

Medomak Valley High School Handbook 2025 - 2026

For Students and Families

Our Mission:

*Inspiring students to achieve lifelong success
by providing a safe and academically engaging environment.*

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Greetings Medomak Valley High School Students and Families!

The 2025-26 *Medomak Valley High 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.

Welcome, Welcome to MVHS!

Sincerely,
Linda M. D. Pease
Principal

Our Portrait of a Learner

RSU 40 Portrait of a Learner

Creative Thinker

A creative thinker is a motivated independent thought generator, able to adjust to a variety of situations. They effectively utilize resources to articulate unique and original ideas and products.

Self-Directed Learner

Self-directed learners are individuals who set clear goals, act upon plans, take initiative, and are open to learning. They are motivated, persistent, self-confident and self-controlled.

Innovative Problem Solver

An innovative problem solver will confidently investigate problems, and analyze and implement potential solutions.



Effective Communicator

An effective communicator receives and expresses ideas with integrity and empathy through verbal, nonverbal, and visual means.

Responsible Citizen

A responsible citizen is a contributing member of society that acts with honesty, integrity, and understands impact that their actions have on the world around them.



Our Mission

MEDOMAK VALLEY HIGH SCHOOL

Our Mission

Inspiring students to achieve life-long success by providing a safe and academically engaging environment.



Our Vision



NOTE to Students and Parents: Handbook Use

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 school board policy and the rules in this handbook, the school 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 your principal. 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.

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Attendance, Absence, Arrival, and Dismissal

Absences and Absence Reporting

The MVHS attendance procedure follows the RSU 40 Board Policy JEA [Compulsory Student Attendance](#). The faculty and administration of MVHS, 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.

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.

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 not be dismissed via text message.

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 cannot dismiss themselves from school under any circumstances unless they are fully emancipated.

Students can not be dismissed with another student during school hours without permission from both sets of parents/guardians.

Parents are encouraged to dismiss students before 1:30. Unless previously arranged, there will be no dismissal between 1:30 and 2:00 as the office is extremely busy.

Text messages to your student to be presented for a dismissal are not permissible.

Please refer to RSU 40 Board Policy JEA [Student Dismissal Precautions](#) for more information.

Tardiness

Frequent or consistent tardiness impacts academic success. Students are invited to use the school's bus transportation for on time arrival to school or to implement a morning routine that accounts for arriving earlier than 7:30 AM. Students are to be in class before the 7:30 am bell rings.

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.

The lunch detention is in a room where students are asked to be quiet, eat their lunch and are not allowed to use their phones.

Students who do not serve the required detention additional consequences may be applied. Frequent refusals to serve required lunch detentions will be addressed by the administration with the student and family.

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, Delays and Early Release Announcements

The announcement will be made through ParentSquare, on the district's website (www.rsu40.org) and over local radio and television stations.

Five snow days are built into the 2025-26 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.

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 and out by signing in and out 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, email or ParentSquare 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 half of the day (two out of four classes) 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 communicate with the classroom teachers whose classes they will miss in order to remain current with their coursework.

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.
- Refrain from public displays of affection (PDA). Anything beyond hand holding is not allowed.

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

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](#).

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 (bell to bell) all electronic devices including cell phones, and smart watches must be turned off and air pods/ear buds must be removed.
- 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 not use phones in the bathrooms. If caught doing so, consequences may be issued.
- 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. Failure to do so may result in school-based consequences, including not bringing a phone to school.
- 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 Board 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.

Students who refuse to comply with a search will be sent home and may receive the maximum consequence of ten days out of school depending on the situation.

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](#)

Adult Students

Eighteen (18) year-old and emancipated students must obey the rules the same as students less than eighteen years of age. Adult students are here by choice, and part of that choice must be to obey the rules.

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 nor 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.

Students in the hallway without a pass may 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 detention. When possible, students should obtain passes from the teacher they wish to see.

Parking Space Painting

Student Parking Space Painting Procedure

Purpose and Scope

This procedure aims to foster school spirit and student creativity by permitting seniors to personalize their assigned parking spaces. All designs must align with the school's Mission, Vision, Portrait of a Learner and Code of Conduct including respect, honesty, responsibility, compassion, courage, and fairness.

Eligibility

- Only seniors with a valid parking permit are eligible to participate.
- Participation is voluntary and subject to adherence to this procedure.

