Mt. Ararat Middle School

Parent & Student Handbook 2018-2019

"Fueling Hope Through Learning"

TABLE OF CONTENTS

WELCOME LETTER

SCHOOL CALENDAR 2018-19

MAMS EXTENSIONS & EMAILS

VISION & MISSION STATEMENTS

VISION
MISSION

TEAM STRUCTURE & ORGANIZATION

TEAM PHILOSOPHY
TEAMOGRAPHY
TEAM FLOW
TEAM DESCRIPTIONS
STUDENT PLACEMENT

GENERAL SCHOOL & STUDENT INFORMATION

ARRIVAL & DISMISSAL
- Arrival & Dismissal
- Bicycle Policy
- End of Day Policies
- After School Late Bus

ATTENDANCE
- Excused Absence
- Planned Absence
- Truancy
- Tardiness to School
- Early Dismissal from School

BACKPACKS/PERSONAL ITEMS
CHILD ABUSE & NEGLECT
FIELD TRIPS
HOMEWORK
LOCKER ROOM SAFETY
LOST & FOUND
MAKE-UP WORK
MIDDLE SCHOOL SCHEDULE
- Daily Schedule
- Advisor Group Program
- Target Time

ORION PERFORMING ARTS CENTER
PARENT COMMUNICATION
- MAMS Update
- Parent Portals
- Open House/Curriculum Night
- Parent/Teacher Conferences
- Progress Reports
- Report Cards
- Emergency Card

PARENTAL RESTRICTIONS
PARKING INFORMATION

PHYSICAL EDUCATION DRESS
SCHOOL DANCES
SCHOOL DELAY OR CANCELLATION
SCHOOL TELEPHONES
Telephone Use
TTY Machine
SCHOOL VISITORS
STUDENT LOCKERS/DESKS
SUPPLY LISTS

STUDENT PROGRAMS & SERVICES

CO-CURRICULAR & EXTRA-CURRICULAR PROGRAMS
Co-Curricular Program
EAGLE Ambassador Program
Athletic Program
FOOD SERVICE PROGRAM
School Lunch
Free & Reduced Program
Breakfast Program
Cafeteria Decorum
GIFTED & TALENTED SERVICES
Core Commitments
Middle School Program
Contact Information
HEALTH SERVICES
Health Center Overview
Medication Policy
Immunizations
LEARNING COMMONS
Services
Hours
MENTORING PROGRAM
SCHOOL COUNSELING & SUPPORT SERVICES

STUDENT BEHAVIOR & ACCOUNTABILITY

MT. ARARAT MIDDLE SCHOOL CODE OF COOPERATION
RESTORATIVE APPROACH TO ACCOUNTABILITY
DESCRIPTIONS OF CONSEQUENCES
CLASSROOM MANAGED BEHAVIORS
DESCRIPTIONS OF CLASSROOM MANAGED BEHAVIORS
OFFICE MANAGED BEHAVIORS
DESCRIPTIONS OF OFFICE MANAGED BEHAVIORS

MSAD #75 POLICIES

CHILD FIND NOTICE
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
HAZING
INTEGRATED PEST MANAGEMENT POLICY
NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
SCHOOL CEREMONIES AND OBSERVANCES HOLIDAY POLICY
STUDENT ATTENDANCE/STUDENT ABSENCES AND TARDINESS
STUDENT COMPUTER AND INTERNET USE
STUDENT COMPUTER AND INTERNET USE RULES

STUDENT/PARENT FUNDRAISING ACTIVITIES
STUDENT PROTECTION FROM BULLYING
STUDENT PROTECTION FROM HARASSMENT
STUDENT PROTECTION FROM HARASSMENT AND SEXUAL HARASSMENT
STUDENT SEARCHES
STUDENT SURVEYS AND MARKETING INFORMATION
USE OF PHYSICAL RESTRAINT AND SECLUSION

Mt. Ararat Middle School
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Website: mam.link75.org

Josh Ottow, Principal
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Megan Hayes Teague, Assistant Principal
hayesteaguem@link75.org

Dear Students and Parents,

It is with great pleasure and excitement that I welcome you the new school year. Mt. Ararat Middle School is a dynamic place that ignites a passion for learning while cultivating humane and responsible citizenship. We know that when families and educators work together, what our students learn is greatly enhanced. Becoming an active part of our community is welcomed and encouraged. Our parent volunteer group offers many ways for parents to stay involved and informed.

Communication is key to a collaborative working relationship. As an initial step, this student handbook is a great resource to help familiarize you with the philosophy, policies and procedures currently in place at our school. Further communication will include monthly newsletters and announcements.

I hope that you will find this handbook to be a helpful tool as we progress through a successful and rewarding school year. Please read through it together before coming to school, noticing the expectations of our students. The handbook will be posted on our website at **mam.link75.org**. Hard copies are available at the middle school office.

Please feel free to contact me if you have any questions, suggestions or concerns. Again, I am delighted to welcome you to Mt. Ararat Middle School for. I look forward to your support and participation as, together, we continue the tradition of excellence.

Sincerely,

Josh Ottow
Principal

Megan Hayes Teague
Assistant Principal

Back to Table of Contents

SCHOOL CALENDAR 2018-2019

September 3	Labor Day—No School
September 4	First Day of School
October 5	Professional Development Day—No School
October 8	Columbus Day—No School
November 12	Veterans' Day—No School
November 21-23	Thanksgiving Break—No School
December 24—January 1	Winter Break I—No School
January 21	Martin Luther King Jr. Day—No School
February 18—February 22	Winter Break II—No School
March 8	Professional Development Day—No School
April 12	Professional Development Day—No School
April 15—April 19	Spring Break—No School
May 27	Memorial Day—No School
May 28	Professional Development Day—No School
June 13	Projected Last Day of School—NO SNOW DAYS

Special Events at Mt. Ararat Middle School

September 12	MAMS Open House, 6:00 p.m.
September 11	School Picture Day
October 9 & October 11	Parent Teacher Conferences
October 18	School Picture Retake Day
October 25	Sixth Grade Dance, 2:30 p.m. to 4:15 p.m.
November 2	Quarter One Ends
November 2	Seventh/Eighth Grade Dance, 6:00 p.m. to 8:00 p.m.
December 11	MAMS Band Concert, 7:00 p.m.
January 16	MTA/MAMS Winter Chorus Concert, 7:00 p.m.
January 17	Sixth Grade Dance, 2:30 p.m. to 4:15 p.m.
January 25	Quarter Two Ends
January 25	Seventh/Eighth Grade Dance, 6:00 p.m. to 8:00 p.m.
February 5 & February 7	Parent Teacher Conferences
March 26	MTA/MAMS Band Concert, 7:00 p.m.
March	Eighth Grade Step Across Days
March 29	Quarter Three Ends
April 23	Fifth Grade Parent Night, 6:00 p.m.
May 3	Sixth/Seventh Grade Dance, 6:00 p.m. to 8:00 p.m.
May 22	Step Up Day
May 22	MAMS Band Concert, 7:00 p.m.
May 30	MTA/MAMS Chorus Concert, 7:00 p.m.
Last Day of School	Eighth Grade Semi-Formal, 6:00 p.m. to 9:00 p.m.

Back to Table of Contents

MAMS EXTENSIONS & EMAILS

Name	Extension	Email
Department		
Main Office		
Sharon Blackman, Admin. Asst.	1226	blackmans@link75.org
Bethany Billinger, Admin. Asst.	1227	billingerb@link75.org
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Health Center		
Naomi Mullane	1202	mullanen@link75.org
Athletic Director		
Rick Crawford	1142	crawfordr@link75.org
Orion Performing Arts Center		
Judy Lloyd, Auditorium Coordinator	2509	lloydj@link75.org
Food Services		
Linda Dowd	1416	dowdl@link75.org
Learning Commons		
Karen Silverman, LC Media Specialist	2630	silvermank@link75.org
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Cathance		
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Carrabassett		
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Kym Granger, ELA/SS	1322	grangerk@link75.org
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8th Grade Teachers

Casco

Holly Blanc, Math	3821	blanch@link75.org
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Kennebec

Jeff Burns, SS	2741	burnsj@link75.org
Patricia Cherry, ELA	2740	cherryp@link75.org
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Specialists

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Kim Emerson, G&T	2730	emersonk@link75.org
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Special Services

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Sarah McLaughlin, Speech & Language	1303	mclaughlins@link75.org
Jean Mauck, 6th Grade BILD	1341	mauckj@link75.org
Barbara Swisher, 7th Grade BILD	3836	swisherb@link75.org
Jody Surace, FLS	1303	suracej@link75.org
Michael Toomey, Resource Teacher	3833	toomeym@link75.org
Sandra White, Resource Teacher	2732	whites@link75.org
Carole Wise, Kennebec Resource Teacher	2733	wisec@link75.org
Suyapa Yost, FLS	1303	yosts@link75.org

Back to Table of Contents

VISION & MISSION STATEMENTS

VISION

Fueling Hope through Learning

MISSION

Mt. Ararat Middle School provides a proficiency-based, learner-centered education for students in grades six, seven, and eight, in which a feeling of hope and engagement is fostered by clear expectations, learning from mistakes, and positive relationships.

