyone who is displaying unsafe behavior(s). That includes potential physical and emotional harm to themselves and others.

4. Use the bathroom before class. No one is allowed in the locker room during class, unless it is an emergency.
5. If there are any “issues” in the locker room, a student may change in his / her neighborhood. If the issue is one of abusing the privilege of changing in the locker room, the student will be assigned an alternative place to change.

Physical Education Dress

Students have physical education and are responsible for coming to class prepared. This includes wearing non-marking sneakers, shorts or wind pants and suitable tops. A detention is assigned for the third time in a trimester (and each time thereafter) that a student is not prepared for class.

Mt. Ararat Middle School Athletic Program: Overview

Currently, the school sponsored athletics for sixth grade include: cross country, wrestling, hockey and track. The area recreation programs will sponsor many of the sports available to sixth grade students with the possibility of some sports being co-sponsored by Mt. Ararat Middle School. Information will be available at the start of each season.

Mt. Ararat Middle School currently offers the following athletic teams:

- Fall:** 7th and 8th grade girls and boys soccer; 7th and 8th grade girls field hockey; 6th, 7th and 8th grade girls and boys cross country; and 6th, 7th and 8th grade football administrated by FOMAF (Friends of Mt. Ararat Football).
- Winter:** 7th and 8th grade girls and boys basketball; 6th, 7th and 8th grade ice hockey; and 6th; 7th and 8th grade wrestling.
- Spring:** 7th and 8th grade girls softball; 7th and 8th grade boys baseball; 6th, 7th and 8th grade girls and boys track.. Girls and boys lacrosse is offered through the Topsham Recreation Department, but is not sponsored, organized or administrated by the Mt. Ararat Athletic Department.

Prior to the beginning of each season, a parent informational night will be offered with the purpose of distributing team information, schedules, team policies, directions to schools and to generally become acquainted with each coach. These nights will be announced by each coach. At least one parent of each student athlete should attend.

At the end of each season a date will be set for an awards night. Tentative dates for 2008-2009 are: Fall – November 4; Winter – March 10; and Spring – June 3. All begin at 6:00 pm in the Orion. The dates for these events will also be published in the school newsletter, and on our web page: www.link75.org/mam/.

Mt. Ararat Middle School belongs to the Andy Valley Middle School Athletic League. The league is made up of Mt Ararat, Brunswick, Bath, Lewiston, Auburn, Oxford Hills and Tripp Middle Schools.

Starting dates for practices in the fall begin during the first week of school. All starting dates are set for the winter and spring sports season by league representatives. Normally the winter season begins during the second week in November and the spring season begins during the last week in March. Student athletes are only permitted to play one sport per season. However, since wrestling has a staggered start, anyone playing hockey or basketball may wrestle. Communications with both coaches must take place first.

The following sports practice and host games at Mt. Ararat Middle School: soccer, field hockey, cross country, basketball, softball and baseball. Wrestling practices at the middle school but host their meets at the high school and middle school. Hockey practices and hosts home games at Bowdoin College and NYA. Spring track holds practice and home meets at the high school. The football league and Topsham Recreation Lacrosse will provide information about those sports.

All students coming into Mt. Ararat Middle School will need to have a physical examination prior to participating in any after school athletic activity. They will not need to have another examination until they choose to participate in athletics at the high school. All students must have proof of insurance prior to participating on any team. Student insurance can be purchased through the school. An insurance packet can be picked up at the middle school main office.

While it is very important to have as many students as possible involved in our athletic teams, there does come a time when common sense needs to be used when determining how many students will be kept for each team. Maximum participation numbers have been suggested for each sport, yet some leeway is given to each coach based on their confidence in dealing with larger numbers than suggested. Selection to teams, when team size is limited, will be determined by some or all of the following criteria: *skill level, knowledge of game, attitude, dependability, cooperation, academic standing, responsibility, and citizenship*. It will always be the responsibility of the coach to determine playing time. However, on the middle school level, every student who fulfills team expectations should receive fair and meaningful playing time. In all cases, questions about any student’s role/participation on a team should initially be directed to the coach.

There is an active All-Sports Booster group that meets monthly. All adults are invited to get involved. Please see the web page for details of scheduled meetings, past meetings, by-laws, etc.

ACADEMIC ELIGIBILITY GUIDELINES

It is the expectation that all athletes at Mt. Ararat Middle School will complete assignments and maintain passing grades in all subject areas while participating in after school athletics. For this reason, the following requirements should be strictly administered to and maintained by all student athletes during their perspective seasons.

- All athletes are expected to complete a biweekly “Sports Eligibility Academic Progress Report” during their respective seasons.
- Failure to complete and return this biweekly form will result in the loss of opportunity to participate in practice and games/meets.
- Athletes who are missing work and/or are not maintaining a passing grade cannot participate in games until written or verbal verification of completion of work has been received from the teacher to the coach or athletic director. *The student may continue to practice with the team.*

Any teacher or administrative detentions assigned for disciplinary reasons take precedence over games and practices. Frequent occurrences could result in dismissal from the team.

Teachers are encouraged to contact the coach or athletic director if a student is ineligible due to missing assignments and/or failing grades.

School Lunch

The Kitchen Staff wish to welcome all staff and students to Mt. Ararat Middle School. They prepare and serve some great food and hope that you will enjoy the expanded menu choices available each day. The middle school kitchen staff will also be providing satellite service for the West Harpswell, Harpswell Islands, Bowdoin, Bowdoinham, and St. John’s Catholic School this year.

The School Lunch Program supports the new wellness policy in the district. All a la carte items meet the standard Federal and State guidelines. Foods of maximum nutritional value will be sold at less cost than foods of moderate nutritional value. Foods of minimum value, such as soda, donuts, candy, etc, are not available for sale by the School Lunch Program.