Design Approval Process

- Submission: Students must submit a detailed sketch or digital image of their proposed design to the administration by the provided deadline from the class advisor.
- Review: A committee comprising administrators and faculty will review designs for approval and compliance with guidelines.
- Approval: Approved designs will be communicated to students in a timely manner.

General Content Guidelines

Designs must:

Be school-appropriate and not contain:

- Obscene, vulgar, lewd, or plainly offensive images or language.
- Depictions of illegal activities, including drug or alcohol use.
- Threats of violence, hate speech, discriminatory symbols, or gang-related imagery.

- Political or religious content.

Painting Guidelines

- **Materials:** Only water-based, exterior, all-weather paint is permitted. Spray paint, oil-based products, glitter, or adhesives are not permitted.
- **Boundaries:** Designs must maintain a 2-inch unpainted border from the parking space lines and must not cover space numbers.
- **Supervision:** Painting must occur on designated days under staff supervision.
- **Cleanup:** Students are responsible for cleaning up their area and properly disposing of materials.

Enforcement and Consequences

- Unapproved or non-compliant designs will be painted over at the student's expense.
- Violations may result in disciplinary action, including the revocation of parking privileges.

Appeals Process

- Students may appeal design rejections by submitting a written request to the principal within five school days of notification.
- An appeals committee will review and respond within five school days.
- Decisions of the appeals committee shall be final.

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.

Study Hall Guidelines

The MVHS administration and staff believe that classroom study halls should serve the purpose of providing time during the school day for students to work on important school work such as homework and research. Study hall time should be academic in nature and not social. Students may request extra help from the duty teacher or educational technician. Students should:

- Follow RSU 40 Board Policy JIC: [System-Wide Code of Conduct](#) of Respect, Honesty, Compassion, Fairness, Responsibility, Courage.
- Remain in the study hall to which you are assigned. Passes to other study halls are not allowed.
- Come prepared with enough work or reading material to keep busy for the entire period.
- Use Chromebooks for academics only, with permission to listen to music at the discretion of the teacher or per IEP or 504 accommodations.
- Remain in the room at all times aside from bathroom use.
- Avoid requesting passes to other study halls or other rooms.
- Follow RSU 40 Board policies for cell phone and chromebook use:
 - 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](#)

Valuables

It is strongly advised that all personal valuables, (i.e. money, jewelry, devices) be kept at home. **MVHS 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.

Our response to behavioral infractions include restorative measures 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, PASS 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](#)

Lunch Detention

Any teacher may issue a lunch detention to a student. If a student doesn't serve an assigned detention the Positive Alternative to School Suspension staff person will inform administrators.

Failure to serve a lunch detention may result in additional detentions and/or suspension. 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.

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.


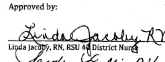
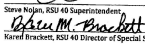
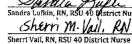

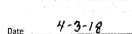
RSU 40 Unlicensed Staff Member Who Has Been Trained By District Nurses May:

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.

Approved by:

| | |
|---|---|
|  Kevin Davey, MD |  Linda Jackson, RN, RSU 40 District Nurse |
|  Sara Nigro, RSU 40 Superintendent |  Sandra Luffin, RN, RSU 40 District Nurse |
|  Karen Bracken, RSU 40 Director of Special Services |  Sherri Vail, RN, RSU 40 District Nurse |

Date: 4-3-19

Please refer to RSU 40 Board Policy JLCD [Administering Medication to Students](#) for more information.

School Insurance

Student accident insurance can be purchased for the school year. For more information about purchasing student insurance, please review the information available at the MSMA website for [Student/Athlete Insurance](#).

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 / ALICE Protocol

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.
- **ALICE:** As of Fall 2025, MVHS Staff and Students will be implementing:ALICE is the original civilian active shooter response training program delivered

with a trauma-informed approach. Staff were trained in the spring of 2025 and students will be trained in the fall of 2025.