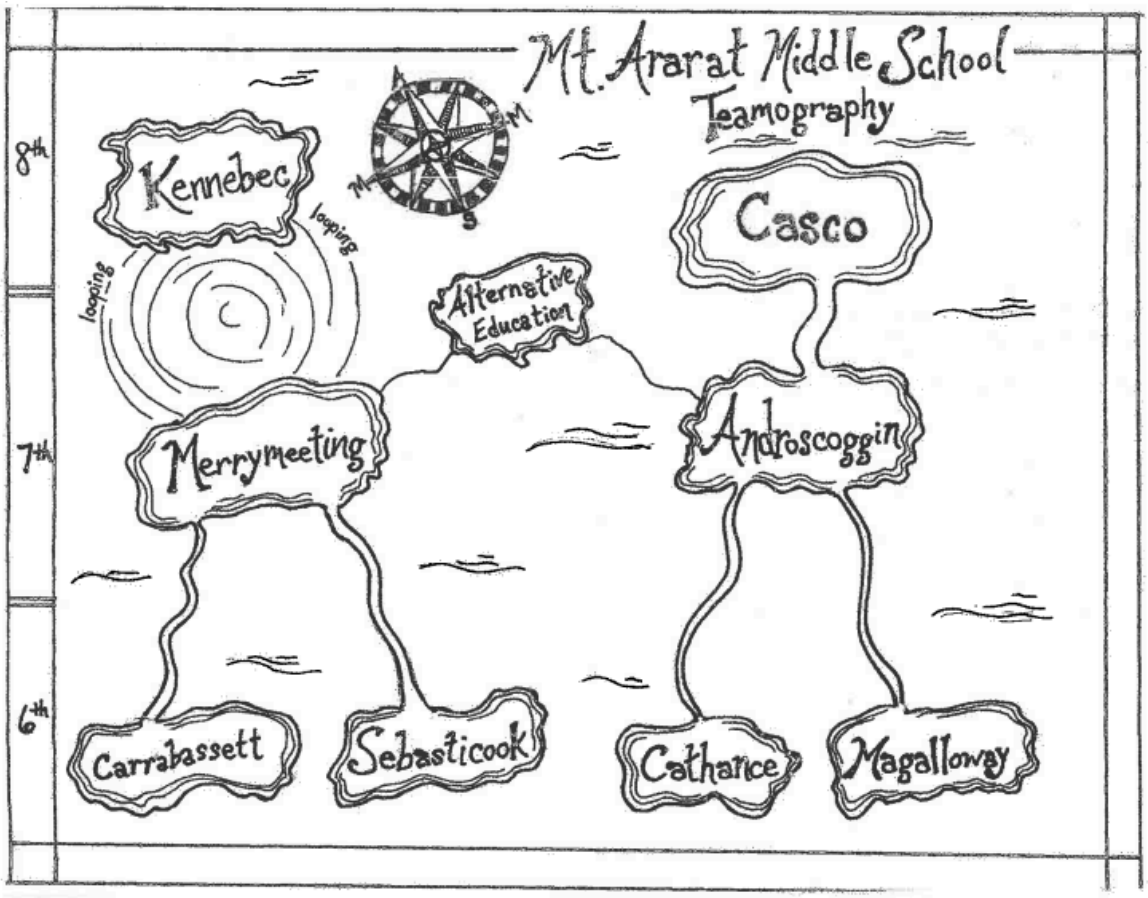
TEAM STRUCTURE & ORGANIZATION

TEAM PHILOSOPHY

Each student is placed on a cooperative Team, where subject-area teachers are able to collaborate and communicate to provide the best possible educational experience for their select group of students. All of our students receive an excellent education, appropriate to their developmental level, no matter which team they are on. All nine of the teams at Mt. Ararat Middle School are equally committed to the common mission and vision of our school.

"TEAMOGRAPHY"

The *Teamography* provides a visual representation of the teaming structures at Mt. Ararat Middle School.



TEAM FLOW

All of our teams are named after local Maine Rivers and bodies of water for a reason. *Before* the start of the 6th grade year, each incoming student is placed on one of four 6th grade teams. The team they are placed on in 6th grade determines the team they will *flow* into for their 7th and 8th grade years. Cathance and Magalloway feed into Androscoggin and then into Casco, while Sebasticook and Carrabassett feed into either Merrymeeting or Kennebec, which *loop* every other year. *Looping* means that the student will be on the same team, with the same teachers for both their 7th and 8th grade years. *Non-looping* means that they stay with the same group of kids, but get an entirely new set of teachers when going from 7th to 8th grade.

TEAM DESCRIPTIONS

Descriptions for the four sixth grade teams, two seventh grade teams, and two eighth grade teams can be found on our school's **website**.

STUDENT PLACEMENT

When we assign students to classes for the new school year, our primary consideration is to ensure equitable, workable groups to meet the diverse educational needs of our students. When students first enter the middle school, we encourage parents to provide us with information about their child's learning style in writing if they have specific concerns about placement. Parents may also include requests for separation from another student supported with details so that we can confirm that the request is legitimate.

Should a parent request that his/her child not have a particular teacher, the parent will be expected to put the concerns in writing. That information may be shared with the teacher. Just as students have a right to due process, so do teachers. Only if a teacher is made aware that a parent has formed a negative impression can the teacher address the issues. It is important to note that we have limited resources and we often need to cluster students with similar needs in order to provide the necessary support. Be assured that we spend many long hours discussing the placements and trying to ensure everyone is appropriately placed.

If you have concerns or questions about your child's placement, please contact a member of our School Counseling Department at 729-2950 ext. 2603.

Back to Table of Contents

GENERAL SCHOOL & STUDENT INFORMATION

ARRIVAL & DISMISSAL

School begins at 7:40 a.m. (except on Wednesdays, when school begins at 8:40 a.m.). Bus students must enter the school immediately upon getting off the bus. If you choose to transport your child, please plan to drop him/her off by 7:35 a.m. (8:35 a.m. on Wednesdays), but no earlier than 7:25 a.m. (8:25 a.m. on Wednesdays) as **we only provide supervision fifteen minutes prior to the start of school**.

Students taking the bus are dismissed at 2:10 p.m. Students who intend to walk home from school, ride bikes, or who are being picked up by parents must wait in their team's neighborhood until the second bell at 2:20 p.m. This is to ensure that all busses have cleared the schoolyard. **End of the day supervision extends until 2:20 p.m.** Only students with a legitimate reason and planned supervision may stay beyond the end of the school day.

No student may leave school grounds after arriving without a written dismissal pass from the Main Office.

BICYCLE POLICY

Students who ride their bikes to school are expected to follow basic bicycle rules of the road. All bikes must be locked in the bike racks located near the front entrance of the school. Given the large amount of bus and car traffic entering school grounds each morning, students are requested to walk their bikes on the sidewalk areas once they turn on to school property. They may, however, elect to ride their bikes around the back area of the school. All bike riders are expected to wait in their team gathering areas at the end of school day until all busses have cleared school grounds at 2:20 p.m. These same rules apply to students who rollerblade or skateboard to school. The school bears no responsibility for lost or damaged bikes (blades or boards).

END OF DAY POLICIES

Students, with the exception of regular walkers and area bike riders, are expected to have a note from their parent or guardian indicating they will not be riding their regular bus home. We have had an increasing number of instances where a parent wants to give permission over the phone for their student's social arrangements after school. Unless a child arrives with a written note and gives it to the Main Office before the end of first period, we will not allow any changes to the usual routine. A staff member in the Main Office must sign these notes. Should there be a family emergency necessitating a change in plans, please contact the Main Office at 729-2950.

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

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

AFTER SCHOOL LATE BUS

A late bus will be provided Monday through Thursday for students who are involved with after-school activities or extra-help sessions. The late bus will leave the middle school promptly at 4:20 p.m. In order to ride the late bus, students must get a late bus pass from the adult in charge of their activity. Students will be dropped off at selected drop off points in each town. Drop off points may be several miles from a student's actual home. Parents should contact the MSAD #75 Transportation Department at 729-1608 if they are unsure of the nearest drop off location.

ATTENDANCE
FILE: JEA, JEAA, JHB

Research shows a strong correlation between a child's school attendance and their school success. Learning experiences that occur in the classroom are meaningful and essential components of a child's education, and are often difficult to replicate. At Mt. Ararat Middle School, we expect students to attend school each day and to arrive to school on time.

Attendance will be taken every morning at the beginning of the day. If you know that your child will be absent or tardy, please contact the school either by phone (729-2950) or email (**mammainoffice@link75.org**). In your message, please include your child's name and the reason for absence/tardiness. If a parent/guardian has not called to report the absence, the student will be marked absent and an automated call will be dispatched from the school to the person listed as the first emergency contact. If you have any question about your child's attendance, our attendance policies, or procedures for reporting an absence, please contact the Main Office.

A student involved in sports, clubs, or other extra-curricular activities may not participate in those activities on any day that he/she is absent from school or dismissed for illness. If absent for a reason other than illness, the Principal or designee may grant permission for the student to participate in extra or co-curricular activities.

Every child returning from an absence must have a note for the main office. The note should be dated and should specify the date(s) of absence and the reason for the absence. Following an extended absence (5 days or more), we require a doctor's note. If a student returns to school without a written note or email from his/her parent identifying the reason for the excused absence, the absence will be considered unexcused and will be referred to administration for appropriate follow up and potential consequences. Prolonged unexcused absences from school may result in referrals to local law enforcement agencies and the Maine Department of Health and Human Services.

EXCUSED ABSENCE

Per Maine Law, a person's absence is excused when the absence is for the following reasons:

A. Personal illness
B. An appointment with a health professional that must be made during the regular school day;
C. Observance of a recognized religious holiday when the observance is required during the regular school day;
D. A family emergency;
E. A planned absence for a personal or educational purpose (Trips with parents or relatives must be documented in the Main Office using the **Planned Absence Form** two (2) weeks in advance in order to be considered for classification as an excused absence.);
F. 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 an individual education plan or a superintendent's 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 or a medical absence for planned hospitalization or recovery.

Absences from school for reasons other than those listed above are not excused. If you have a question about whether or not an absence will be excused, please contact the Main Office at 729-2950.

PLANNED ABSENCE

Parents are discouraged from removing their children from school for extended periods of time for non-educational reasons, as time away from school constitutes disruption in a student's learning process and it

becomes difficult for some to meet the standards. Requests for extended leaves-of-absence from school need to be submitted in writing to the Principal at least two weeks prior to the beginning of the leave using the Mt. Ararat Middle School Planned Absence Form. **When you make a choice to remove your child from the school setting, please do not expect teachers to provide alternatives to classroom learning. Additionally, teachers are not required to prepare work in advance for your child's absence.** Students may work with teachers to make up missed work upon their return.

TRUANCY

Consistent attendance at school is essential for a student's success in school. When a student is absent from school or class without prior permission of his or her parent or guardian or a school official, that student is considered truant. Habitual truancy under Maine State Law occurs when a student "has the equivalent of 10 days of unexcused absences or 7 consecutive school days of unexcused absences during a school year." The MAMS administration will attempt to resolve all habitual truancy issues in an informal way with the student and his/her parents. Formal means, involving the Superintendent of Schools, School Board, and Law Enforcement, may be employed if informal means are not successful in resolving issues of truancy.

TARDINESS TO SCHOOL

Students are expected to be at their advisor's meeting location by 7:40 a.m. (8:40 a.m. on Wednesdays). Students arriving after this time are considered tardy to school and must report to the Main Office as soon as they enter the building in order to obtain a tardy pass for their teacher. **Every child arriving late to school must have a note for the Main Office**. The note should be dated and should specify the reason for the tardy. Students who are habitually tardy will be referred to the Counseling Department. If the problem continues, administrative action may be deemed necessary.