On Sale Each Day

The middle school kitchen serves two choices of value meals and a-la-carte food items each school day. Monthly menus are available upon request and available also at www.link75.org/mam/. The cost of a value meal is as follows: full priced student lunch – \$2.50, reduced priced student lunch - \$.40 and adult or second student lunch - \$3.50

A-la-carte foods are offered in a variety of price ranges. Hot and cold sandwiches range from \$1.40 to \$3.00. A variety of fresh fruit and vegetables are sold according to their seasonal availability. A full salad bar is offered. In addition to the sandwich and salad bar, homemade soups and casseroles are served each day. Many vegetarian choices are included in the casserole and soup selection. Limited snack foods are sold and range in price from \$0.25 to \$1.00. Milk, juice and water are available at a cost of \$0.50 to \$1.25. Soda is not sold in the district.

Breakfast Program

A “grab and go” breakfast is offered to middle school students Monday, Tuesday, Thursday and Friday each week.

Students receiving a free lunch will be able to receive a free breakfast. Students receiving a reduced lunch will be able to qualify for a reduced breakfast at no cost. All other students pay \$1.25. Adults will pay \$1.50. Cereal, muffins or bagels will be offered with a milk, juice or fruit selection.

Tickets and Charging

Ticket sales for the value meal will be located in the cafeteria and are available each morning or during the lunch period. Students can purchase more than one lunch ticket at a time. **CHARGING IS NOT PERMITTED.** Lost or stolen tickets are not replaceable. Tickets can not be exchanged for cash.

Free and Reduced Meal Forms

Each student will receive a Free and Reduced Meals form during the first week of school. If you think you qualify, please fill out the form and return it to school or mail it to the address provided below. Families only need to fill out one form with the names, schools, and grades of all school aged children in the family. If students receive free or reduced lunch during June 2008, their status is carried over to the new school year for the month of September whereupon a new form needs to be submitted for the new school year. **Free and Reduced Meals forms may be filled out at any time during the school year.**

They may be obtained from the school secretary or food service director. Confidentiality is assured. Any questions or concerns should be directed to the food service director:

Maurice St. Pierre: MSAD #75 School Nutrition Program; 50 Republic Avenue, Topsham, Maine 04086 (208) 729-9961 extension 238; or email at stpierrem@link75.org

Students and staff may address their comments, concerns and questions to Ellen Reid, Head Cook for Mt. Ararat Middle School.

Assemblies

We are fortunate to have the Orion Performing Arts Center, which will accommodate an audience of 900, enabling us to get the entire school together from time to time.

We do emphasize appropriate audience behavior for all school assemblies and performances. What we expect of the audience can be summed up in the word **RESPECT**:

Remain in your seat at all times.

Enjoy the presentation.

Speak to no one during the presentation.

Plan to show your appreciation with complete concentration on the presenter.

Explain to your fellow audience members the importance of silence.

Clowning around is not cool and will result in the audience member being escorted from the auditorium promptly.

Tell the presenter you enjoyed their work – applaud by clapping (no yelling out, whistling, etc.)

We remind our students to show complete **RESPECT**. Given that we may have large numbers in the Orion it is important, not only for everyone's enjoyment, but also for safety reasons that each individual follow the rules and procedures.

Orion Performing Arts Center

As mentioned previously, Mt. Ararat Middle School is fortunate to have a beautiful performing arts center, known as the Orion. This is used, not only by our students, but also by other schools in our district, community groups, and other independent organizations. It is the largest performance space in the region and a tremendous asset, one which will greatly enhance the District's capacity to cultivate interest in and appreciation for the fine arts in our schools and community. Consequently, we feel an obligation to ensure it is kept in good condition.

The Board has established the position of Auditorium Manager to administer its policies and procedures regarding use and management of OPAC. The manager is assisted by an *Advisory Board* and together they have developed a set of *Audience Behavior Expectations*. Among other things, these emphasize that **no food or beverage** may be brought into the Orion. At no time should feet be placed on seats or seat backs, and audience members should refrain from entering and exiting the auditorium while a performance is in progress. We appreciate everyone's assistance in helping to maintain this beautiful facility.

DISTRICT/SCHOOL POLICIES

Affirmative Action, Title IX, Section 504

It is the policy of Main School Administrative District No. 75 to ensure equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age or handicaps in accordance with all federal and state legislation relative to discrimination.

Inquiries and/or grievances concerning the above statement should be directed to:

Michael Estes
MSAD #75 Affirmative Action Officer
West Harpswell School
9 Ash Point Road
Harpswell, ME 04089
833-2956

Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
624-6050

U.S. Department of Education
Office of Civil Rights
33 Arch Street N Ninth Floor
Boston, MA 02110
Tele: 1-617-289-0111
FAX: 617-289-0150
Email: OCR@ed.gov

Grievance Procedure

Informal

1. When a student or employee feels there has been discrimination, he/she may discuss the grievance with the Affirmative Action Coordinator.
2. If the grievance is not resolved within five working days, the student or employee may discuss the grievance with the principal or appropriate supervisor and the Affirmative Action Coordinator.

Formal

1. If the grievance is not resolved within five working days, the student or employee may file a written grievance with the principal or appropriate supervisor. Forms are available from the building principal or the Affirmative Action Officer.
2. If the written grievance is not resolved within five working days and the student or employee wishes to continue the grievance procedure, the Affirmative Action Coordinator will bring said grievance to the attention of the Superintendent of Schools.
3. The Superintendent will, within ten working days after receiving a written grievance, review the situation in consultation with the Affirmative Action Coordinator and the grievant, together, and inform the grievant in writing of his/her decision.
4. If the written grievance is not resolved to the grievant's satisfaction, the grievant may submit a written grievance to the Board of Directors. The Board of Directors will then add to the agenda of their next meeting the discussion of the grievance. The Board will then notify the grievant of his/her right to be at the meeting and that the grievant is entitled to representation by counsel and to speak at the meeting if he/she wishes. The Board will notify the grievant in writing of its decision within five working days. All grievance hearings will be conducted in executive session.

Family Educational Rights and Privacy Act

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act. FERPA defines education records as all records that school or education agencies maintain about students.

