

MESSALONSKEE MIDDLE SCHOOL



Parent/Student
Handbook 2018-2019

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RSU 18 MISSION STATEMENT

Engaging Students - Strengthening Communities - Creating Global Leaders

RSU 18 SHARED VISION

RSU 18 is a community where...

All students are prepared to succeed in society by demonstrating mastery of a common set of rigorous standards. Parents, educators, business leaders and community members are cooperative partners to help guide learning.

All students are creative problem solvers, critical thinkers, self-directed learners, effective communicators, collaborative workers, environmental stewards, and productive, healthy citizens. Students have a voice in their education and share in the development of ongoing, individual learning plans guided by a dedicated and passionate staff.

All students engage in creative and innovative learning strategies. They use technology and other tools to connect to the world outside the classroom.

Students pursue multiple pathways, inside and outside the classroom, to achieve their learning goals. Learning takes place without boundaries of time and space.

Students are prepared to succeed as leaders and contributors to their community, nation and world.

RSU 18 CORE VALUES & BELIEFS

LEARNER CENTERED EDUCATIONAL SYSTEM

*We believe that clear and measurable standards should exist for all students and that our curriculum, instruction, assessment and professional development should all be aligned with these educational standards.

*We believe that a standards based system should measure each student against this set of clear and measurable expectations.

FLEXIBLE LEARNING SCHEDULES

*We believe that school schedules should be flexible, allowing us to educate all students without boundaries of time or space.

INDIVIDUALIZATION

*We value a wide variety of personalized educational opportunities for all students. These include using individual learning plans, multiple pathways, flexible grouping and standards based programming.

TECHNOLOGY LEADER

*We value students and schools using cutting edge technology effectively to enhance their learning experience.

PREPARATION FOR REAL WORLD

*We believe that RSU 18 should prepare all students with the "21 st century" skills necessary to be productive citizens in our global society.

HEALTH AND WELLNESS: WHOLE CHILD

*We believe that health and wellness are essential components of a student's complete educational Experience.

*We believe that an RSU 18 education should address the values of rigorous and relevant academics, healthy lifestyle, good citizenship and ethical and moral behavior.

TEACHER - STUDENT RELATIONSHIP

*We value staff and students working together as collaborators within a student centered learning environment.

COMMUNITY/EDUCATION PARTNERSHIPS

*We believe that schools and businesses should work together to offer mentorship, job shadowing, and business apprenticeships and that these types of experiences should become a regular part of the students' educational experience.

*We believe that this type of community collaboration will provide students with relevant, real world applications of their learning.



Messalonskee Middle School

Messalonskee Middle School is a positive school community providing a balanced instructional approach which is safe, supportive, and accepting of differences. The learning environment is student centered, providing for individual needs through collaborative and engaging real-world activities. The community values the whole child where physical, emotional, and social health are supported in an environment of mutual respect.

Core Values & Beliefs

***POSITIVE SCHOOL ENVIRONMENT**

The learning environment is safe, supportive, positive, and accepting of differences.

***STUDENT CENTERED LEARNING**

A community with a student centered learning environment that promotes student engagement, questioning, respect, and support of one another with teacher and facilitators.

***STUDENT COLLABORATION & ENGAGEMENT WITH LEARNING**

A positive school community that supports individuals needs through collaboration and engaging activities.

***RESPECTFUL ENVIRONMENT**

The MMS school community is a place where the physical health and well being is one of mutual respect where staff and students look out for each other.

***PROJECT-BASED LEARNING**

Students are engaged in project-based creative hands-on learning with real world application of skills and knowledge.

STAR

At Messalonskee Middle School we reference the word *STAR*. When a student is being a “star”, they are being S-safe, A-accountable, T-thoughtful, R-respectful. Students taking care and pride in each of these terms leads to a safer, happier and healthier school and school family where the environment is conducive to learning, creating friendships and growing as young ladies and men.

SPARK Time

All students at MMS participate in SPARK Time which is a block that focuses on physical activity. The goal of this time is to help all students at MMS become physically fit while creating a productive outlet for energy and tension. Studies show that sustained physical exercise of a particular type causes the brain to produce chemicals which increase our ability to learn and remember new information or skills. In short, exercise makes us learn efficiently. When you add this research to the data that shows how physical activity positively impacts dealing with stress, anxiety, depression, ability to focus, balancing changing hormones and aging, it is easy to see why exercise is an important part of any adolescents ability to grow and learn.

Students will have an experience in each of the activity options in the first weeks of school and then will have an opportunity to sign up for their preferences. Each activity will last about 3-4 weeks and will occur for approximately 30 minutes. All students must take part in an activity. Students should bring appropriate footwear and clothing with them for the activity they have signed up to take part in. If there is a financial burden then appropriate clothing can be provided for the students. Activities will range from walking and jogging to cross country skiing and interval work. Most activities will occur outside and thus weather appropriate clothing will be needed. If a student has a medical condition that prevents them from taking part in any activities, they will need to provide a doctor's note to be excused from Spark Time and they will be scheduled into a more appropriate activity.

For more details refer to our Spark Time page on the MMS website.

IMPORTANT DATES 2018-2019

CURRICULUM & ASSESSMENT NIGHT and FALL SPORTS INFORMATIONAL NIGHT

Tuesday, August 28th, 2018 start time 5:30 PM - 7:00 / Sports 7:00 PM - 8:00 PM

PROGRESS REPORTS MAILED HOME

First Quarter Reports Mailed: Thursday, November 9, 2018

Second Quarter Progress Report: Friday, January 25, 2019

Third Quarter Progress Report: Thursday, April 12, 2019

Fourth Quarter Progress Report: Wednesday, June 20, 2019

PARENT-TEACHER CONFERENCES

Fall conference sign up opens on October 22nd

November 13-16, 2018 (conferences before and after school) **November 15th is the evening event.

Spring conference sign up opens February 25th

March 11-15, 2019 (conferences before and after school) **March 14 is the evening event.

Sign up online or call the office 465-2167.

*Online sign up instructions on page 11 of the handbook.

FUN NIGHTS 6:00pm – 9:00pm (for 6th, 7th & 8th graders)

Friday, September 28, 2018 (Fun Night)

Friday, November 2, 2018 (Fun Night)

Friday, February 15, 2019 (Semi Formal Dance)

Friday, March 22, 2019 (3 on 3 Tournament)

NWEA Tentative Testing Windows

Fall: 9-1-18 through 10-5-18

Winter: 1-2-19 through 3-15-19

Spring: 5-1-19 through 6-15-19

STATE ASSESSMENT TESTING WINDOWS

ELA/Math/Writing: 3/18/19- 4/12/19

MEA Science (Grade 8 only): 4/22/19 – 5/3/19

STUDENT OF THE MONTH BREAKFAST

November 30, 2018

March 7th, 2019

June 7th, 2019

LAPTOPS (tentative dates)

Distribution: Sept 10th, 2018

Vacations: All laptops stay at school.

Collection: June 14th and 17th, 2019

CODE OF ETHICS

We believe that a code of ethical and responsible behavior will enhance our positive educational environment. An ethical and responsible member of this community is a positive, understanding and disciplined achiever. To this end, a member of the Messalonskee Middle School community should strive to be respectful, tolerant, fair, caring, and truthful. The pursuit of integrity and high standards requires cooperation, hard work, and courage.

EXPECTATIONS & STANDARDS

The following expectations and standards are essential to the educational mission of our school:

- Academic Honesty- Cheating and plagiarism of the work of others will not be tolerated.
- Individual Contact- Mutual respect among students and adults in the learning environment is the standard.
- Protection of Individual Rights- Physical, mental, and sexual harassment will not be tolerated.
- Protection of the Learning Environment- Disruptive behavior in the classroom, on school buses or on any school property is unacceptable and will result in disciplinary action up to and including expulsion.
- Maintaining a Safe Environment- Any behavior, which threatens the safety of students and/or staff, will not be condoned.
- Responsible Group Behavior- Students are ambassadors for our communities and must demonstrate the highest standards for responsible and ethical behavior.