EARLY DISMISSAL FROM SCHOOL

A student requiring early dismissal from school should present a written parental request to the Main Office prior to 7:45 a.m. (8:45 a.m. on Wednesdays) on the day that the early dismissal is requested. When a request for early dismissal is approved, a dismissal pass will be issued to the student. That pass must be shown to the teachers and the Main Office when he/she leaves. Dismissal passes issued by the Health Center must also be shown to the Main Office. A student will not be dismissed solely upon his/her verbal request. **Parents must come in to the school building to sign out their student during the school day.**

BACKPACKS

As a safety precaution, students must stow all backpacks in their lockers during the school day, unless they have received explicit permission from their teachers.

CHILD ABUSE & NEGLECT

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

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

School staff members are mandated by Maine Law to report any suspicion of child abuse or neglect. Mt. Ararat Middle School beliefs include the concept of advocacy for children who are victims of child abuse or neglect. At the same time, our beliefs include the establishment of a supportive and understanding

relationship with parents. Abuse/neglect situations present an opportunity for parents to get support and education from staff at Mt. Ararat Middle School.

FIELD TRIPS

Field trips are scheduled throughout the year, in conjunction with class, team, or grade level objectives. Students must provide a signed permission slip in order to participate in school-sponsored field trips. Every effort is made to keep costs minimal through class or group fundraising. If you are having trouble with the cost of a field trip, please contact the Counseling Department at 729-2950 ext. 2603.

HOMEWORK

The learning habits and study skills that students develop during their middle school years will serve to build a foundation for their success in high school and future studies. Students regularly have 60-80 minutes of homework a night (sixth grade students being on the lower end and eighth grade being on the higher end). Students are expected to read each night. The amount of homework a student has, along with the reading, will vary dependent on a variety of factors (individual student learning style, rate of learning, type of assignments…) If your child is working beyond 80 minutes each night, and you are concerned, please contact his/her homeroom teacher. Students are expected to complete all assigned work unless other arrangements have been made. All students will be issued agendas at the beginning of the year to help with the organization of class assignments and homework.

LOCKER ROOM SAFETY

Locker Room safety is dependent on students respecting themselves and others, taking responsibility for their own behavior, and following all school and Physical Education rules.

To ensure safety in the Physical Education locker rooms, all students must abide by the following rules:

1. Do not bring valuables to the Locker Room.
2. Lock up clothing in the Locker Room.
3. Report any unsafe, threatening, or inappropriate behaviors. It is each student's responsibility to report anyone who is displaying unsafe behavior(s).
4. Use the bathroom before class. No one is allowed in the Locker Room during class, unless it is an emergency.
5. If preferred and with permission, a student may change in his/her neighborhood prior to arriving for PE class. Alternately, a student may come to school in appropriate attire for PE class.
6. If a student is found to be abusing the privilege of changing in the locker room, that student will be assigned an alternate place to change.
7. **For the safety and privacy of all students, cell phones and electronic devices are not allowed in the locker room at any time!** Any student with a cell phone or other device must turn the device over to his/her teacher, who will lock it up until it can be returned to the team locker area.

LOST & FOUND

With the exception of electronics, Lost & Found items are stored in a coat closet located on the right side of the cafeteria. Found electronics are turned in to the Main Office. Twice per year, and with advance notice in the *MAMS Update,* uncollected items will be donated to a charitable organization. Parents and students are welcome to check the Lost & Found any time before or after the school day.

MAKE-UP WORK

It is the responsibility of each student to make up work missed due to absence. This can be done in several ways. For absences of fewer than three days, the student is encouraged to call a classmate or to check the class/team website or portal for information on classwork/homework assignments. For longer absences,

students can schedule appointments to meet with their teachers for extra help sessions, upon their return. Again, we discourage the scheduling of family trips and vacations while school is in session.

MIDDLE SCHOOL SCHEDULE

DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday
Bell Schedule 2018/2019

	6th	7th	8th
ADV	**7:40 - 7:50** Advisor	**7:40 - 7:50** Advisor	**7:40 - 7:50** Advisor
1	**7:50 - 8:35** M/Th Exp 1 T/F Exp 3	**7:50 – 8:40** Block A	**7:50 – 8:40** Block A Advanced Math
2	**8:35 - 9:20** M/Th Exp 2 T/F Exp 4	**8:40 – 9:30** Block B	**8:40 – 9:30** Block B
3	**9:20 – 10:00** TARGET Band/Chorus	**9:30 – 10:15** M/Th Exp 1 T/F Exp 3	**9:30 – 10:20** Block C
4	**10:00 – 10:50** Block A Advanced Math	**10:15 – 11:00** M/Th Exp 2 T/F Exp 4	**10:20 – 11:10** Block D
5	**10:50 - 11:40** Block B	**11:00 – 11:45** TARGET Band/Chorus	**11:10 – 11:30** Lunch
6	**11:40 - 12:00** Lunch	**11:45 – 12:05** Motor Break	**11:30 – 11:50** Motor Break
7	**12:00 - 12:15** Motor Break	**12:05 – 12:25** Lunch	**11:50 – 12:35** TARGET Band/Chorus
8	**12:15 - 1:10** Block C	**12:25 – 1:15** Block C	**12:35 – 1:20** M/Th Exp 1 T/F Exp 3
9	**1:10- 2:05** Block D	**1:15 – 2:05** Block D Advanced Math	**1:20 – 2:05** M/Th Exp 2 T/F Exp 4
D	**2:05 – 2:20** *Dismissal*	**2:05 – 2:20** *Dismissal*	**2:05 – 2:20** *Dismissal*

Wednesday
2018/2019

	6th	7th	8th
ADV	**8:40 – 9:10** Advisor	**8:40 – 9:10** Advisor	**8:40 – 9:10** Advisor
1	**9:10 – 10:00** Exploratory Rotation 1 – 4	**9:10 – 9:55** Block A	**9:10 – 9:55** Block A Advanced Math
2	**10:00 – 10:40** Block A Advanced Math	**9:55 – 10:40** Block B	**9:55 – 10:40** Block B
3	**10:40 - 11:20** Block C	**10:40 – 11:30** Exploratory Rotation 1 – 4	**10:40 – 11:15** **Team/AST/Motor**
4	**11:20 - 11:40** Motor Break		**11:15 – 11:35** Lunch
5	**11:40 - 12:00** Lunch	**11:30 – 12:05** **Team/AST/Motor**	**11:35 - 12:25** Block C
6	**12:00 - 12:45** Block B	**12:05 – 12:25** Lunch	
		12:25 – 1:15 Block C	**12:25 – 1:10** Block D
7	**12:45 - 1:25** Block D	**1:15 – 2:00** Block D Advanced Math	**1:10 – 2:00** Exploratory Rotation 1 - 4
8	**1:25 - 2:05** Team/AST		
D	**2:05 – 2:20** *Dismissal*	**2:00 – 2:20** *Dismissal*	**2:00 – 2:20** *Dismissal*

ADVISOR GROUP PROGRAM

Ted Sizer, an educator and education reformer, once stated that every student in any school ought to have at least one adult that knows him/her well. The standard he cited was that the adult should be able to write a comprehensive essay that says something of significance about the student's interests, aspirations, aptitudes, and educational and life goals. The Mt. Ararat Middle School Advisor Group Program serves to assure that such an adult exists for each student.

Almost every member of the professional staff is assigned a group of students that are grouped by grade level. Each school day starts with a ten minute Advisor Group meeting. On Wednesdays, this time is extended to thirty minutes. Some of this time is allocated to morning announcements, and other administrative tasks. The primary purpose of this time, however, is for the Advisor to create a familial setting that gives each advisee a sense of belonging.

The purposes of the Mt. Ararat Middle School Advisor Group are:

- Each student has at least one positive relationship with an adult at school.
- Each student will have an increased sense of school community and connectedness.
- The Advisor will be an important advocate for each of his/her students.
- The Advisor will facilitate communication between home and school, as well as help the student navigate through their academic learning goals.
- Each student will develop important social and resiliency skills as he/she moves into his/her teenage years.

TARGET TIME

As a part of our Response to Intervention (RTI) plan, the school's schedule includes a period for every student called *Target Time.* During this period, teachers focus on increasing student achievement by assigning instruction based on the need for structured and direct support for students not meeting standards in reading or math. Teachers will be actively engaged, working with students during this time. Chorus and Band are also scheduled during these periods. Students in Chorus and/or Band will need to meet curriculum standards or teachers will be expected to intervene. During the first two weeks of school, all students and all teachers will participate in presentations and discussions about expectations.

ORION PERFORMING ARTS CENTER

Mt. Ararat Middle School is home to the Orion Performing Arts Center. The Orion is used not only by our students, but also by other schools in our district, community groups, and other independent organizations. It is the largest performance space in the region and a tremendous asset, one that greatly enhances the District's capacity to cultivate interest in and appreciation for the fine arts in our schools and community. Consequently, we feel an obligation to ensure that it is kept in good condition.

The Board has established the position of *Auditorium Coordinator* to administer its policies and procedures regarding the use and management of the Orion. The Coordinator, with the assistance of an Advisory Board, has developed a set of *Audience Behavior Expectations*. Among other things, these emphasize that no food, gum, or beverage (except water) may be brought into the Orion and no feet should be placed on the seats or seat backs. Theater etiquette indicates that audience members should refrain from entering and exiting the auditorium while a performance is in progress. We appreciate everyone's assistance in helping to maintain this beautiful facility. If you have any questions about the Orion or would like to book it for a performance, please contact the Auditorium Coordinator at 729-2950 x2509.

PARENT COMMUNICATION

MAMS UPDATE

Approximately every three weeks, Principal Ottow will send out an electronic newsletter titled, *MAMS Update.* This communication will highlight key information, upcoming events, and interesting happenings

at the middle school. For parents without email addresses on file, this letter will be sent home with your child. If you have questions, comments, or suggestions regarding the *MAMS Update*, please contact Josh Ottow by phone at 729-2950 or by email at **ottowj@link75.org**.

PARENT PORTALS

This fall, Mt. Ararat Middle School will continue work with the software program, Empower. This program is designed to work exclusively with proficiency-based educational models and will allow teachers to input scores that express progress on a student's mastery of learning goals. Teachers will be inputting scores regularly, as evidence of student learning is collected. If you need information on how to access this website, please contact **helpdesk@link75.org**.

During this transition, we will continue to use Infinite Campus as our student information system. Through the *Campus Portal*, parents/guardians and students will be able to access secure student information, such as class schedule, team/counselor information, and attendance data. If you have questions about Infinite Campus or the *Campus Portal*, please contact Technology Services at 729-9961, ext. 247.