FERPA gives parents the right to review and confirm the accuracy of education records. This law ensures that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. It protects both paper and computerized records. Consequently, school districts have policies that explain how the release of student records are restricted; parents' rights under the law; procedures for reviewing and correcting records, and how and when student information can be disclosed.

Education records, as defined by FERPA, include personal information such as age and address; school data such as grades, courses taken, and activities; official school letters regarding the student; special education, medical and health information; attendance and disciplinary records and determinations; and personal information such as social security number and student pictures. Some information, known as *directory information*, can be made public. That is information usually found in yearbooks and athletic programs.

Parents have the right to review information designated as *directory information* and to ask that it not be made public. Parents also have the right to review educational records and to request changes if the information is inaccurate. If a dispute arises regarding this exercise, it is ultimately resolved through a hearing process.

Schools may release information from student records with the consent of the parents. School officials and teachers who work with students have access without parent consent, as do other school personnel who work with the student.

It is critical that all teachers understand the confidentiality and protections that accompany the information they work with daily. Seemingly innocent statements of fact about students that can be made to other colleagues or in front of other students may be violations of the law. Information that is going out across the Internet must be carefully considered in light of FERPA.

Directory Information as defined by MSAD #75 policy only includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance at MSAD #75 schools and most recent previous educational institution attended. All other information about students is protected by FERPA.

Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

Student Protection from Harassment

The MSAD #75 Board of Directors believes that every student is entitled to respect, as an individual, from all members of the school community. In support of this belief, the Board of Directors recognizes the right of each student to learn and to participate in an environment free of intimidation, ridicule, and hostility, as provided under state and federal law and District Policy.

In support of this right, MSAD #75 prohibits harassment or ridicule of students based upon race, color, sex, sexual orientation, religion, age, national origin, or handicap.

All students should be advised that they may contact any employee of the school district to report instances of harassment or ridicule. Students should also be advised of the importance of informing the harasser that his/her behavior is unacceptable.

A staff member who is informed of an instance of possible harassment shall contact the principal of the school as quickly as possible. The principal shall notify the Superintendent and immediately undertake an investigation of the matter and take (interim) action as may be required.

ADOPTION: October 14, 1993

Weapons, Violence and School Safety

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

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

Prohibited Conduct

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, pepper spray, mace and nun-chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school property;
- G. Lewd, indecent, or obscene acts or expressions of any kind;
- H. Violations of MSAD #75 drug/alcohol/tobacco policies
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

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

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

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

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

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety, if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing substantial risk of violent behavior. All such evaluations shall be performed at MSAD #75's expense.

If the parents/guardian and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's past or present behavior concerning the risk the student poses to school safety for the purposes of determining appropriate action.

Bomb Threats

Students who make bomb threats will be subject to disciplinary procedures which may include a mandatory ten days suspension, expulsion hearing and report to law enforcement. The school principal, superintendent or other disciplinary official may modify consequences depending on the circumstances and the age and developmental level of the student. Making a bomb threat is a violation of Maine Criminal Code (17-A MRSA Section 210), which may result in incarceration or a fine.

Medication Policy

It is the policy of MSAD#75 schools that, whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

- I.** If it is necessary for a student to take medication during school hours and the registered nurse is not available, the Principal or designee(s) will administer the medication in accordance with the following:
 - A.** A permission form, "Permission to Administer any Medication (Prescription or Non-prescription)," is completed and signed by the parent or legal guardian and the physician or nurse practitioner or physician's assistant. The pharmacy prescription label may serve as a written physician's prescription, and obtaining a one-time telephone permission from parents will be allowed for students per standing orders at the high school and middle school.
 - B.** The medication must be sent to the school office in the original, unbreakable container that is properly labeled with the name of the medication, date, dosage and the name of the student who is to receive it.
- II.** Any person administering medication in the District (i.e. school day, field trips) will comply with the following:
 - A.** Participate in appropriate training or instruction given by a school nurse annually with documentation of the training filed in the District Human Resources Office.
 - B.** Refer to this medication policy as necessary.
 - C.** Verify that a permission form (See Section I.A. above) is on file.
 - D.** Follow the prescription instructions.
 - E.** Record the administration of each medication.
 - F.** Store medication in a locked cabinet.
 - G.** Consult with the school nurse as appropriate.
 - H.** Allow inhalers to be kept by students as directed by a physician/parent if the school nurse has determined that the student uses the inhaler appropriately.
- III.** Parents or legal guardians should be advised that:
 - A.** The Principal's designee(s) will assist with administration of medication based on label directions.
 - B.** Changes in the medication administration will be according to a doctor's prescription. A one-time telephone order from the physician is acceptable and must be followed up by a written prescription.
 - C.** Medication permission forms must be completed yearly.
 - D.** Parents must supply all medications and administration equipment needed by a student in school, including, but not limited to, glucose tablets, glucagons, glucose monitoring equipment, Epipens, and nebulizer equipment.
 - E.** Parents are responsible for authorizing the removal of the medication from school at the end of the school year or on the last days of the student's enrollment. Medication will be discarded appropriately by the school nurse if not removed by the parent or guardian by the end of the school year.
- IV. Anaphylactic Emergencies**
 - A.** Parents or legal guardians will be responsible for providing precise instructions from their physician for action to be taken when a student contacts an allergen which may cause anaphylaxis (bees, wasps, nuts, other foods, latex, etc.).
 - B.** The school nurse will complete an individualized health plan for each student who has been diagnosed with anaphylaxis.
 - C.** The parent is responsible for providing the appropriate medication for those students who require immediate treatment.
 - D.** In some cases emergency epinephrine and inhaler medication may be kept with the student. The student must demonstrate sufficient knowledge, skills and judgment to carry and use to the school nurse.
- V. Asthma/Diabetes Mellitus**

Parents and physician are expected to complete an asthma or diabetes management plan annually, if students are medicated for persistent asthma or diabetes.
- VI.** No child with a potentially life-threatening illness will be allowed to attend school without providing the school with unexpired emergency medication. This includes but is not limited to Epipens, glucagons, and albuterol inhalers.
- VII.** M.S.A.D. No. 75 reserves the right to refuse requests for administering medications to students if any of the criteria outlined above are not met.