- *ALICE Training® is not designed to be sequential nor is it meant to be a checklist. ALICE teaches response options that can be used to stay safe in the event of a violent critical incident (VCI).*
 - **A Alert** – Be aware of your surroundings and recognize signs of danger through your senses or notifications like mobile alerts and announcements.
 - **L Lockdown** – ALICE's enhanced lockdown strategy buys time and fortifies safety when evacuation isn't possible, keeping individuals secure until help arrives.
 - **I Inform** – Real-time information saves lives. Sharing accurate, timely details with those in danger—such as intruder location or movement—helps guide decision-making.
 - **C Counter** – As a last resort, Counter involves creating noise, movement, and distraction to disrupt the intruder's focus. It is not synonymous with fighting.
 - **E Evacuate** – If safe, evacuate to distance yourself from the threat, using any available exits and moving to designated rally points, which should be practiced during drills.
- **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.
 - **Shelter in Place:** The door is locked and students remain in the classroom. Teaching and learning continues.
 - **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 and LincolnHealth Partnership

MVHS partners 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.

MVHS School Counseling Department

Students are encouraged to visit the school counseling office to discuss academic issues, course selections, college selections, scholarships, standardized testing, as well as personal issues. Students will be requested to contact school counselors during the course of the year to discuss their progress in courses and in meeting the established objectives of the year.

School counselors also assist students in evaluating vocational or occupational objectives and opportunities, taking scholastic achievement and college entrance examinations, and making future academic plans. Parents are urged to contact the school counseling department whenever they have a question. In addition, school counselors are prepared to discuss student activities and arrange for conferences between the teacher, parents, and students.

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

Infinite Campus is the system we use throughout the district to track attendance. At the middle and high school, teachers use Infinite Campus for the gradebook. As a parent/guardian, you have access to information about your student(s) in the district through your own Infinite Campus login. All parents will find their student's attendance information and their class schedule. For students in grades 7-12, parents can find information about grades for their student, as well as assignments. (where used by teachers).

If you are unsure how to login to the [Infinite Campus portal](#) please reach out to your school office.

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 High School, the 504 Building Coordinators are Assistant Principals Matthew Carlson and Maida Cordero.

For the 2025-26 school year, Matthew Carlson works with juniors and seniors while Maida Cordero works with freshmen and sophomores.

Any questions about Section 504 referral, eligibility or services can be referred to the Building Coordinators. 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.

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](#)

LIFE Readiness

Transportation

General Information

Riding the bus is a privilege. For transportation by bus, the following behaviors are expected:

- Be courteous to fellow students and the bus driver.

- Respect the rights and privileges of others including students and bus driver.
- Follow Board policies and school rules governing student conduct.
- Follow the bus driver's directions.
- Cooperate with the bus driver in maintaining bus safety, order and discipline.
- Respect the property of others, including the bus itself.
- Refrain from vulgarity, profanity, obscenity, lewdness and indecency.
- Refrain from public displays of affection (PDA). Anything beyond hand holding is not allowed.

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.
- 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.

Students must park in the student parking lot.

All student vehicles must be registered with the attendance office and have a valid sticker clearly displayed in the lower passenger's side corner of the rear window. This must be done within the first two weeks of school. There is no fee, but registration with the school is required for safety purposes.

Once on school grounds, students may not leave school grounds **without administrative approval.**

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. This Code of Ethics Occurs in the [Medomak Valley High School Athletic Handbook](#) and is printed here for your information.

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 9-12 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](#) and the [Medomak Valley High School Athletic Handbook](#) 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.

MVHS Activities and Interscholastic Athletics add to the education experience of grade 9 through 12 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. High School athletics are included in this definition; however, they have their own set of eligibility rules published in its entirety in the [Medomak Valley High School Athletic Handbook](#).

Student Activities

Activities, clubs, and sports opportunities are offered at MVHS. Meeting times, locations, and other information regarding these are disseminated via the intercom system and Parent Square throughout the year..

Please refer to RSU 40 Board Policy JJ [Co/Extracurricular Student Activities](#) and the [Medomak Valley High School Athletic Handbook](#) for more information.

Parent Involvement Opportunities

At MVHS, we seek to become a collaborative unit of staff, students and parents. Meetings 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 MVHS is led by staff advisors who work with class officers and 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 MVHS 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 serving a suspension may not attend school events during that time.

Graduation Requirements, Programs, Schedule and Grading

Graduation Requirements [Linda go get the policy](#)

Students must meet the following requirements to receive a Medomak Valley High School diploma:

- Completion of a course of study whereby the student has acquired a minimum of twenty-two (22) credits, which includes successful completion of the following required courses (15.5 credits):
 - English - 4 credits

- Social Studies - 3 credits, US History (1 credit), World History or Human Geography (1 credit), Economics (0.5 credit) and Government (0.5 credit)
- Mathematics - 3 credits, including Algebra I
- Science - 3 credits, Freshmen Science (1 credit), Life Science (1 credit), Physical Science (1 credit)
- Health - 0.5 credit
- Physical Education - 1 credit
- Fine Arts - 1 credit

The remaining six and one half (6.5) credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field the student plans to enter after graduation.

