

**MESSALONSKEE
HIGH SCHOOL**



**2011-2012
STUDENT/PARENT
HANDBOOK**

TABLE OF CONTENTS

MHS Mission and Student Expectations	4
School Calendar	5-6
Important Dates for 2011-2012	7
Parent/Teacher Conferences	
Progress Report Dates	
Report Card Dates	
Curriculum and Assessment Night	
SAT Dates	
Dates that MMTC is not in Session	
MHS Staff and Faculty Roster	8-9
Regional School Union 18 Philosophy	10
Academic Information	
Graduation Requirements.....	11
Grading Scale.....	11
Honor Roll Requirements.....	11
Promotion.....	11
Records, Admissions, and Withdrawals	
Student Records.....	12
Release of Information to Military Recruiters and Colleges.....	12
The Family Educational Rights and Privacy Act (FERPA).....	12-13
Admission of Resident Students.....	13
Student Withdrawal/Transfer Process.....	13
Guidance and Support Services	
Guidance Staff.....	14
Scholarships.....	14
Academic Load.....	14
Course Change.....	14
Failed Courses.....	14
Learning Center.....	14
Lunchtime Tutorial.....	14
Library Media Center.....	14-15
Special Education.....	15
Referral Process.....	15
Section 504 of the Federal Rehabilitation Act.....	15
Attendance Policy and Procedures	
MHS Attendance Policy.....	15
Excusable Absences.....	16
Excused Absence Documentation/Notes.....	16

Unexcused Absences.....	17
Make-up Procedure and Guidelines.....	17
Tardiness to Class.....	17
Tardiness to School.....	17-18
Dismissal from School.....	18
Homerom Attendance.....	18
Code of Conduct	
Due Process.....	18
Office Discipline Referrals/Student sent out of class.....	19
Detention.....	19
Suspension (External)/Expulsion.....	19
Unacceptable Behaviors and Consequences.....	20-21
Parent Notification.....	22
Other Offenses.....	22
General Information	
Acceptable Use Policy.....	22
Cheating/Plagiarism.....	22
Courtyard Rules.....	22-23
Dances/School Activities.....	23
Dress Code.....	23-24
Driving/Parking Regulations for Students with Vehicles.....	24
Drugs, Alcohol, and Tobacco.....	24
Emergency Record Card.....	24
Fire Procedures.....	24-25
Hallway Behavior.....	25
Homebound Instruction.....	25
Homerom.....	25
Insurance.....	25
Intimidation/Threatening Behavior & Harassment/Sexual Harassment.....	25
Lockers.....	25
Lunchtime Behavior.....	26
Medication.....	26
Passes from Class/Study Hall.....	26
School Cancellations.....	26
Senior Privileges.....	26
Lunch.....	26
Late Arrival/Early Release.....	26-27
Skateboards and In-Line Skates.....	27
Student Drop Off/Pick Up Procedures.....	27
Study Halls.....	27
Telephones/Electronic Devices.....	27
Textbooks.....	27
Transportation.....	27
Visitors.....	28
Co-Curricular Activities.....	28
Interscholastic Athletics.....	28-29
Selection of Team Participants.....	29
Athletic Teams.....	29
Spectator Guidelines.....	30-31
The Maine Principals Association.....	31
Student Policies.....	31
Non-Discrimination Statement.....	31
School Song.....	31
Red/white Schedule.....	32
Policy JICH: Drug & Alcohol Use By Students.....	33-39

MESSALONSKEE HIGH SCHOOL MISSION AND STUDENT EXPECTATIONS

Messalonskee High School is a center of excellence where students engage collaboratively with highly committed staff members to focus on intellectual, social, emotional, and physical development of each learner. The atmosphere is safe, nurturing, and exciting. Every student has the resources and personal support necessary to reach his or her personal best. The students, staff, and community place a premium on high achievement in all activities and emphasize the development of critical and creative thinking skills. All students are encouraged to develop intellectual curiosity, make responsible decisions, and become life-long learners.

To achieve this end, Messalonskee High School:

- enjoys a mutually supportive relationship with its community and continually honors and builds on that partnership. Community members, local agencies, businesses, and service organizations sponsor activities through which students learn the value of responsible citizenship, volunteerism, and community service. Families work with the school as full partners in supporting students to develop and realize meaningful personal goals, meet high standards of ethical conduct, and develop as life-long learners. (*Partners in learning*)
- takes a proactive role as a member of the global community. Students and staff together learn to adapt to an increasingly complex world. Each learner develops a strong sense of his or her own self-worth, a respect for the intrinsic value of every person, and a sense of responsibility for global stewardship. (*Personal and global stewardship*)
- maintains state-of-the-art facilities and technologies that provide a broad range of instructional resources. Comprehensive programs encourage the integration of intellectual, artistic and athletic skills in a physically and emotionally safe environment. (*State-of-the-art facilities & programs*)
- values and nurtures an atmosphere of mutual respect, honesty, open communication, and shared commitment to excellence among all members of the school community. All members of the school community are celebrated and supported for their ongoing contributions to students' success. (*Collaborative culture*)

Academic Expectation

Students will meet their individual goals and become independent learners through successful achievement in:

- reading,
- communication,
- problem solving, and
- numeracy

Social Expectations

- students will assume responsibility for their actions and accept the rewards and/or consequences.
- students will respect themselves and others; treat others as they would like to be treated.
- students will peacefully manage and resolve conflict.