Key Areas of M.S.A.D. No. 75 Wellness Policy

NUTRITION EDUCATION

1. Maintain health education curriculum K – 12
2. Provide daily nutrition tips in coordination with School Nutrition Program (SNP)
3. Discourage use of food as a reward to motivate behavior
4. Provide guidance for faculty, parents, community on healthy foods

PHYSICAL EDUCATION

1. Emphasize life-long skills and activities K – 12
2. Analyze curriculum on regular basis

PHYSICAL ACTIVITY (PA)

1. All students K – 8 should engage in 12 – 20 minutes of daily PA
Year One: High School develop a plan
Year Two: High School implement plan
2. Recess not to be withheld as punishment
3. All elementary students go outside for recess unless temp is <15 F

SCHOOL-BASED WELLNESS ACTIVITIES

1. Develop school wellness/fitness program @ Middle School
2. Every school and District Programs have representation on District Wellness Team

NUTRIENT STANDARDS

DURING THE SCHOOL DAY (defined as half hour before first bell in AM to last bell at end of day)

1. Only SNP can sell food/beverages to students
2. Whenever food is served or sold, appropriate single-serving size (exceptions are fruits, vegetables, and low fat dairy products) must be used
3. Whenever food is served or sold, foods of maximum nutritional value (MNV) must be provided as a choice
4. Whenever food is sold, price differentials must be in place to encourage foods of MNV
5. SNP will post nutrient analysis of foods at MS and HS and post weekly on elementary menus
6. A la carte must offer only foods that meet Federal and State guidelines

AFTER SCHOOL HOURS

Year One: Fundraising groups will be provided with a list of products they are encouraged to incorporate
Year Two: Practices will be reviewed and assessed

ANYTIME

1. Year One: Price differentials will be applied to non-student vending machines
Year Two: Practices will be reviewed and assessed
2. At functions where food is SERVED, food of MNV is encouraged as a choice
3. When food is SOLD:
 - a. At CLOSED functions, foods of minimum nutritional value (5% Rule) cannot be sold
 - b. At functions OPEN to the public, foods of MNV are encouraged as a choice

MONITORING AND EVALUATION

1. The Superintendent should designate 2 members of the School Health Leadership Team to monitor the policy
2. The Monitoring Team will provide an annual report to the School Board on policy implementation
3. The Annual report must include (but not limited to):
 - a. Velocity Reports for selected food items
 - b. Random student, Faculty, and Parent Satisfaction Surveys
 - c. Participation Rates in Wellness Activities
 - i. Use of Wellness Center
 - ii. Participation in Sports and clubs
 - d. Participation Rates in Recreation and Community Programs Outside

Special Education Policy

MSAD #75 will comply with and implement the Federal Individuals with Disabilities Education Act (P.L. 101-476), and Title 20-A, Chapters 301 and 302, as described in Chapter 101, Special Education Regulations, to assure a free appropriate public education to students with disabilities who:

- (a) Have reached age 5 years on or before October 15;
- (b) Have not graduated from secondary school or reached 20 years of age before July 1;
- (c) Have a disability that adversely affects the student's educational performance; and requires the provision of special education services in order that the student may benefit from an elementary or secondary educational program, regardless of the nature or severity of the student's disability

Referrals for evaluation to the Pupil Evaluation Team shall be made in accordance with the Referral section of the MSAD #75 Special Education Procedure manual.

The Superintendent will annually authorize specific MSAD #75 personnel to commit budgeted district funds to assure the provision of a free appropriate education to all MSAD #75 students with disabilities.

This policy shall be operational through the **MSAD #75 SPECIAL EDUCATIONAL PROCEDURE MANUAL**.

Child Find Notice

As a resident of MSAD #75, you are NOTIFIED that you are entitled to certain rights under the Individuals with Disabilities Education Act (PL – 105–17).

Under Federal Law and State Regulation, MSAD #75 is responsible for locating, identifying and evaluating all resident students in public, private or home school settings who are or may be in need of special education services. This responsibility is called “Child Find” and includes this notification.

If you are a parent of a resident student or know of any resident student who does or may have a disability which may require special education, please contact either the MSAD #75 Director of Special Services at 729-1557, or the principal of your local public school. MSAD #75 will initiate a referral for an individual comprehensive evaluation to determine whether a student is eligible to receive special education.

All contacts are kept strictly confidential.

Substance Abuse and Use Policy

Notwithstanding anything which follows; possession, use or distribution of alcohol and illicit drugs, by students of MSAD #75, is prohibited on school premises or at any school activity. Disciplinary sanctions, which may include expulsion or referral for prosecution, will be imposed on students who violate this standard of conduct. Compliance with the above standards of conduct is mandatory, and failure to adhere to the standards is a violation of this policy.

A copy of the MSAD #75 Substance Abuse Policy may be requested from the middle school office.

Tobacco Free School District

During March 2002, MSAD #75 received notification from the Partnership For A Tobacco-Free Maine (PTM), Bureau of Health, Department of Human Services that we qualify as a Tobacco-Free School District. To qualify as a PTM Tobacco-Free School District our existing Tobacco Use Policy and Procedures were reviewed to ensure they comply with PTM's rigorous standards. PTM has awarded MSAD #75 signs that will be strategically posted at each school stating the **District policy prohibits tobacco use on all school property**.

Although tobacco use among Maine youth has declined over the past four years the statistics still heighten concern. Almost one in four Maine high school students report having smoked one or more cigarettes over a 30 day period, and one in five Maine youth report having smoked a whole cigarette before age 13. Of those high school youth that smoke, over half report they have tried to quit.

Within the District students receive instruction on tobacco prevention in grades 2, 4, 5, 6, 7, 8, and 10. Mt. Ararat High School is currently offering a cessation program for students who smoke. In addition to focusing on students, any staff, parent, or community member interested in tobacco use prevention can receive guidance through the District's community health partner, ACCESS Health.