Alternate methods of earning credits: Students may, with prior approval and permission of the principal, use alternative means to earn credits through an approved Adult Education course, an approved summer school program, an approved correspondence course, approved tutoring, and approved college courses. The principal, on a case-by case basis, will review credits earned through homeschooling. In addition, with prior approval of the principal, students may be allowed to earn credits in a specific content area by presenting multiple types of evidence, including but not limited to teacher-designed or student-designed assessments, portfolios, performances, exhibitions or projects.

In addition to minimum credit requirements, students are encouraged to meet the following endorsement opportunities:

All students must carry a MINIMUM of 5.5 credits each year, and are advised to carry at least six. Student mindset should be to earn as many credits as possible beyond the 22 MINIMALLY REQUIRED credits.

Please refer to RSU 40 Board Policy IKF [Graduation Requirements](#) for more information .

Graduation Participation

All seniors must have completed all coursework in order to participate in the first day of marching practice.

Any seniors who have not completed their coursework at this time have until noon on the Tuesday before graduation to accomplish the expectations in order to participate in graduation events.

Any senior who finishes after this time will be invited to a private graduation ceremony with administrators and family members at a convenient time.

Determining Grade Point Average (GPA)

For the purposes of calculating weighted grade point averages, one year (two semesters) honors or AP courses will be awarded one additional grade point for that course and one-half year (one semester) honors or AP courses will be awarded one-half (0.5) additional grade points for that course. An additional grade point will be awarded for all full year college level (100 and above) classes with prior approval of the high school principal.

Career and Technical Education at Mid-Coast School of Technology

MVHS partners with the Mid-Coast School of Technology (MCST) to ensure that students have the opportunity to acquire the high-quality, industry-recognized technical skills and related academic standards that will prepare them for post-secondary education and entry into an ever-changing workplace and society.

Students attend MCST for all day every other day programming. They earn four credits for the year. Students accessing academic courses at MCST do not earn additional credits beyond four.

Jobs for Maine's Graduates

Jobs for Maine's Graduates (JMG) is offered in partnership with public schools with for-credit courses. The primary object of the core program is to keep students fully engaged in high school through graduation leading to enrollment in post-secondary education, a continued education credential or training program, or a quality job with a career pathway.

The Job's for Maine's Graduates specialist seeks to establish a strong relationship with the students. Through classroom instruction and a student-centered personalized learning approach, Jobs for Maine's Graduates Specialists help students reach their fullest potential through academic support and building skills to ensure students are successful beyond high school.

External Credits

The 22 credits required for graduation can include external credits earned. In order to provide students with multiple pathways to success in meeting the graduation standards, the principal may award credit for work completed outside the traditional classroom. The student must apply to the principal in advance for approval of any external credits. External credits may be awarded for courses taken outside of the school day. These credits may be college courses or they may be pre-approved experiences like an Eagle Scout achievement, an aviation course, or hunter safety.

External credits may also be awarded for work experiences. [Cooperative Education](#) is the recommended pathway for external work credits. However, when this option is not possible for whatever reason, with school counselor and/or administrative permission, students may enroll in a ½ credit Career Preparation program on Edmentum which will allow them to earn external work credits during their junior and senior year.

Early College Opportunities

External credits may be earned by pursuing college opportunities. Each of the opportunities listed below requires a separate application and a letter of recommendation from a student's guidance counselor. Other specific requirements are listed for each program. In some cases students are responsible for purchasing books and supplies. Applications can be picked up in guidance.

Foreign Exchange Students

In accordance with Title 20-A: EDUCATION, Part 3: ELEMENTARY AND SECONDARY EDUCATION, Chapter 213: STUDENT ELIGIBILITY, "A student who is not a resident of the State is considered a resident of the school administrative unit where the student resides if the superintendent has approved the acceptance of the student as a foreign exchange student and the student is attending the school at public expense. For the purposes of this subsection, "foreign exchange student" means a student who has been approved for a J-1 visa to participate in the Exchange Visitor Program for secondary school students pursuant to the provisions of the federal Mutual Educational and Cultural Exchange Program under 22 United States Code, Chapter 33 and 22 Code of Federal Regulations, Section 62.25. "

At Medomak Valley High School foreign exchange students are junior status students. They do not earn a Medomak Valley High School diploma, honorary or otherwise. Beyond that, foreign exchange students are welcomed into our school and are offered all academic and extracurricular opportunities.