Civic Expectations

- students will know and exercise the rights and responsibilities of citizenship.
- students will contribute to the well-being of the family, school, local, and global communities: become productive members of society.

Staff Approved: 2-8-05
School Board Approved: 4-6-05

REGIONAL SCHOOL UNIT NO. 18
Belgrade-China-Oakland-Rome- Sidney
SCHOOL CALENDAR
2011-12

1 + 2

<u>August</u>	<u>August</u>	
25 26 (29) (30) 31	25 - Thursday 26 - Friday 29 – Monday 30 – Tuesday 30 – Tuesday	Orientation Workshop for New Teachers (Building-Based) Orientation Workshop for New Teachers In-service Workshop for All Teachers In-service Workshop for All Teachers Open House- China Middle School – 3:00 to 5:00 p.m. Open House- China Primary School- 3:00 to 5:00 p.m.
	31 – Wednesday	School Opens -- Grades Pre-K through Grade 6, Grade 9 and China Middle School and China Primary School -- Regular Schedule/School Breakfast/Lunch Programs Begin

21

<u>September</u>	<u>September</u>	
1 2 <u>5</u> 6 7 8 9 12 13 14 15 16	1 - Thursday 5 - Monday 14 – Wednesday 14 – Wednesday 15- Thursday 21-Wednesday 22-Thursday 29-Thursday 30 - Friday	All Students Labor Day (Title 20-A, Section 4802)--No School Curriculum and Assessment Night – Atwood Primary – 5:00 p.m. – 6:00 p.m. Curriculum and – Williams Elementary – 6:00 p.m. – 7:00 p.m. Curriculum and Assessment Night – Messalonskee Middle School – 6:00 p.m. – 8:00 p.m. Curriculum and Assessment Night – Messalonskee High School – 6:30 p.m. – 8:30 p.m. Curriculum and Assessment Night – James H .Bean – 6:00 p.m. – 7:00 p.m. Curriculum and Assessment Night – Belgrade Central School – 6:00 p.m. – 7:00 p.m. 1 st Quarter Progress Reports – Messalonskee High School and Messalonskee Middle School (22 instructional days)
19 20 21 22 23 26 27 28 29 30		NOTE: Each School will hold a Curriculum and Assessment Night during the month of September.

20

<u>October</u>	<u>October</u>	
3 4 5 6 7 <u>10</u> 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	3 - 21 10 - Monday 13 – Thursday 14 – Friday 14 - Friday	NECAPs Administered Columbus Day (Title 20-A, Section 4802)--No School Parent-Teacher Conferences – Messalonskee High School (5:00 – 8:00 p.m.) Observance of Poetry Day, October 15 (Title 20-A, Section 4803) Progress Reports--Grades 4-5: Belgrade Central School, James H. Bean School, Williams Elementary School and Grades 4-8: China Schools

17 + 1

<u>November</u>	<u>November</u>	
1 2 3 4 7 8 9 (10) <u>11</u> 14 15 16 17 18 21 22 <u>23</u> <u>24</u> <u>25</u> 28 29 30	2 - Wednesday 4 – Friday 9 – Wednesday 10 – Thursday 11 - Friday 14 – Monday 14 – 18 22 – Tuesday 23 - 25 28 – Monday	Observance of John F. Kennedy Day, November 2 (Title 20-A, Section 4803) Grades Close—1 st Ranking Period – Messalonskee High School and Messalonskee Middle School (46 instructional days) Parent-Teacher Conferences—Messalonskee Middle School (5:00 – 8:00 p.m.) In-service Workshop for All Teachers – No School for All Students Pre-K-12 Veterans’ Day (Title 20-A, Section 4802) – No School Report Cards Posted—Messalonskee High School and Messalonskee Middle School American Education Week Schools close at 3:00 p.m. for Thanksgiving Recess Thanksgiving Recess Grades Close—1 st Trimester—Elementary Schools and China Middle School (59 instructional days)

16

<u>December</u>	<u>December</u>	
1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 <u>23</u> <u>26</u> <u>27</u> <u>28</u> <u>29</u> <u>30</u>	5 – Monday 9 - Friday 22 – Thursday 23 – Friday 23 – 30	Report Cards Distributed – Elementary Schools and China Middle School 2 nd Quarter Progress Reports--Messalonskee High School and Messalonskee Middle School (20 instructional days) Schools Close at 3:00 p.m. for Christmas Vacation Parent-Teacher Comp Day – No school for ALL students, Pre-K-12 District wide Christmas Vacation