A tobacco-free environment is critical to school site tobacco use prevention and control but it is also critical parents engage their children in a discussion on tobacco use. When parents (even parents who are smokers themselves) are upset if their children smoke, the number of adolescents who report smoking drops from 50% to 10%. Our new signs will serve to remind us that we are all working together for a Tobacco-Free Maine.

Bike Policy

Students who ride bikes to school are expected to follow basic bicycle rules of the road. All bikes must be locked in the bike racks located near the front entrance of the school. Given the large amount of bus and car traffic entering school grounds each morning, students are requested to walk their bikes on the sidewalk areas once they turn on to school property.

They may, however, elect to ride their bikes around the back area of the school. All bike riders are expected to wait in their team gathering areas at the end of the school day until all busses have cleared school grounds at 2:35.

Similarly, those who rollerblade or skateboard to school must carry their boards or rollerblades when on school property.

Walker Dismissal/After-School Policies

Students who intend to walk home from school, ride bikes to and from school or who are being picked up by parents are to **wait in their team's neighborhood after school until all busses have cleared the schoolyard**. Students, with the exception of regular walkers and area bike riders, are expected to have a note from their parent or guardian indicating they will not be riding their regular bus home. A staff member in the front office must sign these notes.

Students with written parental permission are allowed to stay after school for legitimate educational reasons, such as, academic help, or as a member of an athletic team or school club. Students who do not have written parental permission to stay or do not have educational reasons for staying after school will not be allowed to ride the late bus and will be instructed to call their parents to pick them up.

Students wanting to attend athletic events as a spectator must go home after school and return at the actual starting time of the event under adult supervision.

Holiday Policy

M.S.A.D. No. 75 schools reflect an increasingly diverse society with many religious, ethnic and cultural traditions and beliefs that are meaningful to the students and adults in our communities.

Holidays and traditions provide the opportunity for confirmation and hope to individuals and families, and provide rich opportunities for learning. It is the responsibility of the schools to create awareness of and increased sensitivity to our diverse society, in order to establish and maintain a comfortable climate for learning throughout the entire school year for all students and adults.

The M.S.A.D. No. 75 Board of Directors encourages all those involved in educating our children to be aware and knowledgeable of religious diversity and cultural differences.

Religious holidays may be seen as opportunities to teach about religion, history and culture. The celebration of religious holidays in the classroom or school-wide is not appropriate. The exploration of religious holiday practice must take into account the existence of religious diversity in our society at large and should not be limited to one time of the year.

The study of religious holidays should serve academic goals, as outlined in the District Learning Results, of educating students about family traditions and their relationship to culture, cultural differences and similarities, as well as about the beliefs and practices of various religions. Holiday symbols may be used within this educational context. They should not be used as decorations. This does not apply to personal choices about dress. Careful consideration should be given of holiday symbols that may be regarded by some as secular and by others as religious.

Guidelines

- On a yearly basis, a calendar with dates of major religious holidays will be distributed to and reviewed with all District employees and distributed to all parents.
- Students and their families should not feel that a gift or card to the teacher is expected or "the thing to do". If gifts are given, they should be handled in a private, sensitive way, preferably outside of class time.
- All school absences, including from extra and co-curricular activities, resulting from religious holiday observances shall be excused absences. District employees must permit students who are excused from school and/or activities because of religious holiday observances to make up any class work, exams, or other obligations in a way that does not penalize the student because of his/her religious beliefs.
- Schools will make a concerted effort to avoid scheduling major school events during religious holidays.

Application of the Policy

1. This policy does not apply to student or District employee dress. Established dress codes remain in effect at all times.
2. This policy does not limit any private conversation regarding religious matters. Educational programs and activities are in no way affected by this policy.
3. This does not apply to the selling of holiday materials as fund-raisers as long as it is not excessive. Fund-raisers need to be sensitive to the religious affiliations of those who might sell the items and those who might purchase them.
4. This policy applies to all District-owned and leased buildings with the exception of spaces leased by third parties not affiliated with or funded by the District.

Acceptable Use Policy: Link75 – The MSAD #75 Network

Preamble:

LINK75 is the electronic network connecting the schools and administrative offices of the District. As such, it will be a “place” in which students, parents, teachers, and community members will pursue learning with the same set of standards for behavior and intellectual effort that defines the traditional school roles. This policy is included in the student handbooks for all schools within the District and applies to students, staff, administrators and any user of LINK75.

Educational Purposes:

The primary purpose of the LINK75 network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. It is never to be used for commercial purposes.

Responsibilities:

MSAD #75 has taken reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. However, on a public network, it is impossible to control all materials. While the list of “blocked” sites is updated continually via subscription, it is nearly impossible to list all inappropriate sites.

The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity and ability of their students. MSAD #75 takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user’s risk.

Acceptable Use:

The purpose of the school having access to LINK75 and the Internet is to support research and education in and among the staff and students of MSAD #75. The use of LINK75 must be in support of education and research and consistent with the educational objectives of MSAD #75.

Privilege:

The use of the LINK75 network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Commonly accepted guidelines for developmentally appropriate skills will be used in determining access levels. The administration, teacher, and/or staff may request the systems administrator to deny, revoke, or suspend specific user access.

Prohibited Use:

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

- any information that violates or infringes upon the rights of any other person
- any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material
- advertisements, solicitations, commercial ventures, or political lobbying
- any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime
- any material that violates copyright laws, consistent with established MSAD #75 Copyright Policy

Privacy:

The LINK75 network will be maintained and managed by the system administrator(s) in such a way as to insure its availability and reliability in performing its educational mission. This will require the ability and authority to inspect any and all materials transferred by, or stored within the network by any and all users. Because of this, users will have no reasonable expectation of privacy, with respect to access by the system administrators or their designee, to any materials transferred by or stored within the LINK75 network. This inspection can occur at any time and without any cause.

While it is not the intention of the system administrator(s) to use this access in an intrusive manner, it is critical that the authority for such access be reserved in order to prevent any abuse of the LINK75 network and to allow the network to recover from disaster.