These statements, part of policy JFC, will serve as a guideline for all of our actions taken around discipline issues. Such actions may include detention, suspension, or expulsion.

A FOCUS ON LITERACY

As students enter middle school and progress to their high school education, reading becomes an important way in which students learn new information. As students get older, the complexity of the texts they read increases. This increase in difficulty requires students to learn new skills that will help them understand what they are reading. All teachers at Messalonskee Middle School use literacy strategies in their classrooms to help students become better readers, writers, thinkers, communicators, and problem solvers within each content area. Parents play a pivotal role in making literacy important in students' lives. Teachers can provide you, through our NWEA (North West Evaluation Association) assessment, information including skills to work on and books that are at the appropriate reading level to help your child succeed. We encourage you to contact your student's teachers to talk to them about your role in your child's education.

STUDY HABITS

Successful students establish good study habits. There are certain procedures that have been proven and these can be yours:

1. Find a suitable study area; a place that is comfortable and free of distractions, well lighted with a flat desk surface on which to work.
2. Keep proper equipment at hand: pencils, paper, computer, rulers, books, etc.
3. Have a definite and regular time for study. (Parents can assist their child with regular questioning of their work and progress.)
4. Have a thorough knowledge of the assignment before you start. Keep an agenda to record assignments and ensure you the assignment prior to leaving class.
5. Prepare your work thoroughly every day to avoid cramming for tests. Do not leave assignments until the day before they are due.
6. Read for meaning. Do not just skim reading material. Look for answers, search out the main idea, take notes, and write down what you do not understand in your notes. That way you can ask the teacher for assistance when appropriate.

HOMEWORK

Parents should expect students to have homework. If there are concerns about the amount of homework you are seeing please contact your child's teachers.

The main purposes generally associated with homework are as follows:

- To prepare for, reinforce, and extend concepts introduced in class
- To allow students to experience success through independent practice
- To activate prior knowledge and assess student understanding
- To establish study habits and self-reliance
- To allow parents/guardians and teachers to monitor student progress
- To introduce new content that will be part of the next day's lesson

STUDENT AGENDAS

Student agendas will be used by every team at Messalonskee Middle School. Students will use agendas daily to record homework assignments, personal goals, and planning steps for long term projects.

Teachers will use the student agenda to clearly communicate expectations of homework assignments.

Teachers will assign relevant, meaningful, and appropriate amounts of homework to each student that is designed to be successfully completed by their students. Teachers will sign off each night under the content area they teach. If you have any questions pertaining to the assignments or your child's progress in a specific content area please contact the teacher that signs off on that content area each day.

We ask that parents please communicate with their child's teachers if homework is overly challenging for your child or if there are questions pertaining to the assignment(s). The agenda will allow parents to monitor student learning through regularly checking the student agenda as each child's teachers will sign off on their subject each night.

OUR REPORTING SCALE

Dual Grading System: We utilize a dual grading system. The system is reported out both with a proficiency rating on standards, as well as a 0-100 overall grade. The dual system allows us to report each student's level of proficiency in regards to the standards, while also using an overall grade that will represent amongst other things, a student's accuracy, punctuality and work quality. Parents can use this score to better understand trends in their student's school work and academic success.

Proficiency Scale

4.0 Demonstrates Knowledge Beyond the Targeted Proficiency Level

3.0 Demonstrates Knowledge at the Targeted Proficiency Level

2.0 Demonstrates Knowledge at the Foundational Level

1.0 Demonstrates Knowledge at the Foundational Level with Help

x.5 A score ending in .5 denotes progress toward the next level.

AP Auto Promoted: Indicates where a student is placed as a starting point in this topic.

ANNUAL ASSESSMENTS

NWEA (Northwest Evaluation Association)

"The NWEA is a computer adaptive assessment that tests every child differently allowing teachers to see their students as individuals – each with their own base of knowledge. The tests adapt to each individual student. As the student responds to a question, the test responds to the student, adjusting up or down in difficulty" (<http://www.nwea.org/node/97>). This test is administered in Fall and Spring.

State Assessment

Empower ME test is a state assessment administered to our students in the subjects of Math, Reading, Writing. It also tests 8th graders in the area of Science.

CURRICULUM AND ASSESSMENT NIGHT and FALL SPORTS INFORMATIONAL NIGHT

Messalonskee Middle School hosts an annual Curriculum and Assessment Night. The evening provides a wonderful opportunity for parents to meet their child's teachers. Through the course of the evening you will have the opportunity to meet with teachers and learn about the expectations and learning opportunities your son or daughter will be experiencing throughout the year. We strongly encourage all parents to attend with their student. This year Curriculum and Assessment Night will be held on Tuesday, August 28th at 5:30 pm, followed by the sports info night at 7pm.

HONOR ROLL

Calculation:

In our dual grading system, honor roll will be calculated by both the student's average and the student's proficiency scores. Any student with an overall average of an 83 or better and no grade below a 70, will be considered for honor roll. From here, it will depend upon the amount of 4's the student receives in the quarter on the proficiency scale. 1 score of 4 with the 83 average and no grade lower than a 70 will be honors, 2 scores of 4 with the 83 average and no grade below 70 will be high honors and 4+ scores of 4 with the 83 average and nothing below a 70 will result in high honors with distinction. If a student has any incompletes, they will not be considered.

Level of Recognition	Criteria Needed
Honors	Overall average of at least an 83, no grade lower than a 70 and 1 proficiency score of a 4 and no incompletes
High Honors	Overall average of at least an 83, no grade lower than a 70 and 2 proficiency scores of a 4 and no incompletes
High Honors with Distinction	Overall average of at least an 83, no grade lower than a 70, and 4+ proficiency scores of a 4 and no incompletes

Parent Teacher Conference Sign-up Process

Messalonskee Middle School uses a digital sign up for parent teacher conferences this spring. The site to manage the scheduling of all parent teacher conferences at MMS is Sign Up Genius. If you do not have the ability to access the site or would prefer to call our office to sign up you may do so. Our number is 465-2167.

Below are the steps to follow in signing up.

1. This website will take you to the sign-up page:

<http://www.signupgenius.com/go/20f084eaca82ea2fb6-team5>

2. Click on the tab for your child's team or the teacher you wish to see.

The screenshot shows the Sign Up Genius interface for 'MMS Conferences March 5, 2015'. The 'Team Acadia' tab is active. The page displays a list of teachers for Team Acadia: Jenny Berry (Language Arts/Social Studies), Jeff Lee (Language Arts/Social Studies), Steve Rice (Math/Science), and Stephanie Gifford (Math/Science). The date is 3/5/2015 (Thu) and the location is Room 214. A 'Submit and Sign Up' button is located at the bottom of the page.

3. Choose a time that works for you.

Date	Location	Time	Available Slot	Sign Up
3/5/2015 (Thu)		5:20PM - 5:30PM	Mrs. Farnham/Mrs. Fagel room 215	Sign Up
			Mrs. Durren/Ms. Pierce room 217	Sign Up
		5:30PM - 5:40PM	Mrs. Farnham/Mrs. Fagel room 215	Sign Up
			Mrs. Durren/Ms. Pierce room 217	Sign Up
		5:40PM - 5:50PM	Mrs. Farnham/Mrs. Fagel room 215	Sign Up
			Mrs. Durren/Ms. Pierce room 217	Sign Up
		5:50PM - 6:00PM	Mrs. Farnham/Mrs. Fagel room 215	Sign Up
			Mrs. Durren/Ms. Pierce room 217	Sign Up
		6:00PM - 6:40PM	Mrs. Farnham/Mrs. Fagel room 215	Sign Up
			Mrs. Durren/Ms. Pierce room 217	Sign Up

Submit and Sign Up

4. Enter your contact information

TEAM PEMAQUID

Sign Me Up For:

Date	Available Slot	Qty	My Comment
3/5/2015 (Thu) 4:00pm-4:30pm	Team Conference	1	

I'm a SignUpGenius member

I do not have a SignUpGenius account

First Name *

Last Name *

Email *

Re-enter Email *

Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

Additional Info:
Tracy Foster, tracyf@tru18.org has asked that you also provide the info below. Your answers will not be displayed publicly.

Student First and Last Name *

Parents First and Last Name *

Contact email address *

Contact phone number *

You are done!

If there is not a time that works for you then send a message to the teacher at the top of the page (the email is listed) and they will get back to you to set up an alternate time.

FRONT OFFICE STAFF

Mark Hatch - Principal
Dillon Clark - Assistant Principal
John Lisa - Middle School Athletic Administrator
Denise Caouette - Lead Secretary
Diane Engert - Attendance Secretary
Angela Jurdak - Secretary
Jayne Champagne- Nurse

SCHOOL RESOURCE OFFICER

The School Resource Officer, Peter Tibbits, is a resource for our school community. Officer Tibbits is at school on a daily basis and regularly interacts with students. The administration will report violations of Maine Law to him.

GUIDANCE DEPARTMENT

Alexis Glidden - School Counselor / LCSW
Kris Croteau - School Counselor / LCPC

The Guidance Department at Messalonskee Middle School is structured to help students explore information and receive assistance in all aspects of their educational and personal experience. Students are encouraged to utilize the available resources in the guidance office pertaining to: academic issues and interests, career preparation, social issues, emotional concerns, peer conflicts, etc.

The guidance office also offers services to students seeking or needing information or assistance with problems or concerns of a personal nature that they may be experiencing. Students are encouraged to stop by the guidance office at any time, for any reason, and can schedule an appointment with their counselor.

Integrated Pest Management Coordinator, RSU 18: Jeffrey Sheive

MMS Library

“I cannot remember the books I’ve read any more than the meals I’ve eaten; even so, they have made me.”

- Ralph Waldo Emerson

Staff: Andrea Staples, Librarian and Denise Rivard, Library Assistant

Hours: 7:30 - 4:30 daily (subject to change due to meetings and events)

Collection: 15,000 circulating items - fiction, non-fiction, magazines, audiobooks, DVD’s, and equipment

Classroom support: The librarian works with classroom teachers to promote literature, to engage all readers, and to plan research projects that help students evaluate information *effectively* and create and share information *ethically*. We maintain a website that serves as a portal for these efforts - <http://mmslibrary2.weebly.com>

Visiting the library: Unless students are visiting the library with their classes, they will need a pass from their classroom teacher or from the teacher on duty if they are coming before school starts or during lunch.

After school: Students are welcome to use the library after school but must have written permission from their parents. Students who are participating in after school activities are welcome to use the library while they wait for their activities to start or after their activities end.

Borrowing materials: Students may borrow items for 2 weeks and may renew them as necessary, they may place reserves on books that are checked out, and they may also request materials from other libraries in the district or the State library when possible.

Note: Our collection is designed to represent a wide range of experiences and diverse points of view. It is meant to support our students’ reading interests and abilities while being sensitive to their varying maturity levels. Parents are welcome to borrow materials from the library in order to partner with us in encouraging their children to read the material that is most appropriate for them.

Overdue material: We post printed overdue lists (student names only) on a regular basis as well as sending email notices to parents. It is important that students check these notices since their ability to check out other materials will be limited. They will not be able to purchase Fun Night tickets if they have overdue materials

Lost or damaged materials: Students are responsible for the cost of the materials they lose or damage beyond repair. We will work with students to find a low cost replacement but if this is financially impossible, we will design an alternative means of payment.

STUDENT ATTENDANCE INFORMATION

The Board believes that a student's responsibilities encompass more than academic performance. Other crucial responsibilities include attendance and participation in classes. Classroom experiences are essential components of the educational process. Only by being present can a student gain from the benefits of group interaction with teachers and fellow students, participation in class discussions and instruction, and other related learning experiences. Regular attendance is an important factor in academic success; failure is frequently the result of truancy. Daily attendance is essential because most of what goes on in the classroom cannot be replicated for individual students who are absent. Absences and tardiness, therefore, have a negative impact on learning and may result in lower grades.

Truancy

A student is habitually truant if the student:

- A. Is subject to the compulsory attendance law; and
- B.
 1. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
 2. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. Truancy under this paragraph is considered "child abuse and neglect" under Maine law and is reportable to the Department of Health and Human Services.

If the principal or attendance coordinator determine that a student is habitually truant:

1. The parents of the habitually truant student will be notified and asked to provide documentation for absences.
2. If documentation is not provided, a meeting will be set up with the parents, student, building administrator, and school counselor to discuss the student's truancy and to develop a plan.
3. If the student's attendance does not improve after the plan has been in place, the parents and student will attend a meeting with the superintendent
4. If the student's attendance does not improve after a meeting with the superintendent, the school will report truancy to the Department of Health and Human Service and the superintendent may make a referral to local law enforcement authorities of a violation of the habitual truancy statute.

Legal Reference: 20-A M.R.S.A. §5053-A

Excused Absences

An excused absence designation indicates that work may be completed for credit. An excused absence will be issued only with written documentation stating the reason and dates of the absence. The documentation should be signed and dated by a parent. Written excuses shall be required in advance for planned absences. Students who have an excused absence will have a day for every day of absence to make up missed work. It is the student's responsibility to arrange for all make-up work.

Note: Parental permission does not constitute "excused" unless it conforms with A-F

- A. Personal illness
- B. An appointment with a health professional that must be made during the regular school day
- C. Observance of a recognized religious holiday that falls on a regular school day
- D. A family emergency
- E. A planned absence for a personal or educational purpose, which had prior approval of the administration
- F. Any exceptional situations where the student has prior approval from the administration.

Family Vacations

Students who miss an extended amount of time for a family vacation are required, to the extent possible, to gather assignments from their teachers prior to leaving. It is not the responsibility of the teacher or office staff to gather assignments for students going on vacation. Assignments are due the day the student comes back from vacation. Students should check with classmates and their teacher for additional assignments that might not have been available prior to the week that they left. Some assignments, such as science labs, projects, quizzes, or tests will not be able to be done while on vacation; those types of assignments will be due one week after their return. Any assignments not completed by the above guidelines may result in loss of credit.

Unexcused Absences and Tardiness

All absences not listed above or approved specifically by the school administration are classified as unlawful by state law and are in violation of the MMS attendance policy. Failure to bring in an excused absence note will result in an "unexcused" absence.

ATTENDANCE PROCEDURES

Absences

Upon returning to school after an absence, the student is expected to present the office with a note containing the following: the dates of the absence(s), the reason for the absence(s), the date, and a parent/guardian signature. Students are expected to gather notes or other assignments from any classes missed, as that is the student's responsibility.

Tardiness

Any student who is tardy to school must report to the office before going to class. Any student without a note explaining the tardiness may face disciplinary consequences.

Early Dismissals

If a student has a planned dismissal on a given day, he or she must turn in a written explanation explaining the reason for dismissal and the time the student should be dismissed from school. The student should receive a dismissal slip from the office that should be presented to their teacher at dismissal time. Before leaving the building, the parent must enter the school and sign the student out on the clipboard at the Main Office.

No staff member shall excuse any student prior to the end of school (or into any person's custody) without a dismissal slip. Telephone requests for early dismissal of a student are discouraged. In the event that this is necessary, school personnel will take reasonable measures to identify the caller as the student's parent or guardian.

Upon returning to school following a dismissal, the student should report to the Main Office. The student should provide the office with any and all relevant information regarding the purpose of their absences. Provided a student's absence is excused, he or she should get any and all missing assignments from the teachers.

PARENTAL NOTIFICATION

Messalonskee Middle School will notify parents or guardians of students who are chronically absent or tardy without excused slips. We make every effort to account for students entrusted to our care; it is imperative that we account for students who do not show up for school. It is strongly urged that you call and notify the school if your student is going to be absent or make the school aware of absences ahead of time.

*Parent or guardian will be notified through our automated school messaging system any time a student is marked as absent unexcused.

Important Notes

- A. Students are not to leave school without their parents signing them out in the Main Office.
- B. Students are to sign in upon returning from an early dismissal.
- C. Students are to check in at the Main Office upon returning from being absent.
- D. Students are to check in at the Main Office when arriving to school tardy.

PERFECT ATTENDANCE

Perfect attendance is defined as attending each day as scheduled in the school calendar without any tardiness or dismissals.

Legal Reference: 20-A M.R.S.A. §§5001-A; 5052-5054

SECTION 504 of the FEDERAL REHABILITATION ACT

Although similar in ways to special education protocol, Section 504 prohibits discrimination on the basis of disability and is broader than special education as described above.

A person is disabled under 504 if the person has a physical or mental impairment that substantially limits one or more of the major life activities, such as seeing, hearing, speaking, walking, talking, learning, or if they are regarded to have such an impairment. Whether a student has a physical or mental impairment will usually be determined through an evaluation process.

Messalonskee Middle School has a referral process that includes team meetings, the availability of evaluations, programming determinations arising from those team meetings and notification of parents of their rights under the law.

Parent or student concerns regarding Section 504 eligibility should be directed to the Messalonskee Middle School counselors.

SPECIAL EDUCATION / REFERRAL PROCESS

In general, students having disabilities (physical or mental/emotional) that have an adverse affect on their educational performance have a right to a free and appropriate special education. Messalonskee Middle School has specific procedures for identifying and serving students who have such needs.

Referrals for special education services can come from school staff, parents, students, our screening process, or medical or other outside entities. All referrals must go through the school and the Individualized Education Program Team (IEP Team).

When a student is referred for special education services, the parents will be contacted to request permission for an evaluation of the student to determine whether or not they qualify.

Parents' or students' concerns or questions regarding special education may be directed to their school counselor, one of their teachers, a school administrator, special education teachers or the district special education director. The phone number of the district special education office is 465-2435.

STUDENT DROP OFF/PICK UP PROCEDURES

Safety is our utmost concern when students are being delivered to or being picked up from school. Please follow the instructions below for picking up or dropping off your child.

Morning Drop Off

Parents who are dropping off students need to drive into the parking lot behind the school and pull up to the double set of doors. Students being dropped off by parents, walking, or riding bikes **should not arrive at school prior to 7:15 AM**. Those students that are regularly arriving at an earlier time will meet with administration and face possible disciplinary consequences.

Dropping Off/Picking Up During School

During the school day, parents may use the visitor's parking in front of the school. Please do not park in the bus area. Parents should enter the Front Entrance and check in at the Main Office.

End of Day (2:30 PM)

Parent pick-up is in the rear parking lot. Parents should wait in line and pull up as far as possible as duty people will attempt to load approximately 5 cars at a time. To help with air quality please shut your vehicle off prior to dismissal. If parents chose to park, please be sure and come in to escort your child to the car, as students are asked not to cross between traffic. Please pull in and park if picking up a walker from another building.

Walkers

Walkers will be dismissed at 2:30 PM. Those students, who live toward downtown Oakland, the Korner Store, and the High St. area, will exit through the front entrance doors. Students living on Oak St., Allagash Dr., and the Oak Hill Dr. area, will exit through the back entrance doors. When exiting the rear of the building walkers must avoid crossing through the parent pick-up line by moving down the sidewalk and around the parking area.

After 3:30

Students who have finished practice or other school activities that do not end until after 3:30 will be situated in the cafeteria under the care of our after-school supervisor. Students are to remain in the cafeteria. Parents should park in the front visitor parking lot and should report to the cafeteria to have their child dismissed. Students should be picked up at the conclusion of the event they are attending after school. Aside from after school supervision, all visitors are asked to enter the building through the main entrance and check in with the office upon entering.

AFTER SCHOOL SUPERVISION

The students in the cafeteria will be supervised by the after-school supervisor until 5:00 PM. Students are to remain in the cafeteria. Parents should make arrangements to have their child picked up before this time. Athletes and students participating in after school activities that last past 4:45 PM will be supervised by their coaches/advisors until they are picked up. If a student is picked up late on multiple occasions, the student may no longer be allowed to utilize this program and may be billed for the increased cost of supervision.

STUDENT BEHAVIOR

Student responsibility is necessary for a healthy learning environment. Appropriate behavior at school activities is required for the safety and well being of students and citizens.

Most matters of behavior are governed by self-regulation, common decency, common sense, and a mutual respect for students, faculty and administrators. However, some rules must be specifically stated.

* Please refer to the District Web Page, www.rsu18.org for further policy information. *At Messalonskee Middle School students are expected to:*

1. Attend all classes on time.
2. Be active and involved members of the larger school community.
3. Respect themselves and the larger school community including the authority of those adults in charge, whether they are a classroom teacher, a lunchroom monitor, or any other member of the MMS staff.
4. Respect school property and the property of others. It is school policy to charge students for damage caused by them whether it is accidental or intentional.
5. Avoid violence at all costs. Immediately report fighting (including planned/talk of fighting) in school, on school grounds, or at school activities.
6. Be safe and care for the safety of others.
7. Remain on school grounds unless you have been approved for dismissal.
8. Be considerate of others by refraining from using potentially offensive language and socially unacceptable behavior
9. Take responsibility for your actions and take steps to make reparations when those actions harm others.
10. Be positive and supportive of your school community and have empathy for others.

DUE PROCESS

All students will be accorded the following process prior to the determination of any disciplinary sanction:

1. Oral or written notice of the charges against them
2. An explanation of the evidence if the charges are denied
3. An opportunity to present their version of the incident

RESTORATIVE DISCIPLINE PRACTICES

Whenever possible Messalonskee Middle School utilizes restorative practices with students who commit infractions of the disciplinary code. Discipline is a necessity of any school. A restorative approach focuses not only on holding an offender accountable for their actions but also educating them on the harm caused by those actions. The goal of this type of discipline practice is to assist the student in understanding the impact of their actions on others in the school community.

When a discipline infraction occurs, students are guided to understand the impact their actions had on others through restorative conversations that focus not only their behavior but also on the steps that can be taken to repair the damage it caused. Students learn how to say sorry (*4 step process*), and take ownership of their behavior. Another goal of this process is to aid the student in developing empathy for others; a skill that grows substantially during the middle school years. Finally the aim of a restorative discipline practice is to ensure that students have made amends for their behavior and do not repeat their offense. The goal is that students will have not only received a consequence for an offense they committed, but also had conversations with the teacher and others who were affected. A goal of this process is that upon their returning to class, they are prepared to handle similar challenging situations and avoid repeating the problem behavior. It is our hope that by having these restorative conversations, and through providing students with some strategies to make amends and avoid similar behaviors in the future, that experience will be better for everyone within the school community.

STUDENTS SENT OUT OF CLASS

When dealing with inappropriate behavior, teachers may refer the student to their Buddy Teacher, Assistant Principal, or Principal's office. Any student sent out of class must report to the proper administrative office immediately. A student sent out of class for disruptive behavior may not return to that class until the situation is resolved. A parent conference with the teacher may be necessary.

****A Buddy Teacher** is where a student may be sent by their classroom teacher if their behavior is affecting the learning of others. Buddy Teachers are typically used as a consequence for the first few situations of inappropriate classroom behavior demonstrated by the student.

DETENTION

Students who violate rules and regulations may be required to serve a detention. There are five types of detention: (1) Saturday detention, (2) restorative detention, (3) detention from a classroom teacher, (4) team detention and (5) office detention.

(1) **Saturday Detention:** An administrator assigns a Saturday detention. Saturday detentions are held at the Middle School (from 8:00am to 12:00pm); parents are responsible for their son or daughter's transportation. Those students who are assigned a Saturday detention will participate in a restorative circle during that time to discuss the impact of their actions in an attempt to make reparations for their behavior (to increase their empathy for those impacted by their behavior, and to aid them in re-entering the school population in a positive and supportive way.) At 8:15 any student who is not in attendance for a Saturday detention will be considered to be absent and their name will be referred to the administration. Students who fail to attend a Saturday Detention will be assigned another detention; failure to attend subsequent Saturday detention days will result in the assigning of a suspension as well as a mandatory meeting or restorative circle with the student, their parents, and the school administration.

(2) **Restorative Detention Circles:** Restorative circles focus not only on the misbehavior but the occurrences that led to that behavior and how the individual's actions affected others. Students leave restorative detentions with a plan to repair the harm caused and avoid future similar discipline infractions. *Restorative Detention:* An administrator assigns a restorative detention. Students are to report to detention at the front office at 2:30 and will participate in a restorative detention circle that will be facilitated by a teacher duty person. In this process a student will take ownership for their behavior, discuss the impact of that behavior, make amends and come up with a plan to avoid similar repeat behaviors. As a result of the circle, the student will have a signed plan of action that they are to follow through on within a designated time frame.

The facilitator will provide the administrator with a copy of the plan and will follow-up with the student to ensure the plan is followed. Failure to adhere to the agreement that resulted from circle will result in a meeting with the administrator and further disciplinary action.

(3) **Teacher:** Students may be required to stay after school by their teachers when circumstances warrant. (Failure to attend a teacher detention will result in a restorative detention being assigned.)

(4) **Team:** Teams may also designate one teacher to handle detentions for the team on a given day of the week. (Failure to attend a team detention will result in a restorative detention being assigned.)

(5) **Office Detention:** Students may be required to stay after school by an administrator for unacceptable behavior. During this detention students will be monitored by a staff member for one hour and are expected to work quietly on their school work.

Students assigned detention are given one-day's notice, so that transportation arrangements may be made. It is the student's responsibility to make arrangements for transportation when they receive a detention. Jobs, extracurricular activities, visits, appointments, etc. will not take precedence over detention.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is a suspension where students are asked to remain in school under the supervision of an educator, but separated from the larger student population. ISS is generally assigned when the consequence of a student's behavior necessitates a student to remain in school and current with school work, but it also allows the student time to reflect upon behavior and to make a conscious effort in the future to follow school rules. A student may not attend co-curricular school functions on the day of a suspension. If a student is removed from ISS for behavior, he/she will be sent home for the remainder of the day and the ISS will be rescheduled in its entirety.

While in ISS a student is expected to:

1. Report directly to the administrative office upon entering school and go directly to the bus or ride when dismissed from the ISS room at 2:30.
2. Work on school assignments.
3. Not communicate with others while assigned to ISS.
4. Remain seated at all times in their assigned seat.
5. Have a pen/pencil and schoolwork in their possession. All other personal material will be taken and held by the ISS monitor until the end of the school day.
6. Follow all behavior rules generally expected while in school.

Note: Students who serve an in-school suspension may not participate in or attend any extracurricular activities (day or night) on that particular day and are prohibited from attending the next Fun Night.

SUSPENSION/EXPULSION

Suspension may be used as a disciplinary measure when other means of correcting misconduct have failed, or in instances of gross misbehavior that threatens the safety of others or violates the rules of conduct set by the School Board.

Suspended students are expected to keep up with course assignments. It will be the responsibility of the student and parent(s) to obtain assignments. They may not attend school functions or be on school grounds during suspension.

At any time, a student and parent may be required to meet with teachers, administration, superintendent, or School Board regarding a disciplinary incident or a disciplinary record.

STUDENT BEHAVIOR AND DISCIPLINE
UNACCEPTABLE BEHAVIOR AND DISCIPLINE

The severity of an infraction may result in disciplinary action beyond that listed.

- * Retaliation toward a student for reporting unacceptable behavior
- * Being in an unauthorized area/wandering
- * Being sent out of class
- * Failure to report to the office as directed
- * Failure to sign-in at office when tardy
- * Forged or altered note or pass
- * Leaving class without permission
- * Offensive language
- * Non-Aggressive physical contact
- * Throwing food or objects
- * Failure to follow the classroom code of cooperation
- * Disruptive behavior that affects the learning of others

Consequences:

First offense- Office/Restorative detention or Saturday detention

Subsequent offense(s)- Restorative detention, Saturday detention or Suspension

DISRESPECT OR INSUBORDINATION TO STAFF

- * Refusal to follow staff directions
- * Arguing with staff
- * Offensive language directed toward staff
- * Being dishonest

3

Consequences:

First offense - Restorative detention, saturday detention, or suspension.

Subsequent offense - Saturday detention, or suspension.

* Severe cases of disrespect or insubordination to staff may result in an immediate suspension from school.

UNACCEPTABLE BEHAVIOR

- * Vandalism
- * Possession of fireworks or weapons (a minimum of 5 days suspension)
- * Fighting
- * Inciting violent behavior
- * Stealing
- * Aggressive behavior
- * Threatening others
- * Substance abuse
- * Planning or participating in a disruption to the school day.

Consequences:

First offense - Saturday detention or suspension

Second offense - 3-10 day(s) suspension and possible meeting with the Superintendent of Schools

Subsequent offense(s) - 5 to 10 days suspension and possible conference with parents and Superintendent of Schools

Unacceptable Behavior

* In case of vandalism or stealing, a student(s) will be held responsible for repairing or replacing
The items damaged or stolen.

** Fighting will result in suspension.

*** A substance abuse violation will result in an immediate 10-day suspension
with an appointment to MMS guidance for an evaluation and possible referral to a
substance abuse professional.

Note - Students who have infractions requiring extra janitorial work will be billed for the costs of
that help.

***All homework assignments assigned during a suspension are due the day the student returns to
school.**

LEAVING SCHOOL

*Truancy (skipping school)

*Leaving school without permission (including leaving school after being dropped or leaving
school grounds after having walked to school)

Consequences:

First offense - Saturday detention

Second offense - Saturday detention or suspension

SKIPPING CLASSES

Students who choose to skip a class will have the following consequences.

Consequences:

First cut - Restorative detention

Subsequent cuts - Saturday detention

CHEATING AND PLAGIARISM

Consequences:

Parents will be contacted by their child's teacher. The student will need to complete another
assignment/test/project. The teacher or administration may assign additional discipline.

BOMB THREAT

Bomb threats are a serious disruption to the educational process and are a violation of state and federal
law. If a threat is made, the building will be evacuated and searched. When the premises are deemed to
be safe, students will return to classes. A student found to have made a bomb threat will be suspended
from school for 10 days and will be referred to the superintendent for a possible expulsion from school.
Parents or guardians will be contacted, and the student will be reported to local law enforcement
authorities.

FIRE PROCEDURES

Fires are a dreaded fear of schools; it is imperative that students know the exits for classrooms and that teachers make sure all students have left the building in the event of a fire or a fire drill. Tampering with fire protection apparatus is a serious threat to the safety of our students and staff and will result in the student being suspended from school for 3- 10 days. Parents or guardians will be contacted, and the student will be taken into custody by the local law enforcement authorities.

Morning/Afternoon Behavior

Students who choose to utilize before and after school supervision must behave appropriately. Failing to follow the duty person's protocols or the school rules outlined in this handbook will result in disciplinary action.

Other Offenses

The offenses listed herein do not cover all incidents that may result in disciplinary action. Behavior that violates general norms of student conduct will result in disciplinary action. Violation of some school rules (e.g., harassment, theft, drugs, alcohol, and traffic offenses) is also a violation of the law and may be referred to our School Resource Officer or local police department.

HALLWAY BEHAVIOR

As stated earlier, students are expected to be active participants in the larger school community. To this end, students must respect the rights of others. Running, tripping, pushing, shouting, and public displays of affection are unacceptable behaviors. Hallways are off limits during scheduled class time unless a student has prior approval to be there. Food or drink should only be consumed in designated lunch areas. Students hallway privileges may be revoked for failure to adhere to these guidelines.

INTIMIDATION/THREATENING BEHAVIOR/HARASSMENT/SEXUAL HARASSMENT

Students who threaten, intimidate, or harass another person by word, act, or deed are subject to disciplinary action. Students may receive consequences ranging from a detention to external suspension, depending on the severity of the situation. Parent conferences will be required for all students failing to comply. Any conduct which constitutes sexual harassment of a Messalonskee School District student is prohibited and will not be tolerated by the Messalonskee School District. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or in relation to one's sexual orientation, constitute sexual harassment. The complete policy can be found on the district website: www.rsu18.org, policy GBA. Affirmative Action Officer: Jennifer McGee (465-3411) & Lois Bowden (445-1500)

BULLYING & CYBERBULLYING

"Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or

any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

(a) Physically harming a student or damaging a student's property; or

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

(2) Interferes with the rights of a student by:

(a) Creating an intimidating or hostile educational environment for the student; or

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

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

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

Reporting

If you feel your child is being bullied, please report the incident to the assistant principal. Bullying report forms can also be found at www.rsu18.org (JICK-E1). Our confidential form for reporting can be found at www.rsu18.org/mms.

Investigation

The assistant principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.

Response

If bullying has been substantiated, the assistant principal will provide written notification to:

1. The parents/guardians of the targeted student, including measures being taken to ensure the student's safety; and to
2. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

DRUG, ALCOHOL, AND TOBACCO

The Messalonskee School District recognizes that illegal drug and alcohol use and abuse are a detrimental part of today's society, which needs to be addressed. It is the District's philosophy to educate students, to foster rehabilitation, and to deter the use and possession of alcohol and drugs including, but not limited to illegal drugs, steroids, and other prescription drugs when not prescribed, look-alike substances, inhalants, and drug paraphernalia. The School Board recognizes that it is illegal for a student under 21 to purchase, possess, or use tobacco products. The School Board also recognizes that tobacco products are extremely addictive. Therefore, it is their intent that this policy will deter students from the use of tobacco products and will encourage students using such products to make an earnest attempt to quit. Please refer to the District Web Site (www.rsu18.org) for policy JICH Drug, Alcohol and Tobacco policy.

LUNCHTIME BEHAVIOR

Students are expected to use good manners and respect the rights of others. When students are finished with their meals, they should take their trays and dishes to the dish room window and leave the cafeteria in an orderly fashion when dismissed by the lunchroom monitor(s). Students are under the supervision of any and all faculty or staff members present. Students are not to change seats once seated in the cafeteria and are not allowed to save seats for friends. Students or groups of students may be assigned seats during lunch. Discourteous or inappropriate behavior will result in disciplinary action. Healthy choices are encouraged as connected to the school's mission. For safety reasons, we ask that students not bring glass containers to school with their lunch.

SKATEBOARDS, HEELYS and IN-LINE SKATES

Skateboards, heelys and in-line skates are not permitted on campus due to safety issues. If a student brings these items on campus, they will be confiscated and kept in the office until the end of the day. Habitual offenses will result in the items being confiscated and held in the office until a parent can come to school to pick them up.

DRESS CODE

Purpose of the Dress Code

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. There is attire that is appropriate for all situations, school is no different. Attire, among other things can either promote a more effective educational environment or it can disrupt the educational climate and process.

Student dress is the responsibility of the individual student and his/her parents. Student apparel should be in good taste, clean, non-hazardous, and of a nature that does not disrupt the instructional atmosphere in the school. We ask parents to see that their children are dressed and groomed properly to encourage cleanliness and good health practices.

1. Shoes must be worn at all times.
2. Hats cannot be worn in the school building.
3. Clothing/jewelry with references to drugs, tobacco, and alcohol; obscene, vulgar or sexual language or signs; libel; and other violence promoting messages are prohibited.
4. Shirts/tops should have either sleeves or a reasonably wide shoulder strap (width = three fingers, 2 -3 inches).
5. Skirts, shorts, and dresses must be mid-thigh or longer in length. (minimum 3 inch inseam)
6. Immodest clothing is prohibited at school (no cleavage, bare midriffs, undergarments exposed).
7. Personal cleanliness is expected.
8. Certain courses and programs require specific clothing or equipment for reasons of safety or appropriateness. Students who are improperly dressed will be required to cover the inappropriate clothing or will be sent home to change such clothing. Anyone offended by someone's clothing should report it to a staff member.

How it will be handled:

1. Students will be spoken to by a staff member.
2. Student will be asked to either change the clothes in violation. If they do not have a change in clothes, they will be sent to the guidance office to wait for a parent or guardian to come with a change of clothes.

TRANSPORTATION

Students must obey state bus regulations and cooperate with the bus drivers. While on buses, students are responsible directly to the driver. Any disorderly conduct or refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student. Buses are also furnished for transportation to athletic and other special events.

Once students arrive on school property, they must enter the building and may not leave without permission. Failure to follow this policy could result in the loss of supervision and bus privilege.

FUN NIGHTS/SCHOOL ACTIVITIES

Start time-6:00p.m. End time- 9:00pm

A Fun Night is an extracurricular activity and thus is a privilege for students. Appropriate behavior is expected at extracurricular activities as it is during the regular school day. There will be at least three chaperones and one police officer at all Fun Nights. Only Messalonskee Middle School students of the appropriate grade may attend Fun Nights.

Once students arrive on school grounds, they must promptly enter the building. Students are expected to remain at the activity after their arrival and to depart from school grounds when they leave the activity. Once a student leaves the activity, he or she will not be able to return.

Students who owe the library money, who have received a Saturday detention, or an internal or external suspension since the previous fun night, will not be allowed to purchase a ticket or attend the Fun Night.

Fun Night tickets for 6th, 7th, and 8th grade students will only be sold during the school day; tickets will not be sold at the door or after school.

FUN NIGHT GUEST PROCEDURES

If MMS students wish to bring a guest to Fun Night they are expected to fill out a guest permission slip. The guest permission slip must be signed by the parent and returned to the office by Tuesday (the week of the Fun Night) for the child to purchase a guest ticket on Wednesday. The MMS parent will sign off on the guest permission slip that they are aware their child is bringing a guest to Fun Night and that they are responsible for behavior of their child's guest. Only 6th, 7th and 8th graders can attend a Fun Night.

STUDENT EMERGENCY CARD

Emergency cards will be verified at the start of school. A personal record card must be completed by the parent or guardian and returned to the Main Office the first week of school. This form provides information for emergency use. Changes in address, employers, telephone numbers, and doctors must be kept current in the Main Office.

Please update as necessary.

INSURANCE

Parents may purchase student insurance. Information will be given to students to bring home on the first day of school.

LOCKERS

Lockers are school property that students are provided for convenient storage. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers would be kept private. Lockers are provided for keeping books and other property needed at

school. In order that lockers may provide the security intended, students are strongly advised to keep their locker locked at all times. Failure to do so may result in loss of property. Locker combinations should not be shared. Students should never switch lockers with another student. If there is a problem with his or her locker, the student should inform office immediately. Our athletic administrator will provide students lockers for their sport season. Students who lose or destroy their locks will be charged \$10.00 for the replacement of the lock.

MEDICATION

If it is necessary for a student to take medication during school hours, the medication must be brought to the office, where it will be kept until needed. The container must be clearly labeled with the student's name, name of medication, exact individual dosage, and time to be taken. Expired medication will be disposed of.

SCHOOL CANCELLATIONS

If school is cancelled or dismissed early because of weather, announcements are made on Channels 2, 5, 6, 7, 8, and 13, and radio stations 92.3, 102.5, and 106.5 after 6:00 in the morning. School cancellations are also available on the web by going to www.rsu18.org. Cancellations will also be sent out via school messenger.

PASSES FROM CLASS/LEARNING GOAL TIME (LGT)

Students may not leave class or LGT without a pass. If a student wishes to meet with a teacher or counselor during class time, he/she should obtain a pass in advance. It is the student's responsibility to have proper authorization to be out of class. During the morning as well as lunch, whenever possible, students should have passes from their teachers in advance. Students without passes will be asked to return to class; students who continue to travel without passes will be warned and/or receive consequences.

LEARNING GOAL TIME

Learning Goal Time is a structured environment that students use to focus on their learning goals. Students will also be able to receive individualized support from teachers at this time. It is also a time when band and chorus students participate in those classes. Students are expected to use this time to certify proficiency on learning goals. It is not a time to socialize or to disrupt other students. Students who cannot use the time appropriately will be subject to disciplinary action.

FIELD TRIPS

At Messalonskee Middle School the team teachers are responsible for determining which field trips the students will take over the course of the year. There are two types of field trips at Messalonskee Middle School. The first type of field trip is an educational field trip in which the material is linked to the curriculum; all students are required to either go on the field trip or do the equivalent work at school.

The second field trip is a reward trip in which the team will use money raised through fundraisers and go on a more recreational trip. A letter will be sent home with students outlining requirements of behavior and completion of homework to attend the reward trip. Behavior and homework will be tracked from the day that the letter is sent home until the day of the trip. Students who do not meet the requirements set forth in the letter will be required to stay at school and complete missing work.

TEXTBOOKS

Students are responsible for the care and return of books and will be charged if books are lost or damaged. Book covers are required.

LAPTOPS

Laptops are loaned to students as an educational tool and are only authorized for educational purposes. Each student is responsible for his/her actions and activities involving School Unit computers, networks, and Internet services, and for his/her computer files, passwords and accounts. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop (students should never allow another student to use their computer unless supervised by a teacher as part of a class) RSU 18 offers a protection plan for parents to assist with replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who chose not to participate in the protection plan should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child. For further information regarding laptop guidelines and student computer and Internet use information, please refer to the district website (www.rsu18.org) and the Appendix at the end of this handbook.

Note: Tentatively on Sept. 11th we will allow students to start taking the laptops home. The laptop protection will begin on the date your payment and form is received. If you choose not to participate in the laptop protection plan, you will be responsible for all costs associated with your child's damaged laptop up to and including the full replacement cost.

TELEPHONES/ELECTRONIC DEVICES

It is requested that parents leave messages for students only in emergencies. Students will not be called out of class except for emergencies. Students may use the office phone in the case of emergencies. Students may use electronic devices before 8:10 a.m., during lunch, and after 2:50 p.m. Cell phones should be kept on vibrate to avoid distracting other students. The use of electronic devices such as pagers, cell phones, CB radios, tape and disc players, two-way radios, etc. is prohibited during classes. Teachers may allow students to utilize electronic devices when appropriate to their classroom instruction. If the devices are used without prior approval, they will be confiscated and returned to the student's parent/guardian. The complete policy on electronic devices is located under our policies page at, rsu18.org.

First offense: Confiscated by staff member and held by teacher until end of day.

Second offense: Confiscated by staff member and held in office until end of day.

Third offense: Confiscated by staff and kept in office until parent can pick up. Meeting with parent upon pick up to discuss plan. Possibly students will lose privilege of having phone at school.

VISITORS

Parents are encouraged to visit Messalonskee Middle School at any time; those interested in volunteering should contact their child's team or the office for opportunities to help the school. Students who are not enrolled at MMS are not allowed to attend school, even as guests, unless approved by the principal. This practice is discouraged as it can cause a disruption in learning. All visitors will report to the main office to obtain a visitor pass and must abide by the policies and procedures of Messalonskee Middle School.

WATCH DOGS: As of last year, MMS began a program for fathers and other male role models to volunteer a day of their time to come and work in the school. These volunteers were seen helping students in class, having conversations with students in the lunch room and welcoming them in the doors in the morning. If you are interested in joining this program, please email the administration at the school.

LUNCH PROGRAM

The Messalonskee School District Food Service Department will continue to use the computerized debit card system for the student lunch program for grades 6-12. The system allows for increased efficiency and record keeping, as well as providing better security for your child.

- * Parents/children may prepay and are encouraged to do so.
- * Please make checks payable to the "RSU18 Lunch Program".
- * We encourage parents to send in all payments by check. Cash is easily lost, misplaced, or stolen.
- * Parents may make deposits and access their child's account balance online. (*note: The company that provides the online service charges a fee for each deposit and deposits may take 48 hours to register in the account.*)
- * Refunds on all prepayments will be made to the parent/guardian only.
- * If you do not wish for your child to buy À la carte, please mark this in the memo section of your check. * Special notifications may be placed in the system to alert food service workers to your student's special needs, i.e. allergies.
- * For more information please refer to the food services portion of the RSU18 website (www.rsu18.org).

HOMEBOUND INSTRUCTION

Provisions may be made for instruction of homebound students due to illness or other circumstances. The parents should contact the guidance department to initiate homebound instruction.

CO-CURRICULAR ACTIVITIES

DRAMA-----Advisor: Lauralee Fegel

Selection: Open participation with individual roles awarded based on tryouts.

Grade Level: 6, 7, and 8

Description: A play will be performed in the spring each year.

FISHING CLUB-----Advisor: Angela Jurdak

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: Students participate in fishing trips to the Oakland Boat Landing.

GREEN TEAM-----Advisor: Amanda Ripa

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: Students discuss ways to make MMS a greener place and put their plans into action.

INTRAMURALS-----Advisor: Blair Weatherbie

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: Activities include a basketball league, a softball league, and various other activities such as indoor soccer.

MATH TEAM-----Advisors: Hope Herrick & Lindsay Mahoney

Selection: Open participation, strong math skills suggested.

Grade Level: 6, 7, and 8

Description: Students compete in league, regional, and state competition based on a variety of mathematical skills.

MEDIA CLUB-----Advisor: Amanda Ripa and Linda Haskell

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: Students work collaboratively on creating a small school podcast.

Students learn the technical aspects of podcast publication and work to write and produce that document.

OUTING CLUB -----Advisors: Kevin German & Chuck Pullen

Selection: Selection on the basis of pre-established criteria.

Grade Level: 8th Grade Only

Description: Students select hiking, canoeing or kayaking, develop skills in that area, and then participate in a camping trip that requires use of those skills.

STUDENT LEADERSHIP-----Advisor: Linda Haskell

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: The students on this council meet to provide feedback on the implementation of the district's vision at Messalonskee Middle School. This group may also organize and facilitate a variety of student events.

YEARBOOK-----Advisor: Blair Weatherbie & Chuck Pullen

Selection: Open participation.

Grade Level: 6, 7, and 8

Description: Students learn the technical aspects of yearbook publication while carrying out the functions of publication.

SPORTS SEASONS

Fall Sports:

Field Hockey, Soccer, and Football

Fall Sports Sign Ups: August 31

Start of season: when school begins

End of season: Mid October (football ends in late October)

Winter Sports:

Basketball: Starts the first Monday in November and concludes at the end of January.

Basketball Sign Ups: Mid October

Swimming: Starts the week after February Break and concludes at the end of March.

Swim Sign Ups: Around February 1

Spring Sports:

Baseball, Softball, Boys/Girls Lacrosse, and Track Spring Sports Sign Ups: Beginning of March

Starts of season: beginning of April

End of season: the end of May

Athletic Director: John Lisa

RSU 18 Middle School Eligibility for Extracurricular/Co-curricular Activities

It is an expectation and policy that students taking part in extracurricular and co-curricular activities are maintaining academic standing that keeps them eligible. The following will be the process for eligibility.

-The athletic director and advisor or clubs will check grades the first of every month.

-If a student is failing 2 or more subjects they are immediately ineligible until the next check.

-If a student is failing 1 subject they will be put on a 7-14 day probation plan to get their grade up. If after this probation period the grade is still failing, students will become ineligible until the next check.

-A student who misses a tryout period for a cut sport because they are ineligible, cannot join the team if and when they become eligible. If the student becomes eligible and the sport is an open, non-cut sport, the student may join the team but will not compete in games until they have completed a certain number of practices, as decided by the Athletic Director and coach.

*Excessive poor behavior documentation in school can be a reason for a student to become ineligible. This will be decided by the Athletic director, principal and assistant principal.

*If a student receives a suspension, they will not be eligible to compete in practice or games on the day given, or day served.

MMS School-wide Laptop Guidelines

Guiding Statement: Any student using the laptop responsibly and meeting teacher work standards (i.e., completing work within given time) is able to bring the laptop home when the school allows.

S.O.P. (Standard Operating Procedure):

- When a student is using the laptop irresponsibly or is not meeting the teacher's work standards, a teacher may hold that student's laptop as a consequence.
- However, if this happens, the student may sign out the laptop for use in other classes during the school day as needed.
- It is the student's responsibility to explain to his/her other teachers the situation and to get a note from a teacher if the laptop is needed in a particular class.
- Once that class is done, it is the student's responsibility to return the laptop to the room it was signed out from.
- If a student loses his/her laptop, they are still responsible for completing his/her work.
- It is the teacher's responsibility to contact home to notify parents/guardians if the student is unable to bring the laptop home.
- Each team will share its specific guidelines and have its policy posted in the team classrooms.

APPENDIX

A: For District policy information regarding student policies, please visit:

http://www.rsu18.org/index.php?id=2&sub_id=845

RSU 18 LAPTOP PROTECTION PLAN 2018-2019 SCHOOL YEAR

The use of technology is essential to the success of our students' education. For this reason, RSU #18 provides computers, a network and access to the Internet for all students. Students in grades 6-8 are issued laptops for use in accordance with RSU 18's Student Computer and Internet Use Policy and Rules (Codes IJNDB and IJNDB-R). Students are responsible for complying with the terms of this policy and the accompanying rules at all times.

The policy/rules may be accessed here: <http://www.rsu18.org/policies>.

Parents may also request a paper copy of the policy and rules by request to the school office.

Proper Care of Laptops

Students are responsible for the proper care of the laptop issued to them at all times, on or off school property. The following rules must be followed:

- Laptops will not be stored in bathrooms or locker rooms.
- Laptops will not be left out in areas of dampness and extreme temperature (i.e., in a vehicle in the winter or on a hot summer day).
- Laptops will be stored and transported in zipped cases at all times.
- Laptop cases are to be used to store the laptop and cords only.

- Laptops should be stored in the case with the screen facing away from the charger.
- **Laptops will be kept in the owner's possession or locked up at all times.**
- Laptops will be brought to school with batteries already charged.
- While using your laptop, all drinks should be in sealed containers and placed on a different surface than the laptop.
- You are responsible for all actions involving your laptop. Do not let anyone else other than your parents/guardians use it.

Laptop Warranty

The Maine Learning Technology Initiative Project (MLTI) provides a warranty that only covers manufacturing defects in student laptops.

Laptop Protection Plan Available for Purchase

RSU 18 is offering a Laptop Protection Plan for parents/guardians that covers accidental damage at a nominal cost. ***If you choose not to participate in the Laptop Protection Plan, parents/guardians will be responsible for the full cost of repairs or replacement of the laptop if it is damaged. These costs can be substantial.***

The Laptop Protection Plan does not cover intentional or negligent damage, loss or theft of the laptop, or failure to follow the laptop care rules listed above. The Laptop Protection Plan also does not cover any costs associated with investigating violations of RSU 18's policies or rules, which involve the laptop or school computers. The RSU 18 administration shall determine whether damage to a laptop is considered accidental, intentional or negligent. If you have questions about the Laptop Protection Plan, please contact the **building administration**.

Protection Plan Enrollment Cost

The cost of enrollment for the laptop protection plan is based on the table below. To offset the cost of parts and labor, there will be a *\$50.00 deductible for each claim*.

Number of Students in Family (count only 5-12 grade students)	Regular Rates	Free and Reduced Lunch Reduced Rates*
1 student in family	\$40	\$20
2 students in family	\$30 per student	\$10 per student
3 students in family	\$25 per student	\$10 per student
4 or more students in family	\$80 per family maximum cost	\$40 per family maximum cost

*This rate is available only to families who have an approved Free/Reduced Lunch application on file with the school.

STUDENT COMPUTER AND INTERNET USE RULES

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving School Unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the School Unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

Students are not permitted to utilize privately-owned computers at school.

A. Consequences for Violation of Computer Use Policy and Rules

Student use of computers, school networks and Internet services is a privilege, not a right. Compliance with the School Unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules will be subject to disciplinary and/or legal action and may have their computer privileges limited, suspended or revoked.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

B. Acceptable Use

The School Unit's computers, networks and Internet services are provided for educational purposes and research consistent with the School Unit's educational mission, curriculum and instructional goals.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers.

Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the computers on school grounds.

C. Prohibited Uses

Examples of unacceptable uses of computers on school grounds that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

2. Illegal Activities - Using computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules.
The School Unit assumes no responsibility for illegal activities of students while using computers on school grounds.

3. Violating Copyrights - Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD - Copyright Compliance). The School Unit assumes no responsibility for copyright violations by students.

4. Copying Software - Copying or downloading software without the express authorization of the Superintendent or his/her designee. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School Unit assumes no responsibility for illegal software copying by students.

5. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. Non-School-Related Uses - Using the School Unit's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the School Unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. - Accessing blogs, social networking sites, etc. without specific authorization from the supervising teacher.

D. No Expectation of Privacy- RSU No. 18 computers remain under the control, custody and supervision of the School Unit at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the School Unit for any losses, costs or damages incurred by the School Unit for violations of Board policies and school rules while the student is using School Unit computers, including the cost of investigating such violations. The School Unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using School Unit computers.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number social security number or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the School Unit's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

Additional Rules for Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and are only authorized for educational purposes.
2. Before a laptop is issued to a student, the student and his/her parent must sign the school's acknowledgment form. Parents are encouraged to attend an informational meeting before a laptop will be issued to their child.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Regional School Unit No. 18 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. **Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.**
4. If a laptop is lost or stolen, this must be reported to a school administrator immediately. If a laptop is stolen, a report should also be made to the local police immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.
8. In addition to the foregoing rules, the following rules apply to parents when laptops are brought home from school:
 - a. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
 - b. Parents will receive a specific user ID and password for the sole purpose of accessing resources available through the MLTI parent link. No other personal use of the laptop by parents is permitted.

Cross Reference: IJNDB - Student Computer and Internet Use

Date of Adoption: August 5, 2009

Policies/RSU No. 18 Policies/I - Instruction/IJNDB-R - Student Computer and Internet Use Rules