19 + 1	<u>January</u>	January	
	<p><u>2</u> 3 4 5 6 9 10 11 12 13 <u>16</u> 17 18 19 20 (23) 24 25 26 27 30 31</p>	<p>2 – Monday 16 – Monday 20 – Friday 20- Friday 20 - Friday 23 - Monday</p>	<p>New Year’s Day (Title 20-A, Section 4802) – No School Martin Luther King, Jr. Day (Title 20-A, Section 4802)--No School Progress Reports--Grades 4-5: Belgrade Central School, James H. Bean School, Williams Elementary School and Grades 4-8 China Schools Grades Close--2nd Quarter—Messalonskee High School (42 instructional days – 1st semester 88 days) Grades Close--2nd Ranking Period—Messalonskee Middle School In-service Workshop for All Teachers – No School for All Students Pre-K-12</p>
16	<u>February</u>	<u>February</u>	
	<p>1 2 3 6 7 8 9 10 13 14 15 16 17 <u>20 21 22 23 24</u> 27 28 29</p>	<p>1 – Wednesday 17 - Friday 20 – Monday 20 – 24 27 - Monday</p>	<p>Report Cards Posted—Messalonskee High School and Messalonskee Middle School Schools Close at 3:00 p.m. for Winter Vacation Presidents’ Day (Title 20-A, Section 4803) Winter Break Schools Re-open After Winter Vacation</p>
21 + 1	<u>March</u>	<u>March</u>	
	<p>1 2 5 6 7 8 9 12 13 14 15 (16) 19 20 21 22 23 26 27 28 29 30</p>	<p>2 - Friday 8 – Thursday 8 – Thursday 8 – Thursday 15 –Thursday 15 – Thursday 16 - Friday</p>	<p>3rd Quarter Progress Reports—Messalonskee High School and Messalonskee Middle School (24 instructional days) Parent-Teacher Conferences—Messalonskee High School (5:00 – 8:00 p.m.) Parent-Teacher Conferences—Messalonskee Middle School (5:00 – 8:00 p.m.) Grades Close--2nd Trimester—Elementary Schools and China Middle School (59 instructional days) Observance of Statehood Day, March 15 (Title 20-A, Section 4803) Report Cards Distributed—Elementary Schools and China Middle School Parent-Teacher Comp Day – No school for ALL students, Pre-K-12 District wide</p>
16	<u>April</u>	<u>April</u>	
	<p>2 3 4 5 6 9 10 11 12 13 <u>16 17 18 19 20</u> 23 24 25 26 27 30</p>	<p>6 – Friday 12 – Thursday 13 – Friday 16 – Monday 16 – 20 23 – Monday 30 – Monday</p>	<p>Grades Close--3rd Ranking Period—Messalonskee High School and Messalonskee Middle School (48 instructional days) Report Cards Posted—Messalonskee High School and Messalonskee Middle School Schools Close at 3:00 p.m. for Spring Vacation Patriots’ Day (Title 20-A, Section 4802) Spring Vacation Schools Re-open After Spring Vacation Progress Reports--Grades 4-5: Belgrade Central School, James H. Bean School, Williams Elementary School and Grades 4-8: China Schools</p>
21 + 1	<u>May</u>	<u>May</u>	
	<p>1 2 3 4 7 8 9 10 (11) 14 15 16 17 18 21 22 23 24 25 <u>28</u> 29 30 31</p>	<p>7 – 18 10 – Thursday 11 – Friday 21 – 25 28 - Monday</p>	<p>Science MEAS Administered 4th Quarter Progress Reports – Messalonskee High School and Messalonskee Middle School (19 instructional days) In-service Workshop for All Teachers – No School for All Students, Pre-K-12 Arbor Week (Title 20-A, Section 4805) Memorial Day (Title 20-A, Section 4802)—No School</p>
12 + 1	<u>June</u>	<u>June</u>	
	<p>1 4 5 6 7 8 11 12 13 14 15 18 (19)</p>	<p>7 – Thursday 18 – Monday 19 – Tuesday</p>	<p>Graduation – Augusta Civic Center Final Day of Classes for Students District wide In-service Workshop for All Teachers</p>

This school calendar is based on 176 seat days, plus four emergency days, plus 8 teacher workshop/ conference days.

Adopted: May 4, 2011

Revised: July 25, 2011 (to include Curriculum and Assessment Night and Open House Dates)

Word/Calendar/11-12 – Final – 05-04-11

IMPORTANT DATES FOR 2011-2012

Parent/Teacher Conferences:

Thursday, October 13 from 5:00 p.m. to 8:00 p.m.

Thursday, March 8 from 5:00 p.m. to 8:00 p.m.

Progress Report Dates: (Check grades through Parent Portal as we do not mail progress reports home.)

Friday, September 30

Friday, December 9

Friday, March 1

Thursday, May 10

Report Card Dates:

Monday, November 14

Tuesday, February 1

Tuesday, April 12

June, After final day of classes

Curriculum and Assessment Night:

Wednesday, September 21 6:30 p.m. to 8:30 p.m.

SAT DATES:

Test Dates:

October 1

November 5

December 3

January 28

March 10

May 5

June 2

Registration Deadlines:

September 9

October 7

November 8

December 30

February 10

April 6

May 8

SAT Test Date for Juniors: (Test administered at MHS)

May 5 (All Juniors as required by Department of Education)

Dates that MMTTC is NOT in Session:

October 10

November 11

November 23-25

December 26

December 30

January 2

January 16

February 20-24

April 16-20

May 28

June 18- Last day of Classes

Faculty and Staff

Administration

Dan Bowers, Assistant Principal/Extra Curricular Administrator
Paula Callan, Assistant Principal
Tom Hill, Athletic Coordinator
Jon Moody, Principal

Art Department

Wendy Burton
Leone Donovan

Alternative Education Department

Galen Mayhew
Nate Stubbert

Custodial Staff

Jerri Lee Cookson
Victor Grivois
Brian Powell
Peggy Sirois
Jason Thibodeau
David Young