Responsibilities:

Responsible use of the LINK75 network requires that users not:

- interfere with the normal and proper operation of this network or the Internet
- adversely affect the ability of others to use LINK75 equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others

All users shall assume full liability, legal, financial or otherwise, for their actions.

General Rules:

1. Be polite. Do not send abusive messages to *anyone*.

2. Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Electronic communication is not private, and is periodically inspected for offending language and behaviors. If you receive messages that are mean or make you uncomfortable in any way, do not respond to them. Print them and report them to your system administrator immediately. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
3. Respect others' electronic privacy. Users of LINK75 should respect the rights of others who are also using the system. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
4. Respect others' electronic property. All communications and information accessible via LINK75 should be assumed to be the property of the author and should not be reused without his/her permission.
5. Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
6. Only use your name. The LINK75 network does not allow for the creation of false identities.

Security:

1. You are responsible for your password security. Your password should be treated like your toothbrush – change it regularly and do not share it with others. Electronic communications addressed with your name are your responsibility. System logs record the addition, modification and deletion of all files by user ID. Guard yours carefully.
2. Information security – Carefully guard information about students. Do not post or share confidential information about students or staff. Do not transfer confidential student information beyond the LINK75 network. We have no way of ensuring its security. Staff users are entrusted with, and responsible for the safeguarding of confidential information such as IEP's, evaluations and assessments.
3. E-mail conferences – Always be aware that we have external conferences that are read locally, nationally, and globally.

Vandalism:

Vandalism will result in cancellation of privileges. Any vandalism, unauthorized access, "hacking" or tampering with hardware or software, including introducing "viruses" or pirated software is strictly prohibited.

ADOPTION: March 14, 2002

Transportation Policy

Bus drivers are tasked with safely transporting your child throughout the district. In order to help assure safe transportation, all students are responsible for behaving appropriately. It is essential that students do not become a distraction to the driver or interfere in any way with the safety of others riding on the bus. **Riding the bus is a privilege, which can be revoked.**

The following Bus Behavior Plan is established:

Bus Behavior Rules for Mt. Ararat Middle School Students:

- (a) Follow the directions of the driver at all times
- (b) Sit properly in the seat, face forward and keep hands and feet out of the aisle.
- (c) Maintain an appropriate noise level
- (d) Use good language and not degrade others
- (e) Respect bus property
- (f) Do not eat food, drink or chew gum on buses
- (g) Respect the driver and other riders
- (h) Do not yell out of bus windows

If a Student Chooses to Break a Rule on the Bus, The Following Consequences Will Apply:

1st Step: The driver will verbally warn a student, specifying the rule and assigning a seat if deemed necessary. A report of the warning will be sent home through the school office.

2nd Step: The principal will send a second conduct report home to the parents with appropriate disciplinary action noted. Drivers may personally contact parents of any middle school student whose behavior is at issue. The principal will address the bus misconduct via a variety of disciplinary options, including but not limited to:

- (a) Detention
- (b) Community Service
- (c) Suspension of bus transportation privileges

3rd Step The principal will contact parents and send a third contact report home, and the student will be suspended from the bus for three (3) days, providing for a 24 hour notification.

4th Step The principal will contact parents and send a fourth conduct report home, and the student will be suspended from all bus transportation for five (5) days, providing for a 24 hour notification.

5th Step If the student receives a fifth conduct report, the principal will suspend the student from all buses for ten (10) days, providing a 24 hour notification.

6th Step Further disciplinary action may necessitate permanent suspension from all buses for the remainder of the school year.

Late Bus Disciplinary Action:

1st Step The driver will verbally warn a student, specifying the rule and assigning a seat if deemed necessary.

2nd Step The principal will send a conduct slip home to the parents with appropriate disciplinary actions.

3rd Step If the student receives a second conduct report on the late run, the student will be suspended from the late bus for ten (10) days.

4th Step If the student receives a third conduct report on the late run, the student will be suspended from the late bus for the remainder of the school year.

Disciplinary action associated with the late bus will not affect a student's opportunity for transportation on regular buses. However, suspension from the regular bus also includes suspension from the late bus.

Severe Disruption:

The following inappropriate behavior will result in an automatic five (5) day suspension of transportation privileges.

1. Physical harm or threatening another student with physical harm
2. Property damage
3. Total disregard for drivers instructions
4. Use of alcohol, drugs, or tobacco products
5. Being under the influence of alcohol or illegal drugs
6. Use of foul or offensive language

Physical Harm or Threat To or Offensive Contact with Driver:

In the event of any physical harm, threat of physical harm or offensive contact with the driver, the student's privilege to ride district transportation may be suspended for the remainder of the school year. No prior warning or disciplinary action will be required in this case.

It is in everyone's best interest to work together in support of safe transportation. If parents have a concern regarding disciplinary action, they may request a meeting with a school administrator and the Director of Transportation.

For further information regarding transportation, contact Bill Donovan, Director of Transportation, 729-1608.

Parent and Visitor Access to Schools

M.S.A.D. No. 75 encourages the active interest and involvement of parents and citizens in our schools. At the same time, M.S.A.D. No. 75 schools take a comprehensive approach to providing a safe learning environment for students. In order to avoid interruption of the instructional program and to insure the safety of students and staff, all of us need to be aware of and participate in the security safeguards that have been set in place at the schools. Parents and visitors must enter through the main door at all times. Entrance through the main door is being monitored at all schools. Parents and visitors must report to the main office upon entering the building so that the school is aware of who is in the building. The personnel in the main office are responsible for providing visitors with the appropriate identification to go elsewhere in the school, when that is appropriate.

We ask that parents not escort their child to and from class. The beginning and the end of the school day are particularly busy, and schools at those times are particularly vulnerable because teachers are most easily distracted. Each school will provide a location for parents to wait for children to be released to them. School administrators or their designee may make exceptions to this if deemed appropriate.

Parents and visitors wishing to visit classrooms, observe aspects of instruction or meet with staff members should make an appointment in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors. There are also other times in the day when teachers are not available to meet with parents.