High School Aspirations Tuition Waiver Program: University of Maine

The University of Maine System and the State of Maine designed the [High School Aspirations Program](#) to raise the educational aspirations of Maine students by offering them the opportunity to register for college courses at reduced tuition rates. Currently, UMA and the Department of Education have made it possible for qualifying students to take up to six credits per semester tuition free. There may still be fees and associated book costs that must be paid by the student.

To qualify for the program, students should consult with their school counselor and make appropriate arrangements.

AP4ALL

AP4ALL is offered by the Maine Department of Education to provide online Advanced Placement courses free of charge to any student residing in a Maine school administrative unit who is educated at the public expense. Interested students should see their school counselor.

Independent Study

Independent study is designed for students who have demonstrated an ability to work independently and who are self-directed and responsible. Interested students need to begin the process by completing an application from the department where the independent study will occur. Once approved by the school counselor, the completed application should be submitted to the principal for final approval.

Teacher's Aide Program

Students who wish to be considered for a teacher's aide position for credit must complete an application developed with the teacher who will sponsor and supervise their work. The principal must approve all applications. Teachers may have more than one aide.

All aide positions will carry a maximum of 1/2 credit for a full year's work. These will be graded on a Pass/Fail basis; the grade does not count toward the GPA, but does count as an elective credit toward graduation requirements.

Community Service Credit

Students have the option of receiving ½ credit for 45 hours and 1 credit for 90 hours of community service with prior approval from the Principal. Community service credits are limited to two credits in the course of a high school career.

Community Service includes volunteer work for any non-profit organization or any volunteer work for the disabled or a temporarily ill person. The point of community service is to assist an individual or an organization that *requires* help. If interested, please consult with the school counselors about this credit.

Student Achievement Center

The MVHS Student Achievement Center offers academic support and enrichment in a variety of subject areas, primarily through online learning. The MVHS Student Achievement Center Coordinator monitors all Edmentum and VHS courses regularly.

- **EDMENTUM (Formerly PLATO)**
Edmentum is an online, standards-based interactive learning experience including media, graphics and video. Those students who end up with a failing grade of 50 or above may elect to recover the credit in Edmentum rather than take the entire course again the following year. For credit recovery the student will then receive a Pass or Fail.

Full courses for credit, both electives and requirements, can also be delivered through Edmentum. In this case students must complete the entire course as defined by the Edmentum coordinator and MVHS instructors and/or administration. Students may not exempt out of courses by taking available

pretests; they must complete the full course. Students will receive a numerical grade.

- **VIRTUAL HIGH SCHOOL (VHS)**

Virtual High School (VHS) provides online courses to expand learning opportunities for students. The online courses are designed to promote a high quality, collaborative learning environment. VHS classes are standards based and taught by highly qualified faculty. Courses follow a semester schedule and assignments are due at specified weekly intervals.

Academic Recognition

- Any student who earns a 93+ in all classes in four (4) quarters will receive an academic letter with the Swiss embroidered Lamp of Knowledge.
- Any student who earns a 93+ in all classes for eight (8) quarters will receive an appropriate plaque.
- Any student who earns a 93+ in all classes for twelve (12) quarters will receive \$75.
- Any student who earns a 93+ in all classes for sixteen (16) quarters will receive an additional \$75.

Annual Academic Awards Ceremony

This ceremony, usually held in May of each year, reflects teacher recognition of student success in a variety of ways.

Honor Graduates

Two levels of honor graduates are recognized at MVHS. Those students earning a cumulative grade point average of 3.33 to 3.82 (rounded to the nearest hundredth) will be designated "cum laude" with all of the appropriate recognition of this accomplishment. Those students earning a cumulative grade point average at least 3.83 will be designated "magna cum laude" with all of the appropriate recognition of this accomplishment.

Honor Roll

Students with a 93+ in all classes will be placed on the high honor roll.

Students who achieve an 85+ average with not more than one grade between 77-84, will be listed on the honor roll.