OPEN HOUSE/CURRICULUM NIGHT

Early in the school year, parents are invited to Mt. Ararat Middle School's Open House. This annual event is a chance for parents to hear an overview of the core and exploratory classes as explained by your child's classroom teachers. This is a great opportunity to meet/interact with your child's team, to connect with classmates' parents, and to ask questions. We strongly encourage you to attend!

PARENT/TEACHER CONFERENCES

In October and February, conferences are scheduled with teachers in order to review student progress. Homeroom teachers will send home information about signing up for conferences. Homeroom teachers will meet with the parents and students to review progress reports. If there is a concern about a specific subject that the homeroom teacher does not teach, you may want to set up a separate conference with the teacher of that subject as well. Please do not wait for an invitation to meet with a teacher if you have concerns. Parents may request a conference at any time.

REPORT CARDS

Report cards are issued four times a year. Teachers at Mt. Ararat Middle School will be reporting on academic standards and student work habits. Due to our new reporting system, report cards will look a bit different than they have in years past. More information on this new look will be coming along this fall. If you have questions about your child's report card or need to request a new copy, please contact the Main Office at 729-2950.

EMERGENCY FORM

At the beginning of the school year, students will bring home the *Census Verification Form.* This form provides the school with all contact information pertaining to a particular child. Parents/guardians will be asked to check the information on this form, to make the appropriate corrections, and to sign the form and send it back in with their student. **In particular, please make sure that all phone numbers, email addresses, and emergency contact information are accurate and up-to-date.** Accurate information can save critical time in the event of an emergency! Forms received in the main office with missing information will be returned.

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

PARENTAL RESTRICTIONS

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

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

PARKING INFORMATION

The parking lot located across from the main entrance utilizes a one-way system and is available for staff and visitor parking. **Between the hours of 7:00 a.m. and 5:00 p.m., only busses and emergency vehicles may access the bus lane (directly in front of the school).** When dropping off or picking up students, please use the designated drop off lane, located on Republic Ave. Particularly in the morning, stopping in the road or at the crosswalk disrupts the flow of traffic and creates an unsafe situation for busses and crossing students. Signs are posted throughout campus, detailing parking specifications. Since these rules are for safety reasons, Law Enforcement may ticket or tow offending vehicles. Thank you for helping to keep our school safe!

PHYSICAL EDUCATION DRESS

All students have Physical Education throughout the year and are responsible for coming to class prepared. This includes wearing non-marking sneakers, shorts, warm-up pants or yoga pants, and a suitable top. All PE attire must also follow the school's dress code policy.

SCHOOL DANCES

Dances are intended for Mt. Ararat Middle School students only. All school rules, including expectations for dress code and appropriate student behavior, pertain to after-school functions. Students who refuse to follow school rules will be sent home and may lose their eligibility for attending future events. Students are expected to enter the dance upon arrival and to remain at the dance for the entire event. Any student who leaves the designated dance area will not be permitted to return and will be asked to call a parent for pick-up. Students must be in attendance on the day of the dance in order to participate, unless they have been granted special permission by administration ahead of time.

All dances (except for the 8th Grade Semi-Formal) cost $5.00. Refreshments are available for purchase for a small fee. Sixth Grade dances are on Thursdays, directly after school from 2:45 p.m. to 4:15 p.m. Students must purchase tickets in advance and may take the late bus home. Seventh and Eighth Grade dances are held on Friday evenings from 6:00 p.m. to 8:00 p.m. The final dances of the year are an evening dance for 6th/7th Grade and a Semi-Formal for 8th Grade. Please see the school calendar for specific dates.

Please plan with your child for pick-up immediately after the event out of respect for those volunteering their time to provide these opportunities for your children. **Parents must enter the building to pick up their child at the conclusion of the dance.**

SCHOOL DELAY OR CANCELLATION

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced by a telephone call made through an automated system and over radio stations WCLZ, WKXA, WJTO, WGAN, and television channels WCSH6, WMTW8, and WGME13, beginning at 6:00 a.m. Cancellations will also be posted on the MSAD #75 website: **www.link75.org**. If no report is heard, it can be assumed that school will be in session.

SCHOOL TELEPHONES

TELEPHONE USE

A telephone is available in the Main Office for student use, before and after school, and during the day with teacher permission. **Students may not use personal cell phones during the school day.** Please remind students to leave a message when calling home, as there are phones located throughout the building and it is impossible for Main Office staff to know from where the phone call emanated or the particular reason for the call.

TTY MACHINE

Mt. Ararat Middle School has a TTY machine to assist hearing-impaired members of our community in accessing faculty and staff. The TTY machine connects directly to existing telephone lines and may be accessed by dialing 729-1997. Please call the Main Office (729-2950) if you have questions or need assistance in accessing this service.

SCHOOL VISITORS
FILE: KK

Only persons with an educational purpose or legitimate business may visit Mt. Ararat Middle School during school hours. Parents and visitors wishing to visit classrooms, observe aspects of instruction, or meet with staff members should make an appointment in advance. Students from other schools wishing to visit Mt. Ararat Middle School may do so only with advance administrative permission. Please contact the Main Office (729-2950) for more information on this topic or to schedule an appointment or visit.

All visitors, including parents, must sign in at the Main Office and obtain a visitor's badge. Parents picking up their child at the end of the day do not need to sign in at the office, but should wait for their child in the main lobby or in the parking lot.

STUDENT LOCKERS/DESKS
FILE: JFG

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

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

Students are asked to keep their lockers neat and clean. Please use magnets, rather than tape or stickers, to hang items on or in student lockers. Students may not switch lockers without permission from their homeroom teacher. Students are not allowed to share a locker with another student or to give out their combination. Failure to abide by school rules may result in locker privileges being revoked.

SUPPLY LISTS

During Step-Up Day, each student received a copy of the supply list for the upcoming school year. Additionally, many teams have uploaded their supply requests **here**. If you cannot find your child's supply list or have questions about the requests, please contact your child's homeroom teacher or school counselor.

Back to Table of Contents

STUDENT PROGRAMS & SERVICES

CO-CURRICULAR & EXTRA-CURRICULAR PROGRAMS

CO-CURRICULAR PROGRAM

Clubs and Activities provide Mt. Ararat Middle School students with new learning, skill development, and, most importantly, fun! Current offerings include:

Art Club
Band
Chorus
Civil Rights Team
Drama Club
German Club
Girls on the Run
Guitar Club
Interact Club
iTeam
Math Team
Minecraft
Plant Club
Rubik's Cube Club
Science Club
Student Council
Technology Club
Yearbook

More information on each of these clubs will be available in the *MAMS Update* and through daily announcements. Middle School is a great time to try something new!

EAGLE AMBASSADOR PROGRAM

The EAGLE Ambassador Program is dedicated to fostering leadership and community service skills in Mt. Ararat Middle School students. EAGLE Ambassadors represent the MAMS community during many of the school's special functions. Ambassadors provide a warm and personal welcome to new students and families during the annual Sixth Grade Open House. They answer questions and escort guests around the building during Curriculum Night and Parent/Teacher Conferences. They may be asked to host visiting students, to give school tours to guests, to welcome new substitute teachers, or to assist during whole-school events. The EAGLE Ambassador Program is a great way for students to give back to their school, while making new friends!

Applications for the EAGLE Ambassador Program are accepted each spring for the following school year.

ATHLETIC PROGRAM

Mt. Ararat Middle School currently offers the following school-based and community-based athletic teams:

Fall: 7th and 8th grade soccer; 6th, 7th, and 8th grade girls field hockey; 6th, 7th, and 8th grade cross country; 6th, 7th, and 8th grade tennis (organized by parents/volunteers); and 6th, 7th, and 8th grade football (administered by BAYFL--Brunswick Area Youth Football League).
Winter: 7th and 8th grade basketball; 6th, 7th, and 8th grade wrestling; 6th, 7th, and 8th grade cheerleading (organized by parents/volunteers); 6th, 7th and 8th grade ice hockey (community-based team); and 6th, 7th, and 8th grade Nordic skiing (community-based team).
Spring: 7th and 8th grade girls softball; 7th and 8th grade boys baseball; 6th, 7th, and 8th grade track; and 6th, 7th, and 8th grade lacrosse (community-based team).

Please note: Community-based teams are not sponsored, organized, or administrated by the Mt. Ararat Athletic Department.

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

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

The following sports practice and host games at Mt. Ararat Middle School: soccer, field hockey, cross-country, basketball, softball, and baseball. Wrestling practices at the middle school, but hosts their meets at the middle and high school. Spring track holds practice and home meets at the high school.

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

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

FOOD SERVICE PROGRAM

SCHOOL LUNCH

Our district uses the NutriKids POS (point of sales) system for the paying and accounting of student lunches. You can sign up and pay/view your child's balances and eating habits at **www.schoolbucks.com**. Each student is given a PIN to daily access his/her lunch/breakfast account. This number is used throughout all their years in the district. Our lunch system runs much more efficiently if parents pay ahead either by signing up and paying online (there is a minimal transaction fee) or by sending a check in with their student's name and PIN in the memo section. Payments can also be placed in an envelope and put in the dropbox located in the Main Office. Be sure to write the student's name and PIN on the check/envelope.

Monthly menus are available upon request in the office or online. The cost of a *value meal* is as follows: full priced student lunch--$2.85, reduced price student lunch--$0.40, and adult or second student lunch--$4.85. Although we allow students to purchase a single main item ($2.25), we encourage them to opt for the *value meal*. The *value meal* consists of choosing up to 5 items. Choices include: salad bar, fresh fruit, canned fruit, one main item, a side item(s), and milk. To qualify as a *value meal*, the student must choose at least 3 things, and it must include 1 cup of fruit, vegetable, or a combo of the two, as well as a main item.

Milk, juice, and water are available for a cost ranging from $0.50 to $1.00. In accordance with the Wellness Policy, soda is not sold in the district.

FREE & REDUCED MEAL FORMS

Each student will receive a form for Free and Reduced Meals during the first week of school. If you are interested in free or reduced price meals, please fill it out and return this form as soon as possible. Those students who received free or reduced lunch in June will have that status carried over to the new school year, but a new form must be submitted if the child is to access the program beyond October 15th. Should there be a sudden change to a household's income within the school year, a new free/reduced form can be

submitted anytime, just ask the Kitchen Manager or the office for a form. If you have any questions or need help filling out the form, you may call the Food Service Director at 729-9961 ext. 238.

BREAKFAST PROGRAM

A "grab and go" breakfast is offered daily. Students receiving a free lunch will be able to receive a free breakfast. Students receiving reduced lunch also qualify for free breakfast. All other students must pay $2.00. Adults must pay $2.50. A variety of options will be available each morning, but students opting for the *value breakfast* MUST select at least one main item and one fruit choice. The breakfast program will begin on the first day of school.

LUNCH ROOM DECORUM

Students enter the Cafeteria on the right side. When you enter, you may either get in line or take a seat. Service will stop 5 minutes before the lunch period ends. You are expected to choose a table to sit at during lunch and should be at that table unless you are making purchases, getting condiments/napkins, or clearing your table. Please do not visit people at other tables during the lunch period.

Please be respectful, use good table manners, speak in a quiet voice and with appropriate language, and be aware of overall noise level. If the lights should dim at any time, please bring the noise level to zero and wait for announcement or instructions.

GIFTED & TALENTED SERVICES

M.S.A.D. No. 75 provides gifted and talented services for students identified as gifted in academic content areas and for students identified as gifted in the visual arts.

CORE COMMITMENTS

M.S.A.D. No. 75's Core Commitments to Gifted and Talented Students and their Families:

1. Work at an appropriate level of challenge
2. Time to work with intellectual peers
3. Information and guidance regarding opportunities within and beyond the school day

MIDDLE SCHOOL PROGRAM

At Mt. Ararat Middle School, teachers provide for the unique learning needs of identified students in consultation with our gifted and talented educators. Gifted and talented educators work collaboratively with teachers to differentiate learning opportunities, as needed, and to ensure that identified students make adequate yearly progress. Gifted and talented educators also work with students and parents to help identify the central strengths, needs, and interests of each child, and to then provide both guidance and advocacy to connect each child with appropriate learning opportunities. Gifted and talented educators are the case manager, consultant, advocate, and facilitator for identified students.

CONTACT INFORMATION

Website: **www.mainegateways.org**
Twitter: @Link75GT

For additional information about identification for Gifted and Talented support services, visit our **website** or contact our Gifted and Talented Coordinator at 729-2950 ext. 3807.

HEALTH SERVICES
FILE: JHCA, JHCB

HEALTH CENTER OVERVIEW

The School Nurse provides care for students and staff by administering first aid as needed, educating students on personal health and well-being, and meeting with staff and faculty to discuss the needs of their students. The school nurse assists the team to monitor student attendance and follows up with excessive days of absence related to illness or medical needs.

A pass from the teacher is required for a student to visit the Health Center. If the nurse is unavailable, the student should report to the Main Office for assistance.

Physician's orders from Dr. Losey, our school physician, are listed below. The orders allow the school nurse to administer the following:

WOUND CARE: Antibacterial soap, hydrogen peroxide, Bactine (benzolkonium chloride) solution, triple antibiotic ointment.
SKIN CARE: Caladryl, ½% hydrocortisone cream, aloe vera gel, A&D ointment, burn gel, sting swab for insect stings.
MISCELLANEOUS: Sterile isotonic eyewash for minor eye irritations, Refresh or Clear Eye eye drops, Oragel or Anbesol for minor tooth irritations, Tums for minor stomach upset.

Please send a written statement to notify the nurse if you do not wish to have your child receive these treatments.

Parents of students with allergies, special dietary needs, or medical conditions, should send a note or meet with the nurse to explain their child's special needs. The parents and nurse will communicate these needs to the kitchen staff and faculty to ensure their child's needs are met.

MEDICATION POLICY

If it is necessary for a student to obtain medication at school (prescription or non-prescription), the medication must be sent to the Health Center in the original container and properly labeled with the name of the medication, date, dosage, and the name of the student who is to receive it. Parents must also provide written permission for students to receive medication at school. The necessary forms for medication administration are located on the school website and in the Health Center. Whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home.

Parents must supply all medications and necessary equipment and are responsible for the removal of the medication from school at the end of the school year. **No child with a potentially life-threatening illness will be allowed to attend school without providing the school with unexpired emergency medication including but not limited to, Epipens, glucagon tablets, and asthma inhalers.** Medication will be administered by the School Nurse or a trained designee.

IMMUNIZATIONS

Students entering M.S.A.D. No. 75 must have written proof of completed immunizations as required prior to school enrollment. It is the responsibility of the parents to produce this proof of immunization.

If you have questions regarding Health Center services or policies, please contact the School Nurse at 729-2950 ext. 1202.

LEARNING COMMONS

SERVICES

The centrally located Learning Commons—located at the top of the stairs above the main office—is the hub for learning and technology at Mt. Ararat Middle School. At MAMS, our Learning Commons team supports important 21st Century skills: collaboration, critical thinking, global citizenship, communication, and creativity. We offer:

- An extensive library collection of books, databases, and digital materials. If we don't have the item you need, we can usually borrow it for you through our inter-library loan program in conjunction with the Topsham Public Library.
- Technology Support. Come see us first if you are having trouble with your device, experiencing difficulty logging in or are unable to print.
- The Learning Commons exploratory course for all 6th and 7th grade students, where students learn about digital literacy, research skills, and the library.
- A quiet space to read.
- A space to work on projects (individual and group).
- A place to record audio and video projects.
- Professional materials for our faculty and staff.
- Writing support through the Writing Center, located in the Learning Commons.

The MAMS Learning Commons is a place where *everyone* is welcome!

HOURS

Monday	7:25 AM—2:25 PM
Tuesday	7:25 AM—2:25 PM
Wednesday	8:25 AM—2:25 PM
Thursday	7:25 AM—2:25 PM
Friday	7:25 AM—2:25 PM

MENTORING PROGRAMS

Mt. Ararat Middle School partners with two local organizations to provide school day and after-school mentoring services for our students. Both Big Brothers/Big Sisters and Bowdoin College train student volunteers and match them with young people in need of encouragement and support. These programs are designed to assist students who are in the process of finding their way through school and the daily challenges of life. Each fall, teachers and counselors recommend students for new or continuing placement in these programs. If you would like to refer your child for one of these mentoring options, please contact your child's school counselor. Participation in Mt. Ararat Middle School mentoring programs is entirely voluntary and requires parental consent.

SCHOOL COUNSELING & SUPPORT SERVICES

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

1. Collaborates with the staff to promote a safe and nurturing environment conducive to learning
2. Provides support to students and families as they transition through the middle school years
3. Provides support to students and families at-risk or in crisis
4. Provides linkage between students—school—family—community to mobilize resources and promote collaborative efforts towards common goals

To see a school counselor, a student can:

1. Make an appointment with the counselor
2. Ask a teacher to see the counselor

3. Be referred from parents or teachers
4. Be referred from a 504 Plan, the IEP process, or the SAT (Student Assistance Team)

In case of an emergency, other arrangements can be made.

School Counselors typically follow a student through their three years in middle school. Parents are encouraged to contact the school counselor assigned to their child's team at any time to share information, needs, and concerns.

Back to Table of Contents

STUDENT BEHAVIOR & ACCOUNTABILITY

MT. ARARAT MIDDLE SCHOOL CODE OF COOPERATION

The three pillars of Mt. Ararat Middle School's Code of Cooperation are *Focused, Respectful,* and *Responsible.* As students approach decisions, they are asked to view the action through the Code of Cooperation's lenses. We ask students to ask themselves: *Is my behavior focused? Is it respectful? Is it responsible?* As students become more proficient at controlling their impulses and regulating their behavior, they become more deliberate in their actions and are less likely to violate our community expectations.

RELATIONSHIP-BASED BEHAVIOR PRACTICE

MISSION

Mt. Ararat Middle School is a caring community that fosters kindness and respect by teaching how to build, maintain, and repair positive relationships through understanding how our behaviors affect others.

At Mt. Ararat Middle School, we understand that young adolescents will make mistakes! It is our hope that by utilizing a restorative approach, which emphasizes reflection on the inappropriate behavior, natural and logical consequences, and repair of the harmed relationship(s), students may learn from their mistakes and grow to make better choices in future situations.

DESCRIPTIONS OF CONSEQUENCES

The following is an explanation of interventions frequently employed at Mt. Ararat Middle School.

CLASSROOM CONSEQUENCE

Classroom consequences are designed by individual teachers and teaching teams. These result directly from Classroom Codes of Cooperation, which are created by teachers and students at the onset of each school year. Classroom consequences vary by team and may include discussion with the child, strategic seating assignments, loss of a privilege, lunch with the teacher, written apology, written reflection, mediation with peer, referral to school counselor, etc. If you have questions about the Classroom Code of Cooperation, please contact your child's homeroom teacher or advisor.

POSITIVE BEHAVIORAL SUPPORT PLAN

Generally developed with the team and/or school counselor, a Positive Behavior Support Plan can help identify areas of difficulty for the student and put structures into place that promote the student making better decisions. We welcome parental involvement in the development of these plans! Should a plan become necessary, the teacher or school counselor will reach out to set up a meeting.

REFLECT & REPAIR

For established infractions, a teacher may assign a student time to *Reflect & Repair*. Because the relationship between a teacher and a student is vitally important, this intervention exists not only to hold a student accountable to school rules, but also to provide an opportunity for the teacher and student to reflect upon the situation, to plan for different outcomes going forward, and to repair the harm done to the teacher/student relationship. Reflect & Repair times are scheduled by the teacher, and may occur before or after school, during a student's free time, or any other time arranged between the student and the teacher.

LOSS OF PRIVILEGE

At times the natural consequence to a behavior will involve a student's limitation or loss of a particular privilege (e.g. access to laptop, ability to socialize with peers during lunch/motor break, use of a student

locker, etc.) for a specific period of time. For classroom-managed behaviors, a teacher (or team) may limit a student's access to a privilege. For office-managed behaviors, an administrator may assign the loss of a privilege. Typically, the student will regain the privilege after a stated period of time. For more severe violations, it is possible to lose access to a privilege indefinitely.

RESTORATIVE SERVICE

For certain infractions where specific harm has come to the classroom, building, or shared community space, a student may be asked to perform some amount of restorative service. Examples of restorative service assigned include but are not limited to custodial support, nurse's office assistance, food service preparation, and technology support. Restorative service is supervised by school staff after-school hours. Following restorative service, students may ride the late bus home or be picked up by a parent.

OFFICE DETENTION

If previous interventions have failed to correct the inappropriate behavior, then a student may be assigned to an office detention.

Morning office detentions occur daily in the Main Office from 7:00 a.m. to 7:30 a.m. Students must be dropped off by a parent in order to serve this consequence. Afternoon office detentions occur on Tuesdays and Thursdays after school from 2:30 p.m. to 3:30 p.m. Students may be picked up by a parent at 3:30 p.m. or may be supervised in the school cafeteria until the late bus pickup at 4:20 p.m.

During an office detention, students may work quietly, read, or draw. They will not have access to their laptops or other electronic devices during this time.

ALTERNATIVE LEARNING ENVIRONMENT

For more serious offenses, students may be assigned to an alternative learning environment for part or all of a school day. Teachers will have the opportunity to check in with the student and to provide work for him/her to complete in the alternative environment. Typically, lunch and motor break will occur in the alternative learning environment. Laptop access will be restricted. Students will be asked to print out what they need at the beginning of the day.

SUSPENSION

Suspension is the most serious consequence that a school administrator can assign to a student. Suspensions will be reserved for the highest level of behavioral infractions and can range in duration from part of a school day up to ten school days per infraction. Student laptops will remain at school during suspensions. However, textbooks and paper copies of schoolwork can be sent home, in order to help the student keep current with his/her work.

MAINE YOUTH COURT

When a student's behavioral infraction is in violation of a law, a referral may be made to the Maine Youth Court, an organization that uses a restorative approach to holding student offenders accountable through dispositions assigned by a panel of their peers. At the discretion of the administrator, suspension time may be reduced if a student opts to participate in the Maine Youth Court. For more information on the Maine Youth Court, please visit **www.maineyouthcourt.org**.

CLASSROOM MANAGED BEHAVIORS

BEHAVIOR	INITIAL	ESTABLISHED	PATTERN
AIDING IN OFFENSE	See particular offense	See particular offense	See particular offense
CAFETERIA MISCONDUCT	Warning	Loss of Privilege: 3-5 Days	Office Consequence
CELL PHONE USE	Classroom Consequence	Reflect & Repair	Office Consequence
CHEATING & PLAGIARIZING	Complete New Assignment. Positive Behavioral Support Plan. Parent Conference.		
COMPUTER MISUSE: CLASSROOM	Classroom Consequence	Positive Behavioral Support Plan: Limited Privilege	Loss of Privilege
DISRESPECT	Classroom Consequence	Reflect & Repair	Office Consequence
FAILURE TO FOLLOW TEACHER REQUEST (DEFIANCE)	Classroom Consequence/ Reflect & Repair	Reflect & Repair	Office Consequence
FOOD, DRINK, GUM IN CLASSROOM	Classroom Consequence	Classroom Consequence	Reflect & Repair
INAPPROPRIATE LANGUAGE/GESTURES: CONVERSATION	Classroom Consequence/ Reflect & Repair	Reflect & Repair	Office Consequence
LOST/DAMAGED SCHOOL MATERIALS	Reparations, where applicable. Restitution. Report to appropriate department (e.g. Custodial Services, Technology Services, etc.). Restorative Service.		
MOTOR BREAK MISCONDUCT	Warning	Loss of Privilege: 3-5 Days	Loss of Privilege: 5+ Days
PUBLIC DISPLAYS OF AFFECTION	Warning	Reflect & Repair	Office Consequence
ROUGH-HOUSING	Classroom Consequence	Reflect & Repair	Office Consequence
SKIPPING CLASS	Classroom Consequence	Reflect & Repair	Office Consequence
TARDINESS TO CLASS	Warning	Reflect & Repair	

DESCRIPTIONS OF CLASSROOM MANAGED BEHAVIORS

AIDING IN OFFENSE: Assistance or participation in a behavioral infraction.

CAFETERIA MISCONDUCT: Failure to follow the established cafeteria protocols.

Lunchroom Procedures:

Remember your manners!

Enter serving area, forming two lines

Sit at one table for the entire lunch period

Permission is required to leave cafeteria

Eat and drink only your own food

Clean up the table and surrounding area

Tables: clean and quiet are dismissed first

CELL PHONE USE: Student use of a cell phone during the school day.
FILE: **JFCK**, **JFCK-R**

Per board policy, cell phones are prohibited at Mt. Ararat Middle School during the school day. Students are expected to keep cell phones turned off and locked in their lockers. Students who violate this policy will have their phones confiscated and held by an adult for the remainder of the school day. Depending on the individual circumstance, phones may be turned over to the administration for follow-up with the students and parents.

CHEATING & PLAGIARIZING: The copying of all or part of another's work without giving credit or using quotations, intentionally or not.

COMPUTER MISUSE—CLASSROOM: Use of the school-issued laptop for non-educational purposes during class time or failure to follow the teacher's instructions with respect to computer use.
FILE: **IGDB**, **IJNDB**, **IJNDB-R**

All board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the District's computers.

DISRESPECT: Violation of the classroom or team's definition of respect, as outlined in their Code of Cooperation. Infractions may include rude language or tone, yelling, name-calling, ignoring of directions, etc.

Students have the right to express frustration, but may not direct that frustration towards others in a disrespectful manner.

*FAILURE TO FOLLOW TEACHER REQUEST***: Refusal to follow a specific teacher request.

**Refusal to go to the office when asked will result in an automatic administrative consequence.

FOOD, DRINK, GUM IN CLASSROOM: Violation of the classroom or team's rules with respect to food, drink, or gum.

Students may not consume food or drink in school corridors. Students may not consume caffeinated drinks during the school day.

INAPPROPRIATE LANGUAGE/GESTURES: CONVERSATION: Use of vulgar, obscene, or biased language/gestures in general conversation.

LOST/DAMAGED SCHOOL MATERIALS: Loss or damage of school-issued property including, but not limited to, library books, textbooks, computers, desks, or lockers.

MOTOR BREAK MISCONDUCT: Failure to follow established motor break protocols.

PUBLIC DISPLAYS OF AFFECTION: Inappropriate touching, kissing, or hugging.

ROUGH-HOUSING: Making physical contact with another student in a rowdy manner.

SKIPPING CLASS: Failure to attend scheduled class without expressed permission from a teacher or staff member.

TARDINESS TO CLASS: Attendance to class more than four minutes after the scheduled start time.

Teachers will build four minutes into the start time of each period. Students arriving more than four minutes after the start of class will be considered tardy to class. Teachers will keep track of the accumulation of tardies and assign consequences to students as indicated above.

OFFICE MANAGED BEHAVIORS

BEHAVIOR	INITIAL	ESTABLISHED	PATTERN
AIDING IN OFFENSE	See particular offense	See particular offense	See particular offense
BOMB THREATS	Refer to Board Policy: Weapons, Violence, and School Safety (JICIA).		
BULLYING/HARASSMENT	Refer to Board Policy: Student Protection from Bullying (JICK). Student Protection from Harassment (JFA).		
BUS MISCONDUCT	Warning	Positive Behavioral Support Plan	Loss of Privilege
COMPUTER MISUSE: CRIMINAL	Pending investigation to determine consequence. Loss of privilege. Positive Behavioral Support Plan. Potential referral to Law Enforcement/Superintendent.		
DRESS CODE VIOLATION	Parent Notification of Concern		
DRUG/TOBACCO/ALCOHOL POSSESSION/USE	Refer to Board Policy: Tobacco Use (JFCG). Student Substance Abuse (JFCI).		
FAILURE TO FOLLOW ADMINISTRATOR REQUEST (DEFIANCE)	Suspension	Suspension. Parent Conference.	Suspension. Parent Conference.
FIGHTING	Refer to Board Policy: Weapons, Violence, and School Safety (JICIA).		
HAZING	Refer to Board Policy: Hazing (JFCF).		
INAPPROPRIATE LANGUAGE/GESTURES: PEER	Office Consequence	Alternate Learning Environment	Alternate Learning Environment
INAPPROPRIATE LANGUAGE/GESTURES: STAFF	Alternate Learning Environment	Suspension	Suspension. Parent Conference.
LEAVING SCHOOL GROUNDS	Alternate Learning Environment	Alternate Learning Environment	Suspension
MISSED OFFICE DETENTION	Office Detention (Rescheduled)	Two Office Detentions	Alternate Learning Environment
REMOVAL FROM OFFICE DETENTION	Two Office Detentions	Alternative Learning Environment	Suspension
VANDALISM	Reparations, where applicable. Restitution. Restorative Service. Potential Referral to Law Enforcement/Superintendent.		
WEAPONS	Refer to Board Policy: Weapons, Violence, and School Safety (JICIA).		

DESCRIPTIONS OF OFFICE MANAGED BEHAVIORS

AIDING IN OFFENSE: Assistance or participation in a behavioral infraction.

BOMB THREATS: The making of a verbal, written, or electronic threat against the school, district, or its students or staff.
FILE: **JICIA**

Per Board Policy: Weapons, Violence, and School Safety, students must refrain from threats to commit violence against persons or property. Students who choose to violate this policy shall be subject to severe disciplinary consequences, including suspension, notification to Law Enforcement, and/or recommendation for expulsion, based upon the facts of the investigation.

BULLYING/HARASSMENT: The bullying/harassment of students, as described by the definitions below:
FILE: **ACAA**, **JICK**, **JFA** and **Maine Statute 6554**

Bullying/Cyberbullying includes, but is not limited to, a written, oral, or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:
   (a) Physically harming a student or damaging a student's property; or
   (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:
   (a) Creating an intimidating or hostile educational environment for the student; or
   (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school; or

(3) Is based on:
   (a) A student's actual or perceived characteristics (including race, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, religion, physical or mental disability), or any other personal distinguishing characteristics (socioeconomic status, age, physical appearance, weight, or family status) and that has the effect described above in (1) or (2); or
   (b) A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics and that has the effect described above in (1) or (2).

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

Harassment: Intimidation, ridicule, and hostility based upon an individual's race, gender, color, ancestry or national origin, marital status, age, handicap, sexual orientation, religion, or other personal characteristics.

At Mt. Ararat Middle School, we do not tolerate bullying/harassment—or retaliation for reports of bullying/harassment—in any form. Students and/or parents are asked to notify a teacher, school counselor, or administrator of reported or suspected bullying/harassment. From this initial contact, the following protocol will be put into action:

1. School Counselors will meet with the alleged target to gather facts regarding the incident(s). If bullying/harassment is suspected, School Counselors will forward the information to Administration for further review.

2. Administrators will inform parents/legal guardians of involved students that an initial investigation into a peer conflict will occur, as well as the measures being taken to ensure the immediate and long-terms safety of the student(s) involved.
3. Based on the initial investigation, and within 20 school days, Administrators will conduct a full investigation, which will include interviews with the alleged target, alleged offender, and any potential witnesses.
4. Based on the findings of the investigation, the Administration will determine whether or not the bullying/harassment is substantiated.
5. Administration will meet with the involved students to discuss the findings of the investigation and, if applicable, to determine supports for the target and consequences for the offender.
6. Administration will inform parents/legal guardians of the students involved regarding the findings of the investigation and actions to be taken which are applicable to their child
7. Administration will keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the Superintendent.
8. Administration will communicate with local or state law enforcement agencies if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

Interventions and consequences for cases of substantiated bullying/harassment are unique to the particular situation but may include mediation, referral to school counselor, changes to educational program, participation in a restorative initiative, alternate learning environment, suspension, or recommendation for expulsion.

BUS MISCONDUCT: Failure to follow transportation protocols.
FILE: **EEAB**

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

Please comply with the following behavioral expectations for the bus:

1. Follow the directions of the driver at all times.
2. Sit properly in the seat, face forward, and keep hands/feet out of the aisle.
3. Maintain an appropriate noise level.
4. Use good language.
5. Respect bus property.
6. Do not eat food, drink, or chew gum on busses.
7. Keep laptops in their cases at all times while riding on the bus.
8. Respect the driver and other riders.
9. Do not yell out of bus windows.
10. Do not stick arms, hands, or head out of bus windows.
11. Cameras/recording devices may not be used on the bus.

For more information on transportation protocols and expectations, please see Board Policy: Student Conduct While Riding on School-Provided Transportation, linked above.

COMPUTER MISUSE—CRIMINAL: Use of the school-issued laptop for criminal or illegal activity.
FILE: **IGDB**, **IJNDB**, **IJNDB-R**

DRESS CODE: Failure to follow the school dress expectations.

Students are expected to dress neatly and appropriately every day.

Hats/Hoods: Hats and hoods may be worn until a student reaches his/her locker, during motor break, and after dismissal. During the school day, hats must be stowed in student lockers.

Coats/Jackets: Coats and jackets may be worn until a student reaches his/her locker, during motor break, and after dismissal. During the school day, coats and jackets must be stowed in student lockers.
Shirts/Shorts/Pants/Dresses: Shirts, shorts, pants, and dresses should be neat and school-appropriate. Clothing should fit properly and not be too long, short, or baggy. Underwear must be covered at all times. Clothing, which advertises illegal substances or obscene material, is not allowed in school.
Footwear: Footwear must be worn at all times and must be safe for walking on stairs.
Jewelry: Any sharp or pointed jewelry may not be worn in school.

Students may speak with their advisors for clarifications on the dress code expectations.

DRUG, TOBACCO, ALCOHOL: POSSESSION/USE: The possession or use of banned/illegal substances, including, but not limited to alcohol, tobacco, controlled substances, illegal drugs, intoxicants, imitation controlled substances, or paraphernalia.
FILE: **JFCG**, **JFCI**

Per Board Policy:
Initial Disciplinary Procedure: Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances, or paraphernalia or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions shall be suspended by the principal or the principal's designee for a minimum of one (1) school day to a maximum of ten (10) school days.

Further Disciplinary Action: (A) Further suspension: Failure to comply with the course of action deemed appropriate for the student. (B) Expulsion: Expulsion may be recommended (1) when the safety and well-being of the school/community are threatened; (2) for any second offense of the Substance Abuse Policy; (3) for selling or furnishing alcohol or other drugs in school or at a school function.

Referral to Appropriate Law Enforcement Agency: Violations of state and federal laws with respect to use, possession, furnishing or selling alcohol or other drugs in any case will be referred to law enforcement officials. Law enforcement decisions are beyond the scope of the school substance abuse policy.

FAILURE TO FOLLOW ADMINISTRATOR REQUEST (DEFIANCE): Refusal to follow a specific administrative request (e.g. to leave a classroom, to go to the office, to remain in a specific location, etc.).

FIGHTING: Mutual combat between two (or more) individuals OR a physical attack perpetuated by one (or more) individual(s) against another.
FILE: **JICIA**

Per Board Policy: Weapons, Violence, and School Safety, students must refrain from violent or threatening behavior including fighting and assault and/or battery. Students who choose to violate this policy shall be subject to severe disciplinary consequences, including suspension, notification to Law Enforcement, and/or recommendation for expulsion, based upon the facts of the investigation.

HAZING: Any action or situation, which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school or school personnel.
FILE: **JFCF**

Per Board Policy: Hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with M.S.A.D. No. 75, are inconsistent with the educational process and shall be prohibited at all times. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

INAPPROPRIATE LANGUAGE/GESTURES: PEER: Use of vulgar, obscene, biased, or threatening language/gestures directed towards a classmate.

INAPPROPRIATE LANGUAGE/GESTURES: STAFF: Use of vulgar, obscene, biased, or threatening language/gestures directed towards a member of the school faculty or staff.

LEAVING SCHOOL GROUNDS: Leaving the school building or grounds without permission.

MISSED OFFICE DETENTION: Missing of an assigned/scheduled office detention.

REMOVAL FROM OFFICE DETENTION: Failure to abide by the office's rules for detention, warranting a removal from detention to the main office.

Rules for Office Detention:

1) Students will be given at least 24 hours notice prior to an assigned detention.
2) Students must arrive on time and with materials to designated detention location.
3) Students may opt to work quietly, read, draw, or sit.
4) Students may not use electronic devices, including laptops, cell phones, or gaming devices, during detention.
5) Students may not leave detention until dismissal.
6) Students may ride the school late-bus (with permission) or be picked up by a parent, following detention.
7) If an emergency situation necessitates rescheduling, students must let an administrator know prior to the scheduled detention.

VANDALISM: Willful destruction of student, staff, or building property.

WEAPONS: The use or possession of items commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person OR use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or threaten, intimidate, coerce, or harass another person.
FILE: **JICIA**

Per Board Policy: Weapons, Violence, and School Safety: Students must refrain from the use or possession of items commonly used as weapons and from the use of any object being utilized as a weapon. Students who choose to violate this policy shall be subject to severe disciplinary consequences, including suspension, notification to Law Enforcement, and/or recommendation for expulsion, based upon the facts of the investigation.

Back to Table of Contents

M.S.A.D. No. 75 POLICIES

For a complete list of M.S.A.D. No. 75 Policies and for more information on those policies outlined below, please visit the District's **website**.

CHILD FIND NOTICE
FILE: IHBAC

As a resident of MSAD No. 75, you are NOTIFIED that you are entitled to certain rights under the Individuals with Disabilities Education Act (PL – 105-17).

Under Federal law and State regulations, MSAD No. 75 is responsible for locating, identifying, and evaluating all resident students in public, private, or home school settings who are or may be in need of special education services. This responsibility is called "Child Find" and includes this notification.

If you are a parent of a resident student or know of any resident student who does or may have a disability, which may require special education, please contact either the MSAD No. 75 Director of Special Services at 729-1557 or the Principal of your local public school. MSAD No. 75 will initiate a referral process for an individual comprehensive evaluation to determine whether a student is eligible to receive special education. All contacts are kept strictly confidential.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
FILE: JOB

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask M.S.A.D. No. 75 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Family Policy Compliance Office
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-5920

5. M.S.A.D. No. 75 reserves the right to make public personally identifiable information from the education records of students if that information is designated as "directory" information. Directory information includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, honors and awards received, and the most recent previous school attended.

If a parent or adult student does not want the above directory information released, please inform the school principal in writing by the first day of school each year.

HAZING
FILE: JFCF

Maine statute defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school or school personnel."

It is the policy of the Board of Directors that hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with M.S.A.D. No. 75, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member or other employee of M.S.A.D. No. 75 shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders in student organizations, shall plan, encourage, or engage in hazing activities.

Persons not associated with M.S.A.D. No. 75 who fail to abide by this policy may be subject to ejection from school property and/or other measures.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with M.S.A.D. No. 75, which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with M.S.A.D. No. 75.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full School Board of Directors. The ruling of the board of Directors, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.

INTEGRATED PEST MANAGEMENT POLICY
FILE: ECB

M.S.A.D. No. 75 desires to prevent unnecessary expose to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the policy of M.S.A.D. No. 75 to only use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds, or disinfectants used for routine cleaning. It will be this school's policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full School IPM Policy statement and School IPM plan will be maintained in the Facilities Department at Central Office and is available upon request.

NONDISCRIMINATION/EQUAL OPPORTUNTY AND AFFIRMATIVE ACTION
FILE: AC

M.S.A.D. No. 75 does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in its employment or in the administration of its educational policies and programs.

Inquiries and/or grievances concerning the above statement should be directed to any or all of the following:

Debra Anderson, Affirmative Action Coordinator
M.S.A.D. No. 75
50 Republic Avenue; Topsham, ME 04086
Telephone: (207) 729-9961

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Telephone: (207) 624-6050

U.S. Department of Education
Office of Civil Rights
John W. McCormack Post Office & Court House Building
Post Office Square
Boston, ME 02109
Telephone: (617) 223-9967

SCHOOL CEREMONIES AND OBSERVANCES HOLIDAY POLICY
FILE: IND

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

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

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

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

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

Guidelines:

- This policy does not apply to student or District employee dress. Established dress codes remain in effect at all times.
- This policy does not limit any private conversations regarding religious matters. Educational programs and activities are in no way affected by this policy.
- This does not apply to the selling of holiday materials as fundraisers as long as it is not excessive. Fundraisers need to be sensitive to the religious affiliations of those who might sell the items and those who might purchase them.
- This policy applies to all District-owned and leased buildings with the exception of spaces leased by third parties not affiliated with or funded by the District.
- The M.S.A.D. No. 75 policy on Sacred Music supports student performances of sacred music as long as its purpose is secular, educational, neither enhances nor inhibits religion, and involves no "entanglement" with religious organizations. This policy should not be interpreted as inhibiting the performance of sacred music at school performances. Rather, it should be viewed as describing the context in which it is performed.
- Further clarification of this policy can be found on the District website under "Frequently Asked Questions."

Procedures:

1. All new teachers and staff will be informed of the policy at the outset of employment.
2. The policy will be placed in its entirety (including the Frequently Asked Questions) in the M.S.A.D. No. 75 Employee Handbook. Employees are required to sign the handbook to confirm that it has been read.
3. At the outset of the year, the calendar of major religious holiday dates will be distributed to all employees as well as the policy in its entirety.
4. Employees will be reminded of the policy in November, prior to the holiday season.
5. School leaders will ensure that faculty and staff know how to respond appropriately to student or parent questions regarding the policy, emphasizing that the policy does not restrict First Amendment rights regarding speech or dress and that it places religious holidays inside an educational context.

STUDENT ATTENDANCE/STUDENT ABSENCES AND TARDINESS
FILE: JEAA

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.
B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.
C. Schools will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
B. The potential academic consequences of excessive absenteeism; and
C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board's policy and the schools' attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the school code of conduct.

STUDENT COMPUTER AND INTERNET USE
FILE: IJNDB

M.S.A.D. No. 75 computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

M.S.A.D. No. 75 computers remain under the control, custody, and supervision of the District at all times. The District monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

INTERNET SAFETY

M.S.A.D. No. 75 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. M.S.A.D. No. 75 takes precautions to supervise student use of the Internet, but parents should be aware that M.S.A.D. No. 75 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communications with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student Internet safety, M.S.A.D. No. 75 also educates students and parents about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent/designee shall be responsible for integrating age-appropriate Internet safety training and "digital citizenship" into the curriculum and for documentation of Internet safety training.

IMPLEMENTATION OF POLICY AND "ACCEPTABLE USE" RULES

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

STUDENT COMPUTER AND INTERNET USE RULES
FILE: IJNDB-R

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

A. Consequences for Violation of Computer Use Policy and Rules

Student use of the District's computers, networks, and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. **Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked**. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

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

B. Acceptable Use

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

All board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the District's computers.

C. Prohibited Uses

Examples of unacceptable uses of the District's computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials**: Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal materials.
2. **Illegal Activities**: Using the District's computers, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The District assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights**: Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. The District assumes no responsibility for copyright violations by students.

4. **Copying Software**: Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by students.
5. **Plagiarism**: Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and web site must be identified.
6. **Non-School Related Uses**: Using the District's computers, networks, and Internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes; or any other personal use not connected with the educational program or assignments.
7. **Misuse of Passwords/Unauthorized Access**: Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
8. **Malicious Use/Vandalism**: Any malicious use, disruption, or harm to the District's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Unauthorized Access to Blogs/Chat Rooms**: Access chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

M.S.A.D. No. 75 computers remain under the control, custody, and supervision of the District at all times. **Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.**

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the District for any losses, costs, or damages incurred by M.S.A.D. No. 75 for violations of Board policies and school rules while the student is using the District's computers, including the cost of investigating such violations. M.S.A.D. No. 75 assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District's computers.

F. Student Security

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

G. System Security

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

H. Additional Rules for Laptops Issued to Students Beyond MLTI

1. Laptops are lent to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student and/or his/her parent must acknowledge the school's lending policy.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. M.S.A.D. No. 75 offers

an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty.

4. If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately. If a laptop is stolen, a report should be made to the local police and the Technology Coordinator immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in the loss of laptop lending privileges and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it has been lent.
9. Laptops must be returned in acceptable working order.

STUDENT/PARENT FUNDRAISING ACTIVITIES
FILE: JJE

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the instructional program of each school. However, the Board acknowledges that student or parent organizations may wish to engage in fundraising in order to support and enrich the instructional program, to provide activities, to fund social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

The specific guidelines for fundraising, along with the complete policy, can be found at the District's website.

STUDENT PROTECTION FROM BULLYING
FILE: JICK

I. Introduction

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the M.S.A.D. No. 75 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' well-being, the educational mission of the M.S.A.D. No. 75 schools, or the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA: Student Protection from Harassment and Sexual Harassment);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

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

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

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

OR

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

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

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

OR

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

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;

7. Stealing or hiding books, backpacks, electronic devices, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

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

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about an individual on a website, an app, in social media, or any other electronic platform;
2. Posting misleading, altered, or fake image(s) or digital video footage on websites or creating fake websites or social networking profiles in the guise of posing as the targeted individual;
3. Impersonating or representing another individual through the use of that other individual's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, "sexting", IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone, digital video camera, or other electronic device to take and/or send unauthorized or sexually explicit photographs.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices (see VII B below) to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

2. Takes place while students are being transported to or from schools or school-sponsored events;

3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or

4. Takes place elsewhere (such as through the use of technology), but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

IX. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school district's publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. The superintendent's designee or designees for administering this policy at the school level is identified in each school handbook.
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
6. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
7. Filing the district policy that addresses bullying and cyberbullying with the Maine Department of Education; and
8. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

STUDENT PROTECTION FROM HARASSMENT
FILE: JFA

The M.S.A.D. No. 75 Board of Directors believes that every student is entitled to respect, as an individual, from all other members of the school community. In support of this belief, the Board of Directors recognizes the right of each student to learn and to participate in an environment free of intimidation, ridicule, and hostility, as provided under State and federal law and District policy.

In support of this right, M.S.A.D. No. 75 prohibits harassment or ridicule of students based upon race, color, sex, sexual orientation, religion, age, national origin, or handicap.

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

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

STUDENT PROTECTION FROM HARASSMENT AND SEXUAL HARASSMENT

FILE: ACAA

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the Human Resources Director (designated as the Title IX Coordinator) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

STUDENT SEARCHES
FILE: JFG

The Board recognizes its responsibility to ensure that discipline is maintained in the schools and that a safe, orderly environment conducive to the educational process is preserved. Therefore, school officials may conduct reasonable searches of students and their possessions, when in their judgment, there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the Law or the policies or regulations of the school. The search must be reasonably related in scope to the circumstances which precipitated the search, and the school official conducting the search shall take into account the age and sex of the student and the nature of the alleged infraction.

Lockers and other storage facilities on school premises are school property and shall remain at all times under the control, custody, authority and supervision of the school authorities. Students will have prior notice that lockers and other storage facilities made available to them for temporary storage of their personal possessions remain under the control and ownership of school administration and that the school administration has the right to search lockers, desks and other storage facilities for items which violate Law, school policies or regulations. Students will be asked to sign a statement acknowledging their understanding of this. Such searches may be conducted as part of a program of random searches or when reasonable grounds exist to suspect that the search will reveal evidence that the student has violated or is violating the Law or the policies and rules of the school. Searches in response to reasonable grounds may be conducted by school officials as a result of a patrol of school premises by dogs trained to detect drugs or weapons. Only the Superintendent may determine when a canine patrol and any resulting search may be conducted.

ADMINISTRATIVE PROCEDURE: STUDENT SEARCHES

The following protocol will be observed when conducting searches of students:

1. When the school official has reasonable suspicion that a student has possession of any items which violate Law, school policies or regulations, he/she will call the student to a private location, if practical, and in the presence of a second staff member, inform the student that there is reason to believe that he/she is in possession of such items.
2. During any search of a student's person, the Principal and/or Assistant or designee will be present along with one other adult employee of the school, who will be of the same gender as the student being searched; and such search will be conducted in an appropriate private area, if practical.
3. During any search of property belonging to the student, the school official shall ask the student to open and fully reveal the contents of any container, compartment, bag or other item. If the student refuses to open the item or fully reveal its contents, the school official shall open and search the item to reveal its contents.
4. Any items which are illegal, prohibited by school policies or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities.
5. The seizure or confiscation of items located in a locker shall be accompanied in the following manner:
    - Each item seized must be identified in a written receipt issued to the student.
    - If items are found which are illegal, the police shall be called and such items will be turned over to the police. Such other items which are seized shall be secured in a locked desk, cabinet, vault, or office.
    - The Principal or his/her designee shall prepare a report indicating the time and place of the search, who was present at the search, what items were seized as a result of the search, and the disposition of such items.
    - A copy of this report shall be given to the student, the student's parent/guardian and the Superintendent, no later than the next school day following the search. In complying with this section as regards notification to the student's parents/guardian, it shall be sufficient that the parent/guardian shall be orally notified of the search on the day it is conducted, and a copy of the report is mailed by the end of the next school day.

If a school official has reason to believe that a student is under the influence of alcohol or any illegal drug, the official may require the student, in addition to any other steps which are authorized by this policy, to submit to a non-intrusive testing protocol conducted by the school nurse or other certified school personnel.

A more expansive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search should be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by these procedures.

For more information on the procedures utilized during canine searches and searches of student lockers, please see the District's website to view the policy in its entirety.

STUDENT SURVEYS AND MARKETING INFORMATION
FILE: ILD

From time to time, M.S.A.D. No. 75 may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The District will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

PARENTAL CONSENT TO SURVEYS

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and written consent of parents and guardians:

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of student or student's family
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents, or
- Income (other than that required by Law to determine eligibility for participating in a program or for receiving financial assistance under such a program).

In cases of surveys not funded under the U.S. Department of Education programs, parent's/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the Superintendent or other appropriate administrator within 14 days of receiving notice.

NOTICE TO PARENTS REGARDING SURVEYS

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the Board. If actual or expected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice before the survey is administered.

PROCEDURE FOR INSPECTION OF SURVEYS/INSTRUCTIONAL MATERIALS

Parents and guardians have the right to inspect any survey or related instructional material created by a third party before it is distributed or administered to students. Parents may also want to inspect any instructional materials, including teacher manuals, films, tapes, or other supplementary material, which will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional material by submitting a request in writing to the Superintendent of Schools or other appropriate administrator within fourteen (14) days of arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

USE OF STUDENT PERSONAL INFORMATION FOR MARKETING PURPOSES

M.S.A.D. No. 75 does not collect, use or disseminate personal information about students for marketing or commercial purposes. This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or schools (including but not limited to tests and assessments, sale by students or products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines.)

USE OF PHYSICAL RESTRAINT AND SECLUSION
FILE: JKAA

The board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by State Law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an

emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

A. Definitions

The following definitions apply to this policy and procedure:

A. Physical restraint: An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

   Physical restraint does not include any of the following:
   1. Physical escort: A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
   2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
   3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
   4. A brief period of physical contact necessary to break up a fight.
   5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
   6. The use of seat belts, safety belts, or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
   7. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
   8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.
   9. DOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

   Seclusion does not include:
   1. Timeout: An intervention where a student requests, or complies with an adult request, for a break.

II. Procedures for Implementing Physical Restraint and Seclusion

The requirements for implementing physical restraint and seclusion, as well as incident notes, documentation, and reporting are included in the accompanying procedure, **JKAA-R**.

III. Annual Notice of Policy/Procedure

M.S.A.D. No. 75 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

IV. Training Requirements

A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.

B. M.S.A.D. No. 75 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. Parent/Legal Guardian Complaint Procedure

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) school days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Back to Table of Contents