Educational Techs

Jane Butler, Special Education
Pat DeLisle, Special Education
Pam Elwell, Computer Lab
Mary Fowler, Special Education
Tina Frappier, Special Education
Mike Jones, Alternative Education
Julie Kern, Special Education
Hazel Leary, Alternative Education
Jacki Locke, Special Education
Cindy Pierce, Special Education
Molly Rancourt, Special Education
Diana Stevens, Special Education
DeeDee Stevens, Special Education
Joi Stratton, Special Education
Lisa Workman, Special Education

English Department

Dave Boardman
Frank Brown
Mandi Favreau
Laurel Hanson
Colin Hickey
BJ Kemper
Mary Paine
Erin Tripp

Food Service

Lisa Alanis
Joyce Bulmer
Vickie Bussey
Lorie Fletcher
Carl Frost
Patty Shorty
Sandra Powell

Foreign Language

Christine Boisvert
Robin Colby
Karalynn Gibson
Eunice Loreda
Paula Michaud
Sylvie Margi

Guidance Department

Diane Damone, Guidance Counselor
Keith Derosby, Guidance Counselor
Lisa Hallen, Guidance Counselor
Wendy Spaulding, Guidance Counselor

JMG Department

Robin Allen
Matt Reynolds

Learning Center

Ninette Fenlason

Library

Crystal Shamas-Douglas
Kiri Guyaz
Sylvia Jadczyk

Math Department

Michelle Frigon
Nathanael Haynie
Kathi King
Julie Kohl
Jamee Luce
Jennifer Mayo
Heather Merrill
Debra Michaud-Alexis
Cathy Sears

P.A.C. Director

Susan Perrino

Faculty and Staff

Physical Education/Health Department

Stephanie Carter
Tom Hill
Beth Preglovick
Tom Sheridan

School Nurse

Kathy Riddle

School Resource Officer

Tracey Frost

Science Department

Rachel Frost
Jamie Purnell
Susan Robe
Seth Staples
Marge Stehle
Mike Waters
Pia Whitehouse

Social Studies Department

Justin DeMott
Alan Derosby
Brian Fielding
Glenn Hutchinson
Heather Karagiannes
JoAnn Lemire
Ryan Martin

Special Education Staff

Mark Bachinski
Jackie Bouchard
Katie Gorham
Sonja Guite
Scott Talcove

Support Staff

Megan Bacon, Main Office Lead Secretary
Leo Bouchard, Main Office Attendance Secretary
Crystal Churchill, Guidance Office Secretary
Becky Fisher, Athletic Dept. Secretary
Brenda Stevens, Guidance Office Registrar
Joyce Anderson, Adult Education Secretary

Technology

Gail George

Tech Trades

Robert Gierie

Visual and Performing Arts Department

Andy Forster
Kevin Rhein
Pam Rhein

REGIONAL SCHOOL UNION 18 PHILOSOPHY

Regional School Union 18 promises to help each child entrusted to its care become a well-adjusted, informed, productive, and responsible citizen of the world community.

To this end, the district's educators, parents, and citizens are committed to offering a liberal education built on a flexible, integrated curriculum which not only stresses the basic tools of learning and respects the integrity of the traditional disciplines, but also emphasizes the application of the tools and the interrelation of subject areas.

We believe that each student must be assisted in acquiring a high level of literacy, which reflects a strong foundation of knowledge, skills, and attitudes; promotes life-long learning; and facilitates adaptation to change. Rapidly evolving technologies and an increasingly complex society require that students learn a sophisticated common body of knowledge and skills. This foundation of learning is the key to adaptability in the face of change. It should take precedence over early specialization.

We believe it is the responsibility of the district to challenge each student to achieve the fullest potential, to develop a positive self-image, to appreciate the uniqueness of self, and to recognize the value of other individuals. Furthermore, the district must help each student to stretch personal aspirations, while developing intellectual curiosity. Towards these ends, we are committed to promoting opportunities for success for all students. As a graduate of our educational program, each person should be able to:

- Demonstrate an ability to solve problems;
- Communicate effectively in writing and orally;
- Research, analyze and use information appropriately;
- Appreciate aesthetic aspects of world cultures through art and music;
- Recognize and practice healthful living;
- Understand the fragility of our environment; and
- Make responsible decisions that contribute to the common good, our democratic ideals, and global interdependence.

Upon graduation, Messalonskee students should leave fully capable of competing and interacting successfully in the world community, while also pursuing a satisfying quality of life and contributing to the general betterment of others.

ACADEMIC INFORMATION

Section 1- Graduation Requirements, Grading and Promotion

Graduation Requirements

Students are required to have a minimum of 23 credits in order to be eligible to graduate. To receive a Messalonskee High School diploma a student must complete the following core courses and demonstrate the ability to research and present information in a curriculum research project.

English	4 credits
Social Studies	3 credits (Beginning with the Class of 2013)
Science	3 credits
Mathematics	3 credits
Phys Ed (3 semesters)	1-½ credits
Health (1 semester)	½ credit
Fine Arts	1 credit
Career Prep	½ credit
Electives	6 credits
Curriculum Research Project (CRP)	completed

The principal determines awarding transfer credits from other schools. Pupils identified as exceptional children will receive a diploma upon satisfactory completion of their Individual Education Plan.

Grading Scale

The basis for the academic achievement mark is the teacher's evaluation of the quality of a student's performance in a subject.

90-100	A- Superior
80-89	B- Above Average
70-79	C- Average
60-69	D- Below Average
Less than 60	F- Failure, no credit

Reports on standards will use a 1-4 scale: 1 (does not meet), 2 (partially meets), 3 (meets), and 4 (exceeds).

Honor Roll Requirements

High Honors/Distinction:	Grade Point Average of 93-100
High Honors:	Grade Point Average of 87-92
Honors:	Grade Point Average of 83-86

A grade below 70 (C-) or I for an incomplete grade makes a student ineligible for Honor Roll recognition. All incomplete grades must be made up within two weeks after grades close for that ranking period unless special permission is granted by administration.

Promotion

In order to make satisfactory progress toward earning the required credits at MHS; it is essential that a student have at least the following:

- 6 credits at the end of the freshman year
- 12 credits at the end of the sophomore year
- 18 credits at the end of the junior year
- 23 credits at the end of the senior year

Section II-Records, Admissions, and Withdrawals

Student Records

Regional School Union 18 adheres to all aspects of the Family Educational Rights and Privacy Act. Parents have the right to inspect, to request copies and to appeal the inclusion of some materials found in a student's file. Parents are urged to contact their school principal to discuss records or to request a copy of their student's file.

Release of Information to Military Recruiters and Colleges

The federal No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher learning upon request. Parents or legal guardians have the right to request that the school not release such information. Forms, specifically for this purpose, will be distributed at the beginning of each school year.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 (or the appropriate school official) a written request that identifies the record(s) 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 RSU18 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 disclosure of personally identifiable information contained in the student's educational 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 is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person, or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). 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.

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

The District may also disclose directory information without consent. Directory information would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes student's name, date of birth, major field of study, dates of attendance, degrees, awards, and the most recently attended school.

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 address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5). The school department has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance in the school unit, and honors and awards received.

6). Parents of eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by **October 1st** for the current school year.

Absent of such notice, the school department may disclose directory information about students.

Admission of Resident Students:

Regional School Unit 18 shall admit as students those children of legal school age who live with parents or legal guardians residing within the municipalities of Oakland, Belgrade, Sidney, Rome, and China.

Guardianship shall be substantiated by a copy of a court order appointing the resident as guardian of the student. No student shall be accepted for enrollment on the basis of guardianship established by a power of attorney.

State wards shall be considered resident of the district for the purposes of school enrollment.

Student Withdrawal/Transfer Procedure:

When a student is intending to withdraw or transfer from Messalonskee High School the following procedures will be followed:

1. The student and/or parent will notify the guidance office and meet with the appropriate counselor to acquire the withdrawal/transfer form;
2. The parent must sign the withdrawal/transfer form;
3. The student should see teachers to obtain grades, return books, and get teacher signatures;
4. If additional records are requested, the student may have copies of necessary information to take to receiving school;
5. If health records are requested the student/parent will be referred to the school nurse;
6. Official school records will be sent to the receiving school upon official request.

GUIDANCE AND SUPPORT SERVICES

The Guidance department at Messalonskee High School is structured to help students explore information and receive assistance in all aspects of their educational and personal experience. Students are encouraged to use the resources of the Guidance office regarding selection of their high school course of study, career information, college information, community colleges and professional/trade schools, and military career information. The Guidance office also offers services to students needing information or assistance with concerns of a personal nature. Students are encouraged to stop by the Guidance office any time and schedule an appointment with their counselor.

The Messalonskee High School Guidance department has four Guidance counselors, two Guidance secretaries and a registrar. Each counselor is responsible for a part of the alphabet and that counselor remains the counselor for those students through their graduation.

Crystal Churchill, Secretary
Diane Damone, Guidance Counselor
Keith Derosby, Guidance Counselor
Lisa Hallen, Guidance Counselor
Wendy Spaulding, Guidance Counselor
Brenda Stevens, Secretary/Registrar

The Guidance department can be called directly, **465-4989**.

Scholarships

There are excellent opportunities for graduates to receive financial help to continue their education. It is important that students acquaint themselves with scholarships and the application procedure. For more information contact your guidance counselor.

Academic Load

Students are required to be enrolled in the equivalent of ***three courses*** each quarter.

Course Change

There will be an add/drop period of five school days at the beginning of each semester for extenuating circumstances only. Students may request course changes in their schedule during this time by contacting their counselor. **There will be no schedule changes after the start unless requested by a teacher, parent or administrator.** Students who are experiencing difficulty with their classes after the add/drop period are requested to first speak with their teacher.

Students who withdraw from a class after a grade has been posted (quarter or semester) will have the course noted on their transcript as "withdrawn," along with the final indicated grade.

Failed Courses

Failure of a required course may be made up in summer school or during the following semester. Juniors who do not have enough credits to be advanced will have their academic record evaluated by their counselor, and will be promoted to senior status if a feasible plan for graduation can be completed.

Learning Center

Students are allowed to sign out of study hall to go to the Learning Center for tutorial services. Tutorial services include help from teachers, peer tutors, volunteers and computer tutorial software. An administrator may assign students to the Learning Center for extra help.

Lunch Tutorial

Teachers may be available during homeroom for additional academic help.

Library Media Center

The Messalonskee High School Library Media Center contains over 15,000 volumes of printed material, an ever-expanding collection of audio and video curriculum supplements, as well as current and past periodicals. The Library is open from 7:30 a.m. until 4:00 p.m. Mon-Thurs and from 7:00-3:00 pm on Friday.

The following guidelines have assured cooperation and efficiency to the Library's operation:

- When entering, please leave backpacks by the door on the wall hooks.
- Please be quiet and do not disturb others.
- No food or drink is allowed.

- No board games or computer games.
- No e-mail or chat rooms.
- You may sign up for only one half of a block period per day.
- Only 4 people seated at a table. Please leave the furniture where it is.
- Books may be checked out for 2 weeks, and may be renewed twice, after which the book must be returned.
- To renew, it is not necessary to have the book with you; but you do need to stop in and ask the library staff to renew it.
- You are responsible for due dates and overdue fines. Remember that other students need the same books for assignments, so please be considerate.
- Be careful about taking out too many books at once-overdue fines add up quickly.
- Overdue book fines are charged at 5 cents per book per day, with a 3-day grace period.
- Overdue lists are posted on the wall outside the Library, and are distributed regularly to homeroom teachers.

Special Education

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

Referral Process

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

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

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

Section 504 of the Federal Rehabilitation Act

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

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

Whether a student has a physical or mental impairment will usually be determined through an evaluation process.

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

Parent or student concerns regarding Section 504 eligibility should be directed to the Messalonskee High School guidance department.

ATTENDANCE POLICY/PROCEDURES

Regular attendance is an important factor in academic success. In a high school schedule, daily attendance is essential as many classroom activities cannot be duplicated for individual students who are absent. Classroom instruction, group work, and the discussion and interactions that take place, are important components of each course that cannot be replicated through make-up work. For these reasons, all students are expected to be in school, on time, and to attend all assigned classes each day.

Department/Teacher Attendance Expectations

Each academic department/teacher may establish course expectations that relates attendance/tardiness to a participation grade. This portion of a student's final grade may count a minimum of 5% but may not exceed 15%. Building administration will review attendance/tardiness expectations with departments/teachers. Teachers will inform all students of these expectations early in each course.

Absences that are excusable by law, a result of hospitalization or incarceration, and school-sponsored field trips will not be calculated into student's participation grade.

In addition, when students' are dismissed from a class for school-sponsored activities such as athletics, other extracurricular activities or band/chorus lessons they should not be marked absent and will not be penalized with the loss of participation points.

Excusable Absences

State of Maine Law, Title 20A, Section 5001-A designates five reasons why a school may excuse a student's absence. These five reasons are:

1. Personal Illness;
2. An appointment with a health professional that cannot be made outside of the regular school day;
3. Observance of a recognized religious holiday when the observance is **required** during the regular school day;
4. A family emergency (verification may be required);
5. A planned absence for personal or educational purposes that has been approved by the school. (Approval must be secured at least **ONE WEEK** in advance.) Planned absence forms are available in the Main Office.

In addition, any exceptional situation that has approval from the Superintendent may be considered excused.

Make up work will be permitted and granted for all absences coded as excused.

Parents are responsible for notifying the school of the reason for the student's absence. However, because Maine School Law is specific, parental permission for an absence does not assure that it will be coded as excused. Daily attendance can be viewed by going to the Parent Portal link located on the District's Website.

Absences not noted above will be reviewed by the administration. Students meeting the definition of students experiencing education disruption are to be given excused absences for situations due to homelessness, unplanned psychiatric hospitalization, and unplanned hospitalization for a medical emergency, foster care placement, youth development placement, or some other out-of-district placement not otherwise authorized by an individualized education plan or other educational plan or a superintendent's agreement developed in accordance with section 5205, subsection 2.

Excused Absence Documentation/Notes

Upon returning to school after an absence the student is expected to report to the Main Office with a signed note (within 48 hours) from his/her parent/guardian including the reason for the absence and the date(s) before going to class. Medical documentation is required for those absences that involve a medical issue or appointment.

Unexcused Absences

All absences not listed above or approved specifically by the school administration are classified as unlawful by State law and a student may be classified as habitually truant. State of Maine Law, Title 20A, Section 5051-A, defines a student as being habitually truant when s/he has accumulated the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year. When a student has reached this point, in compliance with state law the school will initiate steps to correct the truancy. These steps will include, but are not limited to, mailing a Notice of Truancy to parent/guardian, setting up a student and parent meeting with administration to develop and implement a corrective plan, and notifying the Superintendent. If despite the school's documented corrective efforts the student remains truant, the school will notify local law enforcement.

Parents will be notified in writing when a student meets the definition of being habitually truant.

Failure to bring in an excused absence note will result in an unexcused absence. A student with an unexcused absence may receive a zero for any work missed in each class. Unexcused absences include, but are not limited to:

1. Skipped school (This includes Senior "skip day")
2. Skipped classes or study halls

Make-Up Procedure and Guidelines

It is the responsibility of the student upon entering school after an absence to get his/her assignments and any other make-up work from each teacher. When absent for more than a day, students should make arrangements to gather assignments in order to return to school prepared. Students may e-mail teachers or contact the Main Office to obtain assignments. Negligence in this area will adversely affect both learning and course grade.

All missed work due to absence, dismissal, tardiness, or suspension will be made up as follows:

1. Students arriving late or being dismissed are expected to turn in all school work that is due that day.
2. Upon returning to school after an absence, suspensions, each student is responsible to contact, as soon as possible, those teachers whose classes he/she missed.
3. Absence of:
 - a. 1 to 3 days- work must be made up within three school days following the last day of absence.
 - b. 4-10 days- work must be made up within six days following the last day of absence.
 - c. Over 10 days- schedule of make-up to be developed cooperatively by all teachers involved and the student's guidance counselor.

Students with excessive absences (more than 10 days in any course) may be asked to make up seat time and course specific materials after school hours. This make up time will be scheduled with advance notification.

Tardiness to Class

Students are expected to be on time for class. Failure to do so will be dealt with by the teacher with make-up time or detention(s). Missing more than 40 minutes of a class will be recorded as a class absence.

Tardiness (less than 15 minutes late) will result in a teacher detention. Tardies to class of fifteen minutes or more will be considered as a class cut and will be referred to administration. Any student who is habitually tardy to class (more that 3 times per quarter) will be referred to administration for disciplinary action.

Tardiness to School

Unless approved for late arrival, students who arrive at school after 8:00 a.m. are tardy. Upon arrival to school students must report to the Main Office. A note from his/her guardian explaining the reason for the tardiness

should be presented to the attendance secretary. Students will be issued a tardy pass, which will admit them to class. Most reasons for tardiness (oversleeping, missing the bus, car problems, etc.) are unexcused.

After the first tardy, per quarter, other than school excused, a student will be assigned one (1) office detention. After four (4) instances of tardiness, per quarter, other than school excused, as student will be assigned two (2) office detentions by administration. Subsequent unexcused tardies will result in one and a half (1.5) hour Friday detention and require a student/parent conference with administration.

Senior students who have late arrival and/or leave for lunch and are consistently tardy (more than three times) to period 2 or to period 3 will lose his/her senior privileges for a period of three weeks. Repeat offenders will lose their privileges for nine weeks or more.

Dismissal from School

Students who need to be dismissed for an appointment should present a parent/guardian note to the Main Office on the morning prior to the dismissal. The student should receive a dismissal slip to present to his/her teacher at dismissal time. Upon leaving the building the student must sign out in the Main Office.

If a student is being dismissed due to illness he/she must receive a dismissal slip from the nurse prior to leaving. **Students are discouraged from contacting parent/guardian and arranging for dismissal on their own.**

Messalonskee High School students will be released only to parents, legal guardians, and other persons specified on the student's emergency card. If the administration has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation.

Homeroom Attendance

Homeroom attendance is **mandatory** for all students. Failure to attend homeroom on a daily basis will result in disciplinary action.

CODE OF CONDUCT

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

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

Students are expected to:

1. Attend all classes, homeroom, and study halls on time.
2. Respect the authority of those adults in charge, whether they are a classroom teacher, a substitute, or a support staff employee.
3. Respect school property and the property of others. It is school policy to charge students for damage caused by them whether it be an accident or intentional.
4. Avoid violence at all costs. Immediately report fighting in school, on school grounds, or at school activities.
5. Be safe and care for the safety of others.
6. Remain on school grounds unless you have been approved for dismissal.
7. Be considerate of others by controlling offensive language and socially unacceptable behavior.

Due Process

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

1. Oral or written notice of the charges against them;
2. An explanation of the evidence if the charges are denied;

3. An opportunity to present their version of the incident.

Office Discipline Referrals/Students Sent Out of Class

When dealing with inappropriate behavior, teachers may refer the student to the Assistant Principal's office. An office discipline form will be filled out and submitted to the assistant principal describing the behavior demonstrated by the student.

Any student sent out of class must report to the office immediately. A student sent out of class for disruptive behavior may not return to that class until the situation is resolved. A parent conference with the teacher may be necessary. **An initial teacher referral will result in a detention to be served with the teacher making the referral.**

Detention

Students who violate certain rules and regulations may be required to stay after school for detention. There are two types of detention:

1. Teacher (classroom) detention: Students may be required to stay after school by their teachers when circumstances warrant for classroom related infractions and infractions of certain general school rules. **Note:** Failure to serve a teacher detention will result in an office detention.
2. An administrator assigns office detention: Office detention will be held from 2:45-3:45 Monday thru Thursday and from 2:45-4:15 on Friday. Students need to make sure that they bring a sufficient amount of work with them to complete while in detention. **Note:** Failure to serve an office detention will result in either additional office detentions and/ or external suspension.
3. Students assigned detention are given one-day notice, so that transportation arrangements may be made. Transportation in these cases is the student's responsibility. Jobs, extracurricular activities, visits, appointments, etc, will not take precedence over detention.
4. Students assigned a Friday detention may not participate or attend any extra-curricular activities.

Suspension/Expulsion

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

Suspended students are expected to keep up with course assignments. It will be the responsibility of the student and parent to obtain assignments. Students who are suspended may not attend school functions or be on school grounds during suspension. **Days of suspension will not be calculated as part of a teacher's/department's participation grade.** At any time, a student and parent may be required to meet with teachers, administration, the superintendent, or the School Board regarding a disciplinary incident or a disciplinary record.

UNACCEPTABLE BEHAVIOR AND CONSEQUENCE

INFRACTION	CONSEQUENCES (May result in the following consequences)		
	FIRST	SECOND	SUBSEQUENT
Aggressive Behavior/Fighting	1-10 days external suspension	5-10 days external suspension	Meeting with Superintendent of Schools and possible expulsion
Being in an unauthorized area	1 office detention	2 office detentions	3 office detentions
Being in parking lot without permission by an administrator	1 office detention	2 office detentions & loss of driving privileges for 30 days	3 office detentions (1 of which is a Friday) & loss of driving privileges for the remainder of the year
Being sent out of class	Teacher detention/1 office detention	1 office detention	3 office detentions (1 of which is a Friday)
Cutting Class (includes study hall and homeroom)	2 one-hour office detentions	4 one-hour office detentions	Externally suspended & required meeting with parent before returning
Disrespect or insubordinate to staff	2 one-hour office detentions	4 one-hour office detentions	Externally suspended & required meeting with parent before returning
Failure to report to the office	1 office detention	2 office detentions	3 office detentions (1 of which is a Friday)
Failure to sign in when tardy or sign out when dismissed	1 office detention	2 office detentions	3 office detentions (1 of which is a Friday)
Failure to serve a teacher detention	1 office detention	2 office detentions	3 office detentions (1 of which is a Friday)
Failure to serve an office detention	1 Friday office detention	2 Friday office detentions	External suspension and a parent meeting
Forged or altered note/pass	1 office detention	2 office detentions	3 office detentions (1 of which is a Friday)
Harassment/threatening behavior	Discipline consequences will depend upon the severity and nature of the harassment and the willingness of the involved students to cooperate in restoring appropriate interaction. Discipline can range from detention to external suspension.		
Leaving class without permission	Teacher detention	1 office detention	2 or more office detentions
Leaving school without permission	1 Friday office detention & loss of driving privileges for 15 days	2 Friday office detentions & loss of driving privileges for 30 days or external suspension	1-10 days external suspension & loss of driving privileges for 1 calendar year

UNACCEPTABLE BEHAVIOR AND CONSEQUENCE

INFRACTION	CONSEQUENCES (May result in the following consequences)		
	FIRST	SECOND	SUBSEQUENT
Lunchroom violations	1-3 days of office detentions	2 office detentions	1 Friday office detention & 2 one-hour office detentions
Offensive language	1 office detention	2 office detentions	3 office detentions (1 of which is a Friday)
Parking/Driving violations <i>*Please see "Driving/Parking Regulations for Student's with Vehicles" section of handbook.</i>	15 school days of parking permit suspension	30 school days of parking permit suspension	1 calendar year of parking permit suspension
Possession of fireworks or weapons	1-10 days external suspension & possible expulsion	5-10 days external suspension & possible expulsion	
*Possession of tobacco products	4 one-hour office detentions	8 one-hour office detentions	8 one-hour office detentions
**Stealing	1-10 days external suspension	5-10 days external suspension	
***Substance Abuse and/or Transfer of Prohibited Substance	10 days external suspension	10 days external Suspension /Meet with Superintendent & possible expulsion pending expulsion hearing by the school board	
Truancy	Meeting with parent, student, Guidance, and administration to develop an educational plan.	Meeting with the Superintendent of Schools	Referral to Law Enforcement
**Vandalism	1-10 days external suspension	5-10 days external suspension	

If you are assigned a Friday detention you may NOT participate or attend any extra-curricular activities on that day. If you choose to skip a Friday detention, you will be externally suspended and may not return to school until a meeting between your parent, yourself, and an administrator is held.

* Administration will encourage the parents and student to attend an educational program related to tobacco use and its effects on the health of the user. Please refer to policy ADC "Tobacco-Free School" located on the District's website

** In case of vandalism and stealing a student will be held responsible for repairing or replacing the item(s) damaged or stolen.

*** A substance abuse violation will result in an immediate 10-day external suspension with referral to a MHS guidance counselor for referral to appropriate intervention services. Please refer to policy JFCI "Student Substance Abuse Discipline" located on the District's website.

- All homework assignments assigned during suspension are due the day the student returns to school (the student would have 3 days once he/she returns to school to make up any tests, quizzes, or lab work assigned during suspension).
- Repetition of infractions may result in a meeting with the Principal and/or Superintendent of Schools to examine the student's educational plan and/or to develop a behavior plan in order for the student to remain at Messalonskee High School.

Parent Notification

Messalonskee High School will notify parents or guardians in writing of a student's disciplinary action. When disciplinary action results in suspension, every attempt will be made to contact parents as soon as possible.

Other Offenses

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

GENERAL INFORMATION

Acceptable Use Policy

Student Computer and Internet Use

The Messalonskee School District provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff.

Students are required to comply with policy IJNDB and the accompanying rules IJNDB-R which can be found on the District's Web site.

Prohibited Use

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Inappropriate materials
2. Illegal activities
3. Violating copyrights
4. Plagiarism
5. Copying software
6. Non-School-Related issues
7. Misuse of passwords and unauthorized access
8. Malicious use and vandalism
9. Unauthorized access to chat rooms, news groups, and use of Instant Messaging
10. Other unacceptable uses that the Superintendent or his/her designee may find unacceptable

Infraction Procedures

Once an infraction has been verified a student can lose computer privileges for a minimum of 10 days for a first offense. Further infractions can result in the loss of computer privileges for an indefinite period of time. Depending upon the severity of a violation, suspension and/or recommendation for possible expulsion can occur. Parents will be notified in writing when a student violates the District's Acceptable Use Policy.

Cheating/Plagiarism

The classroom teacher will contact parents and **NO** credit will be given.

Courtyard Rules

- Students who are passing all their courses may sign out of study hall with a pass to the courtyard.
- A student with a pass to the library or computer room must stay in those areas and not in the courtyard.
- Quiet activities only, no games or projