

# **Student Handbook 2023 - 2024**

**For Students and Families**



## **Medomak Middle School**

INSPIRING STUDENTS TO ACHIEVE LIFE-LONG SUCCESS

Our mission is to graduate all students with the knowledge, skills,  
and understandings needed for success in the 21st century.

Michael Harris, Principal  
Dr. Joshua Snyder, Assistant Principal  
Melissa Jones, School Counselor  
Matthew J. Lash, Athletic Director

Website: [RSU40.org/mms/](https://rsu40.org/mms/)

August 2023

Greetings and welcome Medomak Middle School Students and Families!

The 2023-24 *Medomak Middle School Handbook for Students and Families* has been carefully prepared to assist you in understanding the expectations and procedures of our school. We hope you will take advantage of the information provided here to become even more informed about how we operate and what we have to offer. Most importantly, if you have any questions, we are here! A phone call or a request for a meeting is always welcome.

Our goal is for all of you to feel welcomed to and in our school. We extend our best wishes to you for a productive and exciting educational experience with us. There is much to do here that will positively contribute to reaching your personal goals in your journey to adulthood. We look forward to working with you in the coming year.

Sincerely,  
Michael Harris  
Principal

**Our Vision: Inspiring students to achieve life-long success**

**Our Values: Respect, Responsibility, and Kindness**

**Handbook Use NOTE to Students and Parents:**

Students and parents/guardians are responsible for reading and following the practices, guidelines and rules in this handbook. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. Administration reserves the right to make changes in the handbook without prior notice. The handbook is provided solely for the convenience of students and parents within the Regional School Unit 40 (RSU 40). Schools, to the extent permissible by law, expressly disclaim any liability which may otherwise be incurred. If you have any questions about this handbook, please contact the Principal or check this link for [RSU40 Policies](#).

**Anti-Discrimination Statement**

*All RSU 40 students have the right to attend school free from discrimination and harassment, including sexual harassment, assault, and misconduct. More information about our bullying and harassment policies can be found in the Student Behavior and Expectations section of this handbook.*

## **Table of Contents**

### **Attendance, Absence, Arrival, and Dismissal**

- Absences and Absence reporting
- Dismissals
- Tardiness
- Truancy
- “No school” announcements and/or remote days
- School Specific Rules and Information for MMS Attendance

### **Student Behavior and Expectations**

- Student Code of Conduct
- Discrimination/Harassment Complaint Procedure
- Hazing
- Drugs/Alcohol
- Tobacco
- Bomb Threats
- Weapons
- Violence/School Safety
- School Technology Use
- Cell Phone Use & Student Electronic Devices
- Dress Code
- Gifts to Staff
- Bullying and Cyberbullying
- Questioning and Searches
- Adult Students
- Deliveries to Students
- Gambling and Purchasing
- Language
- Lockers and Backpacks
- Lost and Found
- Passes
- Plagiarism and Cheating
- Valuables
- Vandalism / Theft

### **Student Discipline**

- Suspension
- Expulsion
- Detention

## **Student Health and Safety**

- [Health Office](#)
- [Dental Health](#)
- [Hearing and Vision Screenings](#)
- [Record Keeping Of Student Health Records](#)
- [Medication](#)
- [Collaborative Agreement for Administration of Epinephrine](#)
- [School Insurance](#)
- [Accident Response Protocols](#)
- [Symptom Protocols](#)
- [Fire Drills and Lockdowns](#)
- [Immunization Requirements](#)
- [Physicals](#)
- [Counseling / Social Work](#)
- [MMS, MVHS and LincolnHealth Partnership](#)
- [MMS, MVHS School Counseling Department](#)
- [School Resource Officer](#)
- [Visitors](#)

## **Student Records**

- [General Information](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Directory Information](#)
- [Transfer of Records](#)
- [Websites](#)
- [Parent Square](#)
- [Infinite Campus](#)

## **Special Education**

- [Referrals/Resources](#)
- [Response to Intervention \(RTI\) Team or Student Assistance Team \(SAT\)](#)
- [Section 504 Eligibility and Services](#)
- [Individual Education Plan \(IEP\) Programming](#)
- [Removal of Disruptive/Violent/Threatening Students](#)

## **Transportation**

- [General Information](#)
- [Automobiles, Other Vehicles, Parking Lot](#)

## **Extracurricular**

- [Extracurricular Code of Conduct](#)
- [Athletics and Student Activities](#)

- [MMS List of Activities](#)
- [Parent Involvement Opportunities](#)

### **Programs, Schedule, and Grading**

- [Programs](#)
- [Daily Bell Schedule](#)
- [Calendar](#)
- [Alternative Schedules](#)
- [Library](#)
- [Grades](#)
- [Assessments including Midterm and Final Exam Information and State Assessments](#)

Revised 10-06-2023

## **Attendance, Absence, Arrival, and Dismissal**

### **Absences and Absence Reporting**

The MMS attendance procedure follows the RSU 40 Board Policy JEA Compulsory Student Attendance. The faculty and administration of MMS, together with the RSU 40 School Board, believe that regular classroom attendance is an essential and necessary component of a successful learning experience. Students need to be in the classroom to benefit from instruction, demonstrations, hands-on activities and from the interaction and exchange of ideas with teachers and fellow students. Students who are absent from class are never able to duplicate these valuable classroom-learning experiences.

Students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming contributing responsible adults. State law mandates that schools be in session for at least 175 days per school year and that responsibility for student attendance rests with the student and the family.

Excused Absences are limited to the following circumstances:

- A personal illness
- Appointments with medical or dental professionals that cannot be scheduled outside of school hours
- Observance of a recognized religious holiday when the observance is required during a regular school day
- A family emergency
- A planned absence for a personal or educational purpose that has been approved
- Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement.
- "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event/vacation or a medical absence for planned hospitalization or recovery.

If a student is absent for any of the above reasons, the attendance secretary should receive a parent/guardian phone call and/or the appropriate documentation as soon as possible. It is essential that the parent/guardian notify the school if their student will be absent or tardy. If the school is not notified, the student will be marked as "unexcused." By Maine law, school administration makes the determination of whether or not an absence is excused. Therefore, RSU 40 reserves the right to act on the validity of any student absence and possibly request documentation from a medical provider.

The following non exhaustive list provides reasons for absenteeism and tardiness that are **NOT**

excusable according to state law:

- Oversleeping
- Missed school bus
- Trips not approved in advance
- Shopping
- Hunting and/or fishing
- Birthday or other celebration
- Gainful employment

Please refer to RSU 40 Board Policy JEA Compulsory Student Attendance for more information.

### **Dismissals**

Except for the parent(s)/guardian(s) or persons listed on the emergency sheet who will assume care of the child if a parent cannot be reached, children will not be released into the care of any other individual UNLESS the parent(s)/guardian(s) sends a note or telephones the school.

Students may be dismissed before the end of the school day for the same reasons as for excused absences. Early dismissals must be arranged in advance by a parent/guardian either by a note or with a phone call and students must check out at the administrative office prior to leaving campus.

Students may not dismiss themselves from school under any circumstances unless they are fully emancipated.

Please refer to RSU 40 Board Policy JEA Student Dismissal Precautions for more information.

### **Tardiness**

Excused/Unexcused Tardiness

Students must check in at the main office and obtain a pass if they are late in arriving at school.

Unexcused Tardy

Students must serve a lunch detention on that day. A student may be denied the opportunity to make up for full credit work missed during an unexcused absence, unexcused tardy, or unexcused dismissal.

### **Truancy**

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

- 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.

- Is at least 6 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.
- Is enrolled in a public day school, is at least five years of age and has not completed grade 6 and has the equivalent of seven (7) full days of unexcused absences or five (5) consecutive school days of unexcused absences during a school year.

As required by law, the following procedure shall be followed when a student is truant.

- The principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- Within five school days of notification, the Principal will refer the student who has been determined to be truant to the school's student assistance team.
- The student assistance team will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student's absences and the negative effect of these absences.
- The student and their parents/legal guardians will be invited to attend any meetings scheduled to discuss their truancy and the intervention plan. Failure of the student or their parents/legal guardians to attend any scheduled meetings will not preclude the school from implementing an intervention plan.
- If the intervention plan does not correct the student's truancy, the Superintendent will serve or cause to be served upon the parent in-hand or by registered mail a written notice that the student's attendance at school is required by law.
- Prior to notifying local law enforcement authorities, the Superintendent will schedule at least one meeting as required in Section 3.C above and may invite a local prosecutor.
- If, after three school days after the service of the notice described in Section 3.E of this policy, the student remains truant and the parent and student refuse to attend meetings referred to in Section 3.D, the Superintendent/designee will report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with a civil enforcement action should they decide it is appropriate.
- When a student is determined to be truant and in violation of the compulsory



attendance law, and the team as required by Section 3.B has made a good faith attempt to meet the requirements of Section 3.C, the Superintendent will notify the Board of the truancy.

Please refer to RSU 40 Board Policy JHB Truancy for more information.

### **No School Announcements and Remote Days**

Five snow days are built into the 2023-24 academic calendar. In case of bad weather or other emergencies, a “no school decision” will be made as early as possible by the Superintendent, usually by 5:30 a.m. The announcement will be made through ParentSquare, on the district’s website ([www.rsu40.org](http://www.rsu40.org)) and over local radio and television stations.

If for emergency reasons schools are dismissed earlier than the regular closing time, announcements will be made on the above platforms as well.

### **School Specific Rules and Information for Attendance, Absence, Arrival, and Dismissal**

All students entering the school or leaving the school during the school day must check in with the attendance secretary.

It is the student's responsibility on or before their return to school to contact their teacher(s) regarding all work, tests, and class time missed and to arrange for all make-up work.

In the case of student illness, parents are encouraged to contact by phone or email their child’s teachers or case managers for assistance. Parents/students requesting missed work due to an excused absence should allow 24 hours for teachers to coordinate assignments.

Generally, students will be afforded the equivalent number of days for make-up work as they missed.

A student absent for more than two of the four classes each day may not participate in any extracurricular events on the day of the absence.

Students absent from any class periods due to school-sponsored activities are expected to obtain advanced approval from classroom teachers in order to remain current with their coursework.

A student may be denied the opportunity to make up for full credit work missed during an unexcused absence, unexcused tardy, or unexcused dismissal.

If the administrative office is contacted immediately upon the student’s return, either by phone or by a written note from the parent/guardian, the administration may choose to excuse the absence.

# **Student Behavior and Expectations**

## **Student Code of Conduct**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies for more information about the expectations and consequences.

The School Board of RSU 40 is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

The RSU 40 Core Values and Beliefs are:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

All students are expected to comply with Board policies and rules related to student conduct. Conduct related policies and rules apply to students on school property, while in attendance at school or at any school-sponsored activity, and at any time or place that a failure to comply with these policies and rules would directly interfere with the operations, discipline or general welfare of the school and/or RSU 40 students.

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools.

Each student should:

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students and school staff.
- Follow Board policies and school rules governing student conduct.
- Follow directions from school staff.
- Cooperate with staff in maintaining school safety, order and discipline.
- Attend school regularly.
- Meet school standards for dress.
- Respect the property of others, including school property and facilities.
- Refrain from cheating or plagiarizing the work of others.
- Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Students must follow all Board policies and school rules while participating in athletics, extra-curricular, and co-curricular activities.

### **Dissemination of System-Wide Student Code of Conduct**

The System-Wide Student Code of Conduct will be distributed to staff, students and parents through the attached link in this handbook and/or other means selected by the Superintendent and building administrators.

Please refer to RSU 40 Board Policy JIC System-Wide Code of Conduct for more information.

### **Discrimination and Harassment/Sexual Harassment**

Students should not discriminate against or harass other students on the basis of race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry, or national origin. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including expulsion.

Please refer to the following RSU 40 Board Policies for more information:

AC Nondiscrimination/Equal Opportunity and Affirmation Action

ACAA Harassment and Sexual Harassment of Students

ACAAA Transgender and Gender Expansive Students

ACAA-R Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure

### **Hazing**

Hazing is prohibited. Maine law defines hazing, in part, as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student will plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

Please refer to RSU 40 Board Policy ACAD Hazing for more information.

### **Drug and Alcohol Use**

Students will not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

Please refer to the following RSU 40 Board Policies for more information:

JICH Drug and Alcohol Use by Students

## JICH-R Drug and Alcohol Use by Students Procedure

### **Tobacco Use**

Students will not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including expulsion from school.

Please refer to RSU 40 Board Policy ADC Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices for more information.

### **Bomb Threats**

Bomb threats, whether real or intended as a prank, represent a danger to the safety and welfare of persons and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment while placing significant demands on school financial resources and public safety services. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

Please refer to RSU 40 Board Policy JICIB Bomb Threats for more information.

### **Weapons**

Students will not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also will not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

Please refer to RSU 40 Board Policy JICIA Weapons, Violence and School Safety for more information.

### **Violence and School Safety**

Students will not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

Please refer to RSU 40 Board Policy JICIA Weapons, Violence and School Safety for more information.

### **School Technology Use**

Technology equipment is provided for student use to meet learning objectives. The use of

technology with students creates many opportunities for learning and responsible use is an important part of that learning. The district recognizes the need to partner with families to inform and educate students on the appropriate use of technology; including the topics of online safety, privacy, and cyber-bullying.

Students receive information on technology use at school and the district provides Internet content filtering, in accordance with federal law, for students while accessing the school's network.

School staff will supervise student use of computers in the classroom but be aware that no filtering is fool-proof and supervision may not prevent all instances of inappropriate use or access to objectionable content. Please talk with your student about appropriate use of technology. A good resource for families is [www.common sense media.org](http://www.common sense media.org). Parents should familiarize themselves with the district policies on technology use that are posted on our website, [www.rsu40.org](http://www.rsu40.org).

MMS students are each issued a chromebook for their educational use during the school year while at Medomak Middle School. Students leaving the district must turn-in the device issued to them by their last day at MMS. Devices are turned in when requested by school administration.

Chromebooks issued to students are expected to go home with students on a daily basis unless a parent/guardian requests that the device not be brought home. A parent/guardian may make this request by contacting the school's main office. Students are to bring the devices to school each day, fully charged.

Chromebooks used outside of the school network (at home) will provide some content filtering of the Internet as "safe search" is enabled but no filtering is 100% reliable and families are required to monitor student access to the Internet.

In circumstances where a student violates a school or district policy, access to a device may be restricted. However, all students will have access to the materials necessary to complete their schoolwork.

Students are responsible for the general care of their assigned Chromebook. If a student has a Chromebook that is broken or fails to work properly they will need to bring it to the designated support area within the school as soon as possible so the issue can be diagnosed and addressed. In the first year of ownership, the device will also be covered against all defects in materials and workmanship. The vendor will provide normal replacement parts necessary to repair the Chromebook or a replacement is warranted. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

In the event of damage to a student's chromebook that is deemed to be the result of misuse, abuse, or has been done intentionally, the student and parent will be responsible for any repair or replacement costs incurred. These charges are not to exceed the replacement cost of the items themselves as listed below.

Chromebook Replacement/Repair Fees:

Chromebook:\$200.00

Replacement Charger: \$15.00

Keyboard:\$ 15.00

Screen: \$20.00

More specific information about student's responsibility with their chromebooks can be found in the [Chromebook Care and Use Guidelines](#).

## **Google Apps for Education**

RSU 40 creates student accounts in G Suite for Education Core Services to be used for educational purposes. The Google Core Services include Google docs, Google sheets (spreadsheets), Google Slides (presentation software), and Google Forms.

At the middle school, students also have access to Google Education Mail. Google Education Core Services do not require parental permission as RSU 40 provides consent for Core Services on parents' behalf under the district's [G Suite for Education Agreement](#) and [Data Processing Amendment](#). The [G Suite for Education Privacy Notice](#) describes how Google collects and uses information with G Suite for Education accounts. As stated in this Privacy Notice, for G Suite for Education users in Primary/Secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Account) to target ads.

Google Additional Services (those outside of the Google Education Core Services) require consent for minor users: G Suite for Education requires in its [agreement](#) (section 2.5) that schools obtain parent or guardian consent for any [Additional Services](#) they allow students under the age of 18 to use. Returning registration is sent out in August of each new school year seeking permission for any services that the district may use.

Most Additional Services are governed by the [Google Terms of Service](#) and [Privacy Policy](#), and some Additional Services also have service-specific terms. Please see this [Core and Additional services comparison chart](#).

Students may use **school** computers, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students will comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

Please refer to the following RSU 40 Board Policies for more information:

JFCK [Student Use of Privately Owned Electronic Devices at School](#)

JFCK-R [Student Use of Privately Owned Electronic Devices at School Procedure](#)

IJNDB [Student Digital Device and Internet Use](#)

IJNDB-R [Student Digital Device and Internet Use Procedure](#)

## **Cellphone Use & Student Electronic Devices**

The following requirements are expected of all students regarding cell phones.

- Students are prohibited from using privately owned electronic devices, including but not limited to cell phones, smartphones, tablets and electronic games during classes and school activities, including study halls, field trips and co-curricular/extracurricular activities.
  - During classes and school activities, all such electronic devices must be turned off and placed in the student's locker.
  - The only exception to this rule is when a teacher specifically authorizes students to use privately owned electronic devices for a specific purpose or the use of the device is expressly stated in a student's Individualized Education Program (IEP) or 504 plan for a specific purpose.
- Students may use privately owned electronic devices while traveling for school activities to the extent allowed by bus drivers or employees chaperoning trips.
- The use of cameras or the camera/video/sound recording functions on any electronic device is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing, taking videos or recording any individual. Students are also required to obtain prior permission before posting any photos, videos or sound recordings of individuals taken at school or during school activities on social media or elsewhere.
- Any use of privately-owned electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
- Students' privately-owned electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct and that the device may contain relevant evidence. School administrators may confiscate such devices for as long as necessary to complete their investigation.
- Students violating these rules will be subject to discipline, which may include:
  - Exclusion of the electronic device from school; and/or
  - Sanctions ranging from detention to expulsion from school, depending

upon the nature of the offense and the student's disciplinary record.

Please refer to the following RSU 40 Board Policies for more information:

JFCK Student Use of Privately Owned Electronic Devices at School

JFCK-R Student Use of Privately Owned Electronic Devices at School Procedure

IJNDB Student Digital Device and Internet Use

IJNDB-R Student Digital Device and Internet Use Procedure

### **Dress Code**

In an effort to provide a dress code, that according to RSU 40 policy, "recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s)," and to provide a safe and affirming school culture that allows students the ability to express themselves.

RSU 40 makes the following commitments with respect to Student Dress:

- The dress code makes no distinctions regarding gender or gender identity.
- Staff members will report any dress code concerns to an administrator rather than directly addressing dress code issues with students.
- Dress code concerns will be handled privately and respectfully with a student by an administrator.
- Class time will not be interrupted by dress code concerns.
- Dress code issues will not be documented in the behavior record of a student.

What is not allowed?

- Clothing that shares a message that is discriminatory or harassing based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing that depicts pornography, nudity or sexual acts, including profanity or sexual innuendo.
- Clothing that depicts, advertises or advocates the use of illegal substances such as alcohol, tobacco, marijuana or other controlled substances.
- Clothing that depicts weapons or violence, or encourages violence.
- Clothing that exposes genitals, buttocks, breast, chest, or nipples.
- Exposure of undergarments beyond waist bands or visible straps.

Please refer to RSU 40 Bord Policy JICA Student Dress for more information.

### **Gifts to Staff**

All gifts to staff shall comply with Policy KCD. Teachers and other employees are discouraged from accepting gifts from parents or students that exceed nominal value (ordinarily \$20.00 or less). The Board encourages the writing of letters by parents and students to teachers and other



staff members as a more meaningful and appropriate way of expressing gratitude and appreciation.

The Board may accept, on behalf of RSU 40, any bequest, gift of money, or property for purposes deemed suitable by the Board in accordance with state law and consistent with the mission and vision of RSU 40. All gifts will be accepted in the name of RSU 40 and become the property of RSU 40, but may be designated for use in a particular school or department.

Please refer to RSU 40 Board Policy KCD Public Gifts/Donations to the Schools for more information.

### **Bullying and 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:

- Has, or a reasonable person would expect it to have, the effect of:
  - Physically harming a student or damaging a student's property; or
  - Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Interferes with the rights of a student by:
  - Creating an intimidating or hostile educational environment for the student; or
  - 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
- Is based on:
  - Actual or perceived characteristics identified in the Maine Human Rights Act as a protected class (race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry, or national origin) or other distinguishing personal characteristics (socioeconomic status; physical appearance; weight; or family status); or
  - A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;
  - That has the effect described in subparagraph A or B above.

Please refer to the following RSU 40 Policies for more information:

JICK Bullying and Cyberbullying in Schools

JICK-R Bullying and Cyberbullying in Schools Procedure

### **Questioning and Searches**

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and search students in accordance with board policies and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies or school rules, or which interfere with the operations, discipline or general welfare of the school.

Please refer to the following RSU 40 Policies for more information:

JIH Questioning and Searches of Students

JIH-R Questioning and Searches of Students Procedure

### **Deliveries to Students**

Because of the number of students in the school and the desire to make class time as valuable as possible, we discourage special deliveries of food, drinks, and flowers to students during the school day. We seek to keep interruptions to a minimum for the smooth operation of the school.

### **Gambling and Purchasing**

Gambling by students for money (or any other items of value) is not allowed in school. This includes, but is not limited to, card games, sports pools, or other games of chance. Students should not bring in items to sell in school.

### **Language**

Language or gestures expressing profanity and/or vulgarity are discouraged. Conversations relating to controlled substances or sexual matters are considered inappropriate topics. The only exception is when these topics are discussed as part of the curriculum. Students may be reminded frequently throughout the day to consider the TIME, PLACE and MANNER of inappropriate language and to cease from doing so in the public spaces of the school.”

Please refer to RSU 40 Board Policy JIC System-Wide Code of Conduct for more information.

### **Lockers and Backpacks**

Students may choose to carry backpacks with them OR they may use the locker assigned to them.

Student lockers are the property of the school. Lockers may be inspected at any time by the principal or a designee. Students are responsible for any item found in their lockers. If the item found is not allowed in the school, the student may be penalized. Any lost or stolen item is the sole responsibility of the student.

Students may bring in combination or key locks to secure lockers. However, as the principal or principal's designee may inspect the locker at any time, the external lock may be cut in order to do so.

### **Lost and Found**

Lost and found items should be turned in at the main office. If a student finds an item that is not allowed in school, it should be turned in to the nearest teacher and/or administrator.

### **Passes**

No student should be in the halls during class periods without a pass.

Any student in the hallway without a pass will be asked to return to his/her classroom to retrieve a pass. Skipping class, wandering, or not complying with the pass rule will result in lunch or after school detention.

### **Plagiarism and Cheating**

Plagiarism is representing the works or writings of another as one's own. Reference to the work of others in some assignments is acceptable, but sources must be cited.

Cheating is taking or offering work from or to another student and passing it as your own.

**First offense:** Once the teacher confirms a student has either cheated or plagiarized, the teacher will notify the student's parent, guardian and the administration. A report will be entered into Infinite Campus. The teacher may allow the student to make up the assignment for either full or partial grade.

**Second offense and any offense thereafter:** The student will receive a zero on the assignment. The student's parent/guardian will be notified. The student will be referred to the administration and will be subject to disciplinary action. A behavior incident report will be created and mailed home to the parent. These reports will accumulate in the student's Infinite Campus behavior profile. Additional penalties may be dealt with in a manner determined by the teacher involved with administrative approval.

Please refer to RSU 40 Board Policy JIC System-Wide Code of Conduct for more information.

### **Valuables**

It is strongly advised that all personal valuables, (i.e. money, jewelry, devices) be kept at home. **MMS is not responsible for lost or stolen property, including cell phones.**

### **Vandalism / Theft**

Misuse of school property or any type of vandalism or theft is unacceptable. Students found responsible will be assigned discipline ranging from detention to suspension. Restitution for damage and/or stolen property will be required. School officials will notify parents and police authorities as appropriate.

Please refer to RSU 40 Board Policy JIC: System-Wide Code of Conduct for more information.

# **Student Discipline**

## **Suspension and in-School Suspension**

When possible and necessary, in school suspension will be used as opposed to an out of school suspension. Out of school suspension will be used cautiously as outlined in policies.

Students are not allowed on RSU 40 property during suspension, and cannot participate in school sponsored activities until after the suspension ends without administrative approval.

Based on principles identified in *The Little Book of Restorative Discipline for Schools* (Amstutz and Mullet, 2005), our response to behavioral infractions include efforts to identify harm done to others by the offender as well as an opportunity, when appropriate, to make right any wrongs committed.

Students *may* be assigned additional disciplinary consequences (e.g. detention, Bridge or OSS) as well as the restorative measures, but every effort will be made to ensure that all disciplinary responses include some degree of reparation designed to promote learning from the experience.

Please refer to RSU 40 Board Policy JKD Suspension of Students for more information.

## **Expulsion**

No student will be expelled from school except by action of the Board. Following a proper Investigation and hearing, and in accordance with the Board's districtwide disciplinary policies, the Board may expel a student if found necessary for the peace and usefulness of the school, as provided in 20-A M.R.S. §1001(9) and (9-A).

Please refer to the following RSU 40 Board Policies for more information:

JKE Expulsion of Students

JKE-R Expulsion of Students Procedure

## **Detention and Office Detention**

Any teacher may issue a detention to a student and expect that student to remain after school for a period of time with them. If a teacher issues a detention and a student does not stay, the teacher will alert the office who will issue an office detention.

Failure to serve an office detention may result in a suspension. In either a teacher detention or an office detention, same day detentions may occur if parents can be reached in a timely manner. Students who are absent on days of detention due to illness or other excused absence must serve the detention on the day they return to school unless other arrangements have been made in advance. Lunch detentions are required for tardiness to school on the same day as the tardy occurs.

Please refer to RSU 40 Board Policy JK Student Discipline for more information.

## **Student Health and Safety**

### **Health Office**

The school nurse and/or health aide is available in the health office to administer first aid, respond to medical emergencies, and administer medication required during school hours according to district policy. Students are encouraged to visit the school nurse to discuss health related issues.

At the beginning of each school year, families are asked to fill out an emergency sheet update. It is very important that the school has, at all times, current telephone numbers where parents/guardians may be reached in case of emergency or illness. Be sure to let the school know if these numbers change. The lunch status form is also mandatory.

Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

### **Dental Health**

Tooth Protectors Program: Students have the opportunity to receive the services of Tooth Protectors. Tooth Protectors are able to offer the full services of a dental hygienist at the school and accept most dental or health insurances. Permission slips will be sent home at the start of the school year and are also available by contacting the school's health office or main office.

### **Hearing and Vision Screenings**

The school nurse performs hearing and vision screenings annually at various grade levels. ***Parents are notified of any suspected problems.*** Please note that these tests are for screening purposes and do not take the place of a professional hearing or vision exam by a doctor. If your child is referred for further vision or hearing testing, or if a problem is found during a physical examination, please convey any physician recommendations to your child's teacher and school nurse.

### **Record Keeping Of Student Health Records**

A confidential health record will be maintained on each student so that an ongoing history of each student's health may be available to those staff members who are directly involved with the student. Significant health problems, as well as any condition which might affect the student in school, will be noted. These records are kept in the RSU 40 District Health Office. Health staff may be reached at 832-8109. ***Please be sure to notify the school in the event that there are changes in your child's health.***

### **Medication**

Medication is defined to mean ***both prescription and non-prescription items***. Medication should not be administered during school hours if it is possible to achieve the desired effect by home administration before or after school hours. Medication must be part of a physician-established medical plan of care.

In the event that your child needs medication administered during the school day, ***the “Authorization for Medications to be Taken During School Hours” form must be completed by the child's physician*** as well as the parent/guardian. All medication will be kept in a locked area in the school's health office and administered by trained school personnel. The exception to this includes students with asthma who may retain their prescription inhalers and students with acute allergic reaction who use an Epinephrine Auto-Injector, if specifically requested in writing by the child's physician. The student's physician must instruct he or she to self-medicate and the parent/guardian must then return the required paperwork to the school nurse.

**Medication must be in the original container and clearly labeled with:**

- Name of the student
- Name of the medication
- Name of the physician
- Dosage
- Date of original prescription and instructions for administration.

**Parent responsibilities:**

- Instruct the child to self-administer his/her own medication under supervision if appropriate;
- Provide the appropriate number of dosage of medication;
- Provide a written order from the student's physician including:
  - student's name
  - name of medication
  - dosage amount and when it is to be given
  - date prescribed; date of expiration
  - doctor's name
  - possible acute side effects
- signature of parent or guardian granting permission for trained school personnel to administer medication

Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

**Collaborative Agreement for Administration of Epinephrine**

In accordance with Maine state law, Title 20-A §6305, and RSU 40 Policy JLCD, RSU 40 School Health Services has entered into a collaborative agreement, Administration of an Epinephrine Auto-Injector, with Kevin Davey, M.D. This document provides that in the event a child develops an acute allergic reaction, which was previously unknown, a trained unlicensed



staff member may administer Epinephrine. See below the collaborative agreement and the RSU 40 Protocol for the Treatment of Acute Allergic Reaction that will be followed in identifying an acute allergic reaction and the administration of Epinephrine. This Collaborative Agreement was reviewed and approved by the RSU 40 Medical Advisory Board.

### **Collaborative Agreement: Administration of an Epinephrine Auto-Injector**

As per Maine state law, Title 20-A §6305, RSU 40 and Dr. Kevin Davey will enter into a Collaborative Agreement regarding the administration of an Epinephrine auto-injector in the event of an anaphylactic episode in an RSU 40 student. Following are the guidelines that this agreement allows:

#### **RSU 40 District School Nurses May:**

Administer an Epinephrine auto-injector to a child who has never been diagnosed with having an anaphylactic allergy however is demonstrating the symptoms of such. Using nursing judgment, the district nurses may administer stock Epinephrine, utilizing correct dose/body weight.

#### **RSU 40 Unlicensed Staff Member Who Has Been Trained By District Nurses May:**

Administer an Epinephrine auto-injector to a child with a known reaction who is experiencing the symptoms of anaphylaxis. The staff member will rely on the child's medical order from the child's physician as well as use the auto-injector supplied by the child's family.

Administer an Epinephrine auto-injector to a child who has never been diagnosed with having an anaphylactic allergy however is demonstrating the symptoms of such, as outlined in the training provided by the district nurses. The staff member will use stock Epinephrine utilizing correct dose/body weight.

- \* This Collaborative Agreement is only effective on RSU 40 school campuses and during the normal school hours.
- \* An ambulance will always be called in the event of an anaphylactic reaction, as per RSU 40 district protocol.
- \* The RSU 40 Anaphylaxis Management Plan, including this Collaborative Agreement, will be posted on the RSU 40 Website as well as in each Student Handbook.
- \* This protocol is applicable for one year at which time it will be reviewed and, if necessary, modified for the proceeding school year.

Kevin Davey, MD

Steve Nolan, RSU 40 Superintendent

Karen Brackett, RSU 40 Director of Special Services

Approved by:

Linda Jacoby, RN, RSU 40 District Nurse

Sandra Lufkin, RN, RSU 40 District Nurse

Sherri M. Vail, RN, RSU 40 District Nurse

Date

4-3-18

Please refer to RSU 40 Board Policy JLCD Administering Medication to Students for more information.

### **School Insurance**

Student accident insurance can be purchased through the school for the school year. Look for the forms in the packet your child brings home during the first week of school.[JBC1]

Please refer to RSU 40 Board Policy JBC1 Communicable/Infectious Diseases for more information.

### **Serious Accidents**

The following steps will be carried out in case of a serious accident:

- An adult shall accompany any child suspected of serious injury to the office. If the child should not be moved, the duty person will stay with the injured child and send someone in for the principal or his/her representative.
- Phone calls to inform parents (or other individuals designated on the emergency contact information sheet) of the accident will be made by the principal, secretary, or health office staff.
- If the parent is unavailable, the principal or his/her representative will decide what additional emergency help is required.

### **Symptom Protocols**

All persons under quarantine will be excluded from school and school activities. Quarantine regulations established by the Department of Health will be observed. The school nurse will be responsible for notifying the Department of Health of anyone having a communicable disease as required by law and Department of Education rules. The Superintendent must receive notice of all communicable disease cases and contacts in the school.

A certificate from the attending physician is required before any quarantined person returns to school. The Superintendent and/or the school nurse must give permission before the person is readmitted to school. Persons who have a communicable disease that does not require quarantine will be excluded from school as prescribed by law, or will observe other protective procedures according to recommendations issued by the school physician/designee. In the event of an actual or threatened outbreak of a communicable disease or other public health threat, the Department of Health may exclude any person attending or working in a school until the Department determines that a public health threat no longer exists.

Anyone receiving information pursuant to this policy must treat as confidential the names of individuals having or suspected of having a notifiable disease or condition, as well as any other information that may identify those individuals. This information may be released to the health department for adult or child protection purposes in accordance with the law.

Please refer to RSU 40 Board Policy JLCC Communicable/Infectious Diseases for more information.

### **Emergency Response Plan / Evacuation & Lockdown Drills**

Each school in the district has developed comprehensive plans for most emergencies. In addition to fire drills, schools are now prepared and practice both evacuation and lockdown procedures.

Instruction regarding evacuation of the school building in case of a fire or another emergency is regularly provided. Fire drills are held frequently. At the beginning of the school year, they are announced and demonstrated to the primary students. Later they are held without notice. Every effort is made to help students realize the seriousness of fires. Such matters as warning signals, proper exits, and evacuation routines are carefully planned and are made known to the children. Please make sure to update the emergency contacts as those listed have access to make decisions for and pick up your child.

School staff are trained in emergency procedures each year. These procedures are practiced with students. Staff review and practice crisis response. For the high school, six drills are required each year in the following situations:

- **Fire:** Students exit the building under the direction of their teacher. Students remain with their teacher for attendance at a designated area listening carefully to any further directions that may be given for safety.
- **Lockdown:** Students and staff remain in the room, locking doors and windows and closing shades when available. They are directed to shelter quietly until provided with an all clear direction or they are attended to by emergency personnel or law enforcement personnel.
- **Evacuation:** Immediate evacuation will follow the same procedures as a fire drill while in other cases, depending upon the crisis, students may be directed to home bases for further evacuation instructions.

### **Immunization Requirements**

All students who enroll in RSU 40 schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis; diphtheria, pertussis (whooping cough), tetanus; measles, mumps, rubella; and varicella (chicken pox). Students entering grades seven and 12 must also receive the quadrivalent meningococcal conjugate vaccine (MCV4).

Please consult board policy JLCB to determine applicability of certain circumstances where students are exempt from these requirements.

Please refer to RSU 40 Board Policy JLCB Immunization of Students for more information.

### **Physicals**

Physicals for athletes are offered by the LincolnHealth nurse practitioner prior to the start of school or during school hours. Please call the school's health office (207) 832-5566 for more information.

### **Counseling / Social Work**

Counseling in schools encompasses a wide variety of services. Students, parents, teachers and other school personnel may make referrals for services.

A student's right to confidentiality is important. Without confidentiality, school social workers and counselors cannot maintain an effective therapeutic relationship with students or their families.

With the exceptions of reports to an appropriate authority, or to take appropriate emergency measures, when a student's condition requires others to assume responsibility for the student or there is a clear and imminent danger to the student or others; and/or to comply with the requirements of Title 22, Chapter 1071 of Maine's Revised Statutes, a school counselor or school social worker may not be required to disclose information gathered during a counseling session with a student or with a parent, guardian, or person or agency having legal custody of a student. Such information must be kept confidential consistent with the professional obligations of the school counselor or social worker.

Provided their professional obligations permit disclosure, school counselors and social workers may also disclose confidential student information gathered during a counseling session to other school personnel when such disclosure is necessary for those personnel to do their jobs, in the event they become aware of a planned or actual violation of school rules or policies, if required to do so by law, and in other appropriate situations after consulting with building administration.

Students may provide school social workers or counselors with information that is not shared with parents/guardians, as parents/guardians may share information that is not shared with students.

As a general matter, school social workers and counselors will strive for appropriate information sharing and problem solving at all times at a pace acceptable to the student (or the parent/guardian as the case may warrant) and taking into account a student's age, level of maturity, and safety.

### **MVHS, MMS and LincolnHealth Partnership**

MVHS and MMS partner with LincolnHealth practitioners to provide a school-based health clinic which provides students the opportunity, if desired, to seek the aid of a nurse practitioner for health needs and a behavioral health clinician for social/emotional needs during school hours. For more information, please contact the school's health office (207) 832-5566.

### **MMS School Counseling Department**

School counselor appointments. In an attempt to most effectively meet the needs of our students, the following school counselor procedures have been established:

- Appointments may be scheduled with the school counselors during study hall

periods or before and after school. Students should schedule an appointment ahead of time by email. Emergency appointments are always given priority.

- The student will be given a pass indicating the time and date of the appointment.
- Before going to the school counselor appointment, the student will first go to class and have his/her pass signed by the teacher.
- When the student is finished in the school counselor office his/her pass will be signed, the time recorded and the student will return to his/her class.

### **School Resource Officer**

The main role of the SRO is to increase school safety. The SRO will build positive relationships with students and encourage a climate of respect and responsibility within the school. Along with providing support to both the staff and student body, educational programming will be presented. The presence of an officer in the school is expected to prevent or minimize criminal acts in the school. Should there be a problem, the officer will be immediately available to respond.

Please refer to the following RSU 40 Board Policies for more information;

KLGA Relations with School Resource Officers and Law Enforcement

KLGA-R Authorities School Resource Officer and Law Enforcement Procedure

### **Visitors**

All visitors/parents are required to check in at the main office to receive a pass. Parents must call in advance if they want to see a specific class or teacher. This visit, however, must be approved in advance.

The building administrators have the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school related business or who may disrupt the operations of the school.

# **Student Records**

## **General Information**

Staff members have unlimited access to student information and records involving those particular students with whom they have particular educational interest.

All other persons, agencies or organizations desiring access to school records, and who have legitimate educational reasons shall be required to sign a written form which shall be kept permanently within the cumulative file of the student, and the Special Education file (for the special education student).

## **Family Educational Rights and Privacy Act (FERPA)**

An accurate cumulative student record shall be maintained for every student enrolled in RSU 40. A student record is any information or data recorded in any medium that is collected and stored by the school for educational purposes. The student record shall include, but not be limited to, the following:

- Health records
- Registration information
- Emergency information
- Evaluation results by school personnel and/or outside agencies
- Samples of work reports of teachers
- Special Education, (IEP)
- Test results
- Progress reports or grades

RSU 40 will comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

The Family Educational Rights and Privacy Act (FERPA) requires the school to allow parents and students 18 years and older to:

- Review and inspect the student's school records.
- Challenge the student's school record in a hearing, if they feel the records are misleading or inaccurate.

Records may also be released without written permission to federal, state, and local authorities performing duties authorized by statutes, financial aid officers, and to persons in accordance with a court order or subpoena.

Please refer to the following RSU 40 board policies for more information:

JRA [Student Records and Information](#)

JRA-R [Student Records and Information Procedure](#)

## JRA-E Annual Notice of Student Records and Information

### **Directory Information**

RSU 40 designates the following student information as directory information: name, participation, and grade level of students in recognized activities, and sports, height and weight of student athletes, dates of attendance in RSU 40, and honors, and awards received. RSU 40 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Parents or the student (if over 18 years of age) may request that no directory information be given out under any circumstances. Any student or parent who does not want this information released should inform the school administration of their request in writing by Oct. 1st of the current school year. Please refer to RSU 40 Policy JRA for additional information.

Please refer to the following RSU 40 board policies for more information:

JRA [Student Records and Information](#)

JRA-R [Student Records and Information Procedure](#)

JRA-E [Annual Notice of Student Records and Information](#)

### **Transfer of Student Records**

As required by Maine law, RSU 40 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

Please refer to the following RSU 40 board policies for more information:

JRA [Student Records and Information](#)

JRA-R [Student Records and Information Procedure](#)

JRA-E [Annual Notice of Student Records and Information](#)

### **Websites**

[RSU 40 Website](#)

[RSU 40 Policies](#)

### **ParentSquare**

ParentSquare is RSU 40's communication platform for families. Through ParentSquare, families will receive both emergency notifications (school cancellations and delays) and general information regarding events at schools. Families will also have the option to schedule parent/teacher conferences and sign permission forms through ParentSquare. Register your account by using the email address you have provided your school and download the Parentsquare app for iphone or android. <https://www.parentsquare.com/signin>

More information may be found on the district website's [Technology Page](#).

### **Infinite Campus**

Students and parents should use Infinite Campus to access attendance, academic progress, and lunch balances. Please contact the MMS main office regarding your password.

## **Special Education**

### **Referrals**

All school-age students suspected of having a disability that requires special education shall be referred to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Superintendent.

Regardless of the source of the referral, a referral will be considered received by the RSU 40 on the date that the written referral is received by the office of the Director of Special Services. It will be signed and dated by the Director of Special Services/designee, thereby indicating the date of the receipt of that referral.

Please refer to the following RSU 40 board policies for more information:

IHBAA [Referral/Pre-Referral](#)

IHBAA-R [Referral Procedure and General Education Interventions](#)

IHBAB [Referral to Private School](#)

### **Response to Intervention (RTI) Team or Student Assistance Team (SAT)**

The Response to Intervention (RTI) Team or Student Assistance Team (SAT) is a diverse group of school personnel committed to offering support, recommending alternatives and facilitating access to resources for students who are encountering difficulties in school. The purpose of the team is to assist concerned school staff members and parents of referred students to find effective interventions to promote a successful and positive school experience. Referral to the RTI team may also serve as a prerequisite for Special Education referral.

Please refer to the following RSU 40 board policies for more information:

IHBAA [Referral/Pre-Referral](#)

IHBAA-R [Referral Procedure and General Education Interventions](#)



## IHBAB Referral to Private School

### **Section 504 Eligibility & Services**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. Public schools have specific responsibilities under the Act, including the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, to provide access to a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to any accommodations and/or related aids or services necessary for an identified child with a disability to benefit from his or her education. Each building in the District has a designated Building Coordinator for Section 504.

At Medomak Valley Middle School, the 504 Building Coordinator is Assistant Principal, Joshua Snyder. Any questions about Section 504 referral, eligibility or services can be referred to the Building Coordinator. RSU 40 has a Section 504 handbook [JBC1] that is a resource for students, parents and school district staff regarding the requirements of Section 504 as they relate to students available upon request to the Building Coordinator.

Please refer to the following RSU 40 board policies for more information: ***See Policy:***

IHBAA Referral/Pre-Referral

IHBAA-R Referral Procedure and General Education Interventions

IHBAB Referral to Private School

### **Special Education - Individualized Education Programs**

The Individualized Education Program team (IEP team) is a committee that is made up of you and/or your spouse, your child's teacher, a building administrator, a special education teacher, parents and other specialists as needed. The responsibilities of the IEP team are to determine eligibility for students to receive special education services due to a disability that interferes with the child's learning, develop appropriate individual education programs for students with special needs, and monitor each child's special education progress. Individuals, ages 3-20 years, who have a disability impacting their ability to access their education are eligible for special education services

Please refer to the following RSU 40 board policies for more information:

IHBAA Referral/Pre-Referral

IHBAA-R Referral Procedure and General Education Interventions

IHBAB Referral to Private School

### **Removal of Disruptive/Violent/Threatening Students**

Students who are disruptive, violent or threatening death or bodily harm to others may be

removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who will respond promptly. The responding administrator will take appropriate action. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy.

The school unit has adopted policies and procedures for determining when a student will be referred for special services. The school will schedule an IEP meeting to review the IEP of a student who has been removed from school when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

Please refer to the following RSU 40 board policies for more information:

IHBAA [Referral Procedure and General Education Interventions](#)

JKAA [Use of Physical Restraint and Seclusion](#)

JKAA-R [Procedures on Physical Restraint and Seclusion](#)

JKF [Disciplinary Removal of Students with Disabilities](#)

## **Transportation**

### **General Information**

Student transportation is of the utmost importance. For transportation by bus, parents are requested to instruct their children in the proper ways of riding on a bus.

To further assure the safety of students, parents are requested to observe the following:

- A note must be sent by the parents or a phone call received if the child is NOT going home on the regular bus. Otherwise, the child will board the bus as usual. Blanket permission for a certain afternoon each week is allowable, but written instructions from the parents must be complete and specific. This note will be checked by the office staff and the bus driver notified.
- Children are to be unloaded from the bus at their regular stop only unless the parent has made other arrangements and the school and the bus driver have been notified.
- Children riding the bus to school are to be ready at the proper stop in the morning.
- No child is to be released from the bus into the custody of anyone, without the

parent's and driver's consent. If you wish to meet your child at school, please go to the school office and sign your child out at dismissal time.

- Bus drivers are responsible for discipline on the bus. Misconduct on the bus may lead to loss of bus riding privileges. Parents will be notified in writing and/or a phone call about warnings and loss of riding privileges. Other rules and regulations for bus passengers are found separately in RSU 40's bus policy.

Please refer to the following RSU 40 board policies for more information:

JICC Student Conduct on School Buses

EEAA Student Bus Transportation

EEAEA Student Transportation Employee Requirements, Training and Responsibilities

EEAEA-R Student Transportation Employee Requirements, Training and Responsibilities Procedure

### **Automobiles, Other Vehicles, Parking Lot**

Private vehicles on school grounds during school hours is considered a privilege and is subject to revocation for irresponsible behavior.

Vehicles parked on RSU 40 property are subject to a visual inspection at any time. Should there be reasonable suspicion to suspect contraband, school officials will conduct a search.

Snowmobiles, ATVs, and other recreational vehicles are not allowed on school grounds during or after school hours. Police will be notified of violations.

Anyone parking on school property should not park in the fire lane on the grass or on the curb.

## **Extracurricular**

### **Extracurricular Code of Conduct**

Students must follow all Board policies and school rules while participating in athletics and co-curricular activities. In addition, a separate Code of Ethics has been developed governing the behavior of students participating in activities. Students who violate the Co-Curricular Code of Ethics may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

### **Code of Ethics**

In order to promote desirable behavior and enhance the overall qualities of

secondary school activities programs for which MPA has assumed responsibility, the following Code of Ethics is in effect:

It is the duty of all concerned with 7-8 school activities programs to:

- Cultivate an awareness that participation in school activities is part of the total education experience; and, as such, no one should either seek or expect academic privileges for the participants.
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
- Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities. 4. Recognize that the purpose of activities in school programs is to develop and promote the physical, mental, moral, social and emotional well-being of individual participants. 5. Avoid any practice or technique which would endanger the present or future welfare or safety of a participant.
- Avoid practices which force or encourage students to specialize or which restrict them from participation in a variety of activities.
- Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school activities.
- Vigorously encourage the development of proper health habits and discourage the use of chemicals, including alcohol and tobacco.
- Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
- Encourage everyone to judge the true success of the activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

Please refer to RSU 40 Board Policy JJ Co/Extracurricular Student Activities for more information.

### **Activities: Athletics and Extracurricular**

Eligibility requirements for participation in non-sport co-curricular activities are the same as Extracurricular Activities/Interscholastic Athletics.

MMS Activities and Interscholastic Athletics add to the education experience of grade 7 and 8 but are not related to educational activities. These activities typically include intramural sports and other events and activities that take place outside the traditional classroom. School athletics are included in this definition; however, they have their own set of eligibility rules.

### **Student Activities**

The following activities, clubs, and sports opportunities are offered at MMS. Meeting times, locations, and other information regarding these are disseminated via the intercom system and Parent Square.

<b>Fine Arts Offerings</b>	<b>Sports Teams</b>	<b>Clubs (Anyone can Participate)</b>	<b>Activities Requiring Election or Application</b>
	Football	Dungeons & Dragons	
	Boys Soccer	Hunting & Fishing	
	Girls Soccer		
	Cross Country		
	Wrestling		
	Cheerleading		
	Boys Basketball		
	Girls Basketball		
	Boys Baseball		
	Girls Softball		
	Track & Field		

Please refer to RSU 40 Board Policy JJ [Co/Extracurricular Student Activities](#) for more information.

### **Parent Involvement Opportunities**

At MMS, we seek to become a collaborative unit of staff, students and parents. Staffings are held to involve all parties in reducing barriers to student success. We welcome parent contact and parent involvement and urge families to reach out to us with any questions or concerns.

Each class at MMS is led by staff advisors who work with the entire class to manage fundraising

opportunities for both charitable donations and for eventual senior activities. These class advisors will reach out to parents via ParentSquare to broadcast fundraising opportunities and seek parental involvement.

Additionally, the teachers of various courses may reach out when chaperones are needed for field trips or for on campus after school events.

Please refer to RSU 40 Board Policy KBF Parent Involvement with Title I for more information for students to whom this applies.

### **Dances, Games, and Other School Events**

All school rules apply at dances, games, or other school sponsored events, whether on MMS property or off-site.

Students may not leave a dance or activity and return. Students are expected to follow announced procedures for attendance of guests at dances. Misconduct at dances or activities will result in loss of the privilege to attend these events.

Students must be present at school in order to attend all school events. Students on in-school or out-of-school suspension may not attend school events during that time.

## Programs, Schedule, and Grading

### Programs

Medomak Middle School includes a House system, the RAMS program, and multiple special education programs. All are student-centered and responsive to students' needs.

### Daily Bell Schedule

Daily Bell Schedule	
Homeroom	7:30 - 7:40
Period 1	7:40 - 8:40
Period 2	8:40 - 9:40
Break	9:40 - 9:50
Period 3	9:50 - 10:50
Period 4a	10:50 - 11:15
Period 4b	11:15 - 11:40
Period 4c	11:40 - 12:05
Period 4d	12:05 - 12:10
Period 5	12:10 - 1:00
Period 6	1:00 - 1:50
Homeroom	1:50 - 2:00

### **Two-Hour Delay Schedule**

Refer to Parent Square for specific updates

### **Early Release Schedule**

Homeroom	7:30 - 7:40
Period 1	7:40 - 8:40
Period 2	8:40 - 9:40
Period 3	9:40 - 10:35
Period 4a	10:35 - 11:00
Period 4b	11:00 - 11:25
Period 4c	11:25 - 11:50
Homeroom	11:50 - 12:00

For smooth operation of the school, staff are requested to avoid allowing entire classes to leave early for the next class or for dismissal.

### **Calendar: Blue / Gold Calendar for 2023-24**

The school follows an alternating day schedule for non-core academic classes.

Please refer to the [Blue/Gold Calendar for 2023-24](#) for more information.

## **Library**

The Medomak Middle School Library strives to provide for the individual growth and development of students and for the professional growth of the faculty and staff. We encourage students to become independent learners by increasing their awareness of available resources and by teaching them the skills needed to locate and use resources.

The library is open for students, faculty, and staff use from 7:15 A.M. to 2:00 P.M. each school day. During all periods, students are required to have a pass and must sign in at the circulation desk upon arrival. Passes will not be issued to other locations in the building after arrival. Students must arrive with all necessary materials and academic plans. While using the library, students must remain quietly on task. Materials can be signed out at the circulation desk. Students with overdue materials may lose library privileges.

## **Grades**

<b>Grading System</b>		
<b>A</b>	Superior Work	93-100
<b>B</b>	Above Average Work	85-92
<b>C</b>	Average Work	77-84
<b>D</b>	Below Average Work	70-76
<b>F</b>	Unsatisfactory	below 70

Please refer to the **Blue/Gold Calendar for 2023-24** for progress and quarter deadlines.

<b>Grade Reporting Schedule</b>		
<b>Term</b>	<b>Closing Date</b>	<b>Reporting Date</b>
Progress 1	10/5/23	10/12/23
Quarter 1	11/9/23	11/16/23
Progress 2	12/15/23	12/21/23
Quarter 2	1/26/24	2/1/24
Progress 3	3/8/24	3/14/24
Quarter 3	4/5/23	4/11/24
Progress 4	5/10/24	5/16/24
Quarter 4	TBD	TBD

## **Assessments**

- **Midterm and Final Assessments**

Some staff issue mid-year assessments. Staff who are teaching semester long courses and all staff teaching year long courses are required to administer a final exam for that course. Staff may deliver this assessment through various methods including a project, a test, and/or a report or other summative assessment.



- **Procedure**

- No exams will be given early except for students participating in school-sanctioned events, and with administrative approval.
- Failure to take (or make arrangements to take) a required exam will result in the exam being averaged as a zero.

- **State Testing**

The Maine Department of Education requires the following:

- All students take the Northwest Evaluation Association (NWEA) assessments in the spring.

Please refer to RSU 40 Board Policy ILA Student Assessment for more information.