Lions Club Honor

The Lion's Club honors the top students in each class based on the cumulative grades through the current half-year. Students are considered by class rank and based on the weighted grades.

National Honor Society

Juniors and seniors who have attained an 88 or better grade average become eligible for membership in the MVHS Chapter of the National Honor Society.

In order to be considered for this honor, qualifying students must submit a completed Student Activity Information Form, which details their co-curricular activities, leadership positions, service and community activities, and work experience.

The faculty council reviews the candidates, with the opportunity for input from all staff. The faculty council, composed of five (5) members, will review the information and select the new members. Induction into the National Honor Society are conducted semi-annually; however, an annual induction ceremony is held in the first semester of each year.

Students of the Month

Students are selected by the faculty and administration monthly and recognized for their academic/attendance/personal conduct success.

Top Eight

The RSU 40 Board annually recognizes the top eight students in each class using weighted grades, calculated using the first three quarters only.

Valedictorian/Salutatorian

The position of Valedictorian for the graduating class will be awarded to the student who has the highest GPA based upon the first seven (7) semesters. The position of Salutatorian will be awarded to the student who has earned the second highest GPA based upon the first seven semesters.

Add / Drop / Withdrawal

Adding or dropping courses occurs without penalty during the first two weeks of each semester to change the level. Add/Drop is not for manipulating a schedule for a study hall first or last period or to have classes with friends.

If a student withdraws from a course after that period, Withdrawal (WD) shows on the student transcript next to the course title. If a student makes a level change within a quarter or a semester, the grade transfers to the new course.

Athletes must pay particular attention to dropping failed courses within the sports season as eligibility may be impacted. As the athletic code states, an athlete may not drop a failed class to maintain eligibility.

Advanced Placement Opportunities (AP)

Advanced Placement courses are college level courses taught in high school. Both teachers and their curriculum are approved and overseen by the College Board. AP courses are both highly

rigorous, and demanding, as they follow a strict curriculum to prepare students to take national exams in May (in the specific subject area). Taking the AP test is not mandatory in order to earn the Advanced Placement designation on the student transcript. A passing grade in an Advanced Placement course earns the student the Advanced Placement designation. MVHS will pay for half of the fee for Advanced Placement tests for students who are earning a 70 average by the 2nd quarter for year long Advanced Placement classes or with administrative approval, provided that funding is available. Any student can opt to take an Advanced Placement test, without taking the course or with a failing grade, but the fee is the student's responsibility. A released test may be administered by the instructor to students who are not taking the formal exam.

This procedure allows for students who are taking numerous Advanced Placement courses to take the tests in the classes in which they feel most confident and prevents them from being forced to take six or seven difficult exams in a short amount of time simply because they chose the more difficult course. Students in these courses who choose not to take the exam must know that this decision should not negatively impact their effort and level of concern for the content and skills of the course. These classes are rigorous, college level classes and are to be treated as such.

Payment to take exams is required no later than 11/10. This is a hard deadline. The cost is \$42.00. If your class does not start till the second semester, then you do not need to worry about the join code or the deadline at the moment. Please turn in the payment and your commitment to take the exam to the school counseling office.

A 2.5 Current Grade Point Average (CGPA) and instructor permission is required to enroll in any AP course. Instructors or administrators may, on occasion, approve students whose CGPA is lower than 2.5.

Advanced Placement exams are held in the first two weeks of May, either in the morning or afternoon. Students are required to be in school the day of the exam and are not permitted to leave after the exam if school is still in session.

Daily Bell Schedule

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

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

70 minute classes 45 minute REP 5 minute passing

| | |
|-------------|-------------------|
| 7:30 - 8:40 | Period 1 (70 min) |
|-------------|-------------------|

| | |
|---------------|-------------------|
| 8:40- 8:45 | Passing (5 min) |
| 8:45 -9:30 | REP (45 min) |
| 9:30 - 9:35 | Passing (5 min) |
| 9:35 - 10:45 | Period 2 (70 min) |
| 10:45 - 11:30 | Lunch (45 min) |
| 11:30 -11:35 | Passing (5 min) |
| 11:35 - 12:45 | Period 3 (70 min) |
| 12:45- 12:50 | Passing (5 min) |
| 12:50 - 2:00 | Period 4 (70 min) |

| Early Release Schedule | Two Hour Delay Schedule |
|---|--------------------------------|
| Period 1 7:30 - 8:25 | Period 1 9:30 - 10:05 |
| Period 2 8:30 - 9:25 | Period 2 10:10 - 10:45 |
| Period 3 9:30 - 10:25 | Lunch 10:45 - 11:30 |
| REP / HBC 10:30 - 11:00 | Period 3 11:35 - 12:45 |
| Those getting lunch take lunch to REP / HBC | Period 4 12:45 - 2:00 |
| Period 4 11:05 - 12:00 | |