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

the news media, profit-making businesses, fund-raisers and other organizations seeking access to students and/or staff. The school administrator/designee may request the assistance of law enforcement as necessary to deal with

Disturbing Schools

Please be aware of a section in the Maine Law (Title 20-A, Chapter 225: Penalties.) Under the sub-heading “Disturbing schools”, there is the following:

A person who enters the property of a public or private school or another place of instruction during or out of school hours, while the teacher or student is present, and willfully interrupts or disturbs the teacher or student by loud speaking, rude or indecent behavior, signs or gestures, or engages in hostile, aggressive or threatening behavior toward a student, teacher, administrator or other staff member, or willfully interrupts a school by prowling about the building, making noises, throwing missiles at the schoolhouse or disturbing the school, commits a civil offense and shall forfeit not less than \$200 nor more than \$500.

MSAD #75 Asbestos Management Notification

MSAD #75 has had its schools inspected for asbestos-containing building material. Pursuant to the Environmental Protection Agency Asbestos Management Hazard Emergency Response Act (AHERA), an asbestos management plan for each school has been in place since 1988. These management plans are available for review at the Building and Grounds Office in Topsham or the principal's office in each school.

Since the mid-1980s, MSAD #75 has initiated asbestos removal projects in its schools, along with conducting semi-annual inspections by independent, certified inspectors and trained custodial staff.

This notice does not apply to Bowdoin Central School in Bowdoin, Woodside Elementary School in Topsham, Mt. Ararat Middle School and the Transportation Bus Garage in Topsham, which are all free of asbestos. *For further information, contact the Chris Shaw at 729-1548.*

Pesticides

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and, as a last resort, pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

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

Your Right to Know

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

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator at MSAD #75 Buildings and Grounds Facility, (208) 729-1548.

If you have any questions, please contact the Supervisor of Buildings and Grounds at (208) 729-1548. For further information about pest, pesticides and your right to know, call the Board of Pesticides Control at (208) 287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

District Attendance Policy

Preface: Learning experiences that occur in the classroom are considered to be meaningful and essential components of the educational process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Studies indicate that the amount of schooling a child receives has a tremendous effect on his/her achievement.

I. STUDENT RESPONSIBILITY: The student is responsible for regular attendance in all classes so that he/she may learn self-discipline and responsibility and may benefit from continuity of instruction, sequential presentation

of material, and class interaction. It is the student's responsibility to inquire about and make up any work missed during an absence.

II. CLASSIFICATION OF ABSENCES: Each absence will be classified by the administration as either "excused" or "unexcused".

A. Excused Absences: To be considered an excused absence, a written explanation of the reason for the absence must be submitted to and approved by the administration within three (3) school days after the student returns to school. Failure to comply with this requirement means the absence may remain unexcused and the student will lose the right to receive credit for work.

State of Maine Laws Relating to Public Schools Title 20A-Section 5002 states:

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

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency; or
5. A planned absence for a personal or educational purpose which has been approved.

Trips with parents or relatives must receive prior approval from the administration two (2) weeks in advance in order to be considered for classification as an excused absence.

If the absence is excused, the student will receive a written verification of the approval which the student must present to each of his/her teachers in order to make up class work missed.

B. Unexcused Absences – Generally, absences that are not caused by illness, religious observance, health professional appointment, family emergency or approved planned absence are classified as unexcused. When a parent condones an absence from school for reasons other than those recognized by the Maine State Law as legal, the administration will determine whether it is to be treated as "excused" or "unexcused". Students with unexcused absences will be required to make up all missed work, but will not receive a passing grade and may receive credit up to 59%. Failure to make up work as required will result in an "incomplete" on the rank card.

III. SIXTEEN ABSENT LIMIT – no student in Grades 9 -12 may receive course credit for a full-year course after having been absent from that course more than sixteen (16) class periods during the school year. These numbers will be prorated for other than full-year courses and for courses meeting other than five (5) periods per week.

All absences from class will be calculated in accumulating the maximum except those absences incurred while a student is participating in school-sponsored activities or has been suspended.

IV. WAIVER OF POLICY – An Attendance Review Committee will be established by the administration. The Committee will consider mitigating circumstances, in individual cases, which might be grounds for a waiver of the Policy.

FIRST READING: JUNE 17, 1993

SECOND READING: JULY 28, 1993

ADOPTION: JULY 28, 1993

MAMS EXTENSIONS AND EMAILS

Please note that during school hours (7:45 – 2:30), outside calls will not ring the classroom, rather, they will go directly into the teacher's voicemail.

Department	Name	Ext	Email	
Nurse	Patty McGovern	1202	mcgovernp@link75.org	
Student Counseling	Jewell Woerter, Secretary	2602	woerterj@link75.org	
	Tanji Johnston (special services)	2604	johnstont@link75.org	
	Meredith McCabe	2606	mccabem@link75.org	
	Beth Lamberson	2608	mastreania@link75.org	
	Annie Valliere	2609	valliere@link75.org	
	Nancy Baker-Miller	2611	bakermillern@link75.org	
	MaryEllen Lagasse	2612	lagassem@link75.org	
	6 th Grade Teachers	Bethany Billinger	1329	billingerb@link75.org
		Allison Barrett	1330	barretta@link75.org
		Sarah Dawson	1333	dawsons@link75.org
MaryBeth Latti		1336	lattim@link75.org	
Mollie Vandenberg		1341	vandenbergm@link75.org	
Andrea Brown		1340	browna@link75.org	
Lee Smith		1322	SMITHLE@link75.org	
Marsha Crouse		1321	crousem@link75.org	
Kym Granger		1326	grangerk@link75.org	
7 th Grade Teachers		Gerrie Netko	3833	netkog@link75.org
	Melissa Cribby	3832	cribbym@link75.org	
	Jon Beede	3829	beedej@link75.org	
	Tracy Doviak	3830	doviakt@link75.org	
	James Seheult	3841	seheultj@link75.org	
	Gloria Bray	3840	brayg@link75.org	
	Rebecca Singleton	3835	singletonr@link75.org	
	John Wironen	3827	wironenj@link75.org	
	Mary Theberge	3826	thebergem@link75.org	
	Jessica Norton	3822	nortonj@link75.org	
8 th Grade Teachers	Bill Hale	3821	haleb@link75.org	
	Grant Connors	2733	connorsg@link75.org	
	Paul Treworgy	2732	treworgyp@link75.org	
	Sharon Bowman	2729	bowmans@link75.org	
	Andy Morris	2730	morrisa@link75.org	
	Kirk Niese	2735	niesek@link75.org	
	Holly Blanc	2740	blanch@link75.org	
	Paul Booth	2741	boothp@link75.org	
	Gretchen Feiss	2727	feissg@link75.org	
	Dana Dudley	2726	dudleyd@link75.org	
6 th Bild	Jeff Burns	2722	burnsj@link75.org	
	Mark Dugal	2721	dugalm@link75.org	
7 th Bild	Brenda French	1332	frenchb@link75.org	
8 th Bild	Jean Mauck	3836	mauckj@link75.org	
Gifted and Talented ESP	Stacy Chubbuck	3808	chubbucks@link75.org	
	Rebecca Roberts	1335	robertsr@link75.org	
	Lynne Frye	1308	fryel@link75.org	
	David Sargent	3856	sargentd@link75.org	
	Sandra White	3851	whites@link75.org	
Exploratories	Ryan McKenney	1303	mckenneyr@link75.org	
	Elaine Prindall (Spanish)	2644	prindalle@link75.org	
	BB Adam (German)	2642	adamsa@link75.org	
	Jennifer Decker (French)	2643	deckerj@link75.org	
	Jack Rioux	1142	riouxj@link75.org	

	Rick Renaud (PE)	1134	renaudr@link75.org
	Michelle Crawford (PE)	1129	crawfordm@link75.org
	Maura McHugh (Art)	1235	mchughm@link75.org
	Christine DelRossi (Art)	1232	delrossic@link75.org
	Sandy Bickford (Tech. Ed.)	1252	bickfords@link75.org
	Pete Armstrong (Tech. Ed.)	1353	armstrongp@link75.org
	Lisa Thompson (Health)	1402	thompsonl@link75.org
	Doreen Swanholm (Health)	1406	swanholmd@link75.org
	Margie Landis	1230	landism@link75.org
	Matthew Lunt	2641	luntm@link75.org
Alternative Ed	Al Graffam	1249	graffama@link75.org
Band 6th Grade	Margie Landis	1249	landism@link75.org
7/8 Grade Band	Margie Landis	1230	landism@link75.org
6th Grade/Honors Chorus	Margie Landis	1230	landism@link75.org
7/8 Grade Chorus	Kristen Thomas	1230	thomask @link75.org
Resource Teachers	John Hawley	3803	hawleyj@link75.org
	Jayne Giese	3807	giesej@link75.org
	BethAnn Nickerson	2703	nichersonb@link75.org
	Tom Parker	2706	parkert@link75.org
	Nancy Marstaller	2704	marstallern@link75.org
	Mary Hobson	3801	hobsonm@link75.org
Speech & Language	Robin Kroc	1305	krocr@link75.org
	Sharon Spencer	1306	spencers@link75.org
FLS	Barbara Swisher	1351	swisherb@link75.org
Literacy	Rosalie Stebbins	2751	stebbinsr@link75.org
	Courtney Belolan	2707	belolanc@link75.org
Math Specialists	Peggy Brown	1327	brownp@link75.org
Library	Julie Purdy	2630	purdyj@link75.org
	Daurene Jerome	2630	jeromed@link75.org
Technology Admin.	Erik Kramer	2646	kramere@link75.org
	Candice Wright	2645	wrightc@link75.org
Athletic Director	Sandy Bickford	1251	bickfords@link75.org
Food Service	Ellen Reid	1614	riede@link75.org
Secretaries	Sue Page	1218	pages@link75.org
	Hope Bichrest	1226	bichresth@link75.org
	Vicki Smith	2603	smithv@link75.org
	Jewell Woerter	2602	woerterj@link75.org
	Janet Treworgy	1227	treworgyj@link75.org
	Sue Hauser	1227	hausers@link75.org

MSAD #75 SCHOOL CALENDAR 09/10

August 31, 2009 – First School Day

August						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

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

November						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	1/2	25	H	27	28
29	30					

December						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	H	26
27	28	29	30	31		

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

February						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	1/2	27
28	29	30	31			

April						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

June						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	*	*	*	19
20	*	*	23	24	25	26
27	28	29	30			

July						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

H	SCHOOL HOLIDAYS AND VACATIONS
	Sept. 7, 2009 – Labor Day
	Oct 12, 2009 – Columbus Day Observed
	November 11, 2009 – Veterans Day
	November 26-27, 2009 – Thanksgiving Break
	December 21-Jan 1, 2010 – Winter Break I
	Jan 18, 2010 – Martin Luther King, Jr. Day
	February 15, 2010 – Presidents' Day
	February 15-19, 2010 – Winter Break II
	April 19, 2010 – Patriots Day
	April 19-23, 2010 – Spring Break
	May 31, 2010 – Memorial Day
1/2	November 24 – Half Day Elementary
1/2	March 26 – Half Day Elementary
	Staff Development Days
	Aug 25, 26 and 27, 2009
	October 9, 2009
	November 25, 2009 (Comp K-12)
	January 19, 2010
	March 29, 2010 – Staff Dev/K-8 Comp
	June 1, 2010

* Designated as Snow Days to be used as needed.

Report Cards will be mailed home when ready for distribution

CLASS REASSIGNMENT REQUEST FORM

STUDENT'S NAME: _____

TEACHER'S NAME: _____

THE PROBLEM:

Please explain the problem, giving any relevant details.

COMMUNICATION:

How has the teacher been made aware of the issues?

ACTIONS:

What steps have been taken to address the issue(s)?

RESULTS:

What are the results of those actions?

WHAT NEXT?

What do you think needs to happen to ensure a successful school experience for your child?

PARENT'S SIGNATURE: _____