Calendars:

[MVHS 2025-26 Blue/Gold Calendar](#)

[Mid-Coast School of Technology Calendar](#)

Alternative Schedules

The State of Maine requires a four year education according to state statute as linked below:

§4722. High school diploma standards

Special circumstances for alternative schedules are agreed upon with the team of parent, student, and staff and are approved by the principal. Students are expected to be in school for the school day (7:30 - 2:00) unless they qualify under the following conditions.

Students must maintain an 85 or higher in all courses and the alternative program must fit in their schedule. Students may not manipulate schedules causing hardship on other class sizes in order to gain the ability to craft an alternative schedule.

Parents must grant permission with a signed form obtained through the school counselor.

The student should also be aware of all graduation requirements. The alternative schedule may be changed and/or revoked upon review if grades drop below 85.

Case managers of students with a 504 or an IEP will be notified of such requests so that proper team approval will occur.

Procedure

Any student arriving late or leaving early whether for alternative scheduling or other reasons, **must sign in or out** with the attendance secretary in the main office. If this procedure is not followed, the privilege may be revoked.

Generally, once a student schedule has been changed to reflect the late arrival or early dismissal, then that is the schedule the student is to follow on a regular basis.

Students may not be in the building if they do not have a scheduled class to attend.

Library

The MedomakValley High 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 periods one through four, 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. Students coming from study halls must remain in the library for the entire period. Materials can be signed out at the circulation desk. Students with overdue materials may lose library privileges.

Recover and Excel Period (REP)

The Recover and Excel Period (REP) is a 40 minute organized extra help period scheduled within the class day to promote academic success and growth for all students. REP is Medomak Valley High School's initiative to promote success in all students through targeted and individual academic interventions during the regular school day.

The purpose of REP is to create a school-wide Response to Intervention system as we believe any student who is struggling to succeed deserves effective interventions, and REP offers more

communication and consistency among students and teachers.

Recover and Excel Period (REP) Guidelines for Tagged Students

- All tags will be completed and students must check their tags before REP.
- Students MUST CHECK THEIR TAGS every day.
- Students must bring all materials required.
- Students should not be in the halls during REP unless using the facilities.
- If tagged students do not attend their assigned classroom they will be referred to Administration. Lunch detentions may be issued.
- No cellphones are allowed to be used for any purpose during REP unless specifically allowed by the teacher.
- ChromeBooks are for academic use only.

Recover and Excel Period (REP) Guidelines for Non-Tagged Students

This is QUIET study time. It is expected each day that students complete the following tasks:

- Follow the RSU 40 System-Wide Code of Conduct.
- No cellphones are allowed to be used for any purpose during REP unless specifically allowed by the teacher.
- Check grades in Infinite Campus.
- Do not play computer games, use social media including You Tube, or play cards. Lunch detentions may be issued for these violations.
- Use Chromebooks for academics only, with permission to listen to music at the discretion of the teacher or per IEP or 504 accommodations.
- Remain in the room at all times, unless using the facilities.
- Complete homework.
- Check school/Google calendars.
- Send emails to teachers or school counselors with questions, to schedule appointments.
- Use online resources as required by math or English teachers to practice skills.
- Read a library book or an online book.
- Auditorium - 2-3 seats between students.
- Cafeteria - 4 to a table only.

Recover and Excel Period (REP): What Students Should Know:

A teacher can tag a student for many reasons like the following:

- A check in
- The student works well in this space
- Missing work

- Re-teaching
- Test make-up
- The teacher uses this time as a rotation of students for a regular check -in
- The student requested it
- To develop a better relationship between teacher/student
- The student should bring additional work to any tag.
- The student should check Infinite Campus frequently to be aware of missing work.

Students should electronically check their tag and not rely on verbal tags.

Students who do not know where they are tagged for any reason should consult with any teacher.

Students who skip tags will be called to the office. A lunch detention will be issued. If the lunch detention is not served when requested, a student will serve an in school suspension for two periods either the day of the skipped lunch detention or the following day. Frequent skipped lunch detentions will be addressed by the administration, the student and the family.

Homebase Connections (HBC)

Each student will be part of a home base, which will meet periodically during the regularly scheduled REP for the following purposes:

- Viewing and discussing assigned schoolwide topics for the purpose of increasing connectedness to school, community, country and world
- Model and encourage effective, respectful communication
- Promote each student's feeling of connectedness within the school
- Promote tolerance and appreciation of individual differences
- Promote involvement of students in various aspects of the school community
- Connect students to appropriate resources

The content for Home Base Connections will be agreed upon by school counselors, administrators and those members of the schoolwide social emotional team.

Additionally, teachers of home bases are asked to remain current with the activities and expectations for that grade level to assist with communication of required information.

Grades

Grading System

| | | |
|----------|--------------------|--------|
| A | Superior Work | 93-100 |
| B | Above Average Work | 85-92 |

| | | |
|----------|--------------------|----------|
| C | Average Work | 77-84 |
| D | Below Average Work | 70-76 |
| F | Unsatisfactory | below 70 |

Grades: Progress and Quarter Deadlines: Please refer to the [Blue / Gold Calendar for 2023-24](#) for progress and quarter deadlines.

Assessments: Midterm and Final Exam Procedures, Dates and Times

- **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
- (Boys' and Girls' State, military commitment, National Youth Leadership, and All State delegates, or with administrative approval).
- Arrangements can be made during the make-up period, during the summer before the cut off date, and with administrative approval upon return in the fall.
- Failure to take (or make arrangements to take) a required exam will result in the exam being averaged as a zero.

Additional Underclassmen Final Exams Procedures

All underclassmen must complete a final exam, project, or value-added, meaningful assignment during the scheduled final exam period. **Teachers may not excuse students from attending**

school on exam days by omitting a final assessment or declaring the course completed in advance.

Special Considerations

Advanced Placement (AP) Courses:

Depending on the instructor, some AP courses treat the AP exam as the final, while others administer a separate final exam. Regardless of format, underclassmen enrolled in AP courses are required to attend school during final exam periods for that course. Post-AP exam assignments—such as projects—are often given in place of a traditional final. Students are expected to be present during the designated exam period to present these projects, evaluate peer work, or engage in other meaningful academic activities.

Mixed Classes (Underclassmen and Seniors):

Seniors will take their exams as scheduled. Underclassmen in mixed-grade classes may be relocated to an alternate supervised location with a meaningful assignment during the senior exam period. Teachers should consult Kristen for the use of the library and Ashley for school counseling conference room arrangements. Additional supervised spaces may also be coordinated as needed with other staff. If academic integrity is a concern, exams should be modified accordingly.

Underclassmen are then required to attend their scheduled exam periods.

The **only exception** is for students with administrative approval via a signed permission form to take an exam early.

- **Midterm and Final Exam Dates for Semester Long Classes**

Gold 1 and 2 January 20, 2026

Blue 1 and 2 January 21, 2026

Gold 3 and 4 January 22, 2026

Blue 3 and 4 January 23, 2026

- **Final Exam Dates:**

Senior Final Exams:

Gold 3 and 4 June 2, 2026

Blue 3 and 4 June 3, 2026

Gold 1 and 2 June 4, 2026

Blue 1 and 2 June 5, 2026

*Seniors may leave after exams if they have completed all work to graduate.

Undergraduate Final Exams

Dates to be determined: these exams occur the last four days of school in this order:

Blue 1 and 2

Gold 1 and 2

Blue 3 and 4

Gold 3 and 4 The Last Half Day.

Schedule for Undergraduate Final Exams:

Exam period 1 7:30 - 9:05

Exam period 2 9:10 - 10:40

Homebase/Lunch 10:40- 11:00

11:00 Dismissal

- **Bell Schedule for last Half day:**

Test Period 1 7:30 - 9:05

Test Period 2 9:10 - 10:40

Lunch 10:40 - 11:10

Activity 11:10 - 12:00

12:00 Dismissal

- **State Testing**

The Maine Department of Education requires the following:

- Sophomores take the Northwest Evaluation Association (NWEA) Maine Through Year assessment in the fall and spring.
- Juniors take the New Meridian Science Test in the spring.

Please refer to RSU 40 Board Policy ILA [Student Assessment](#) for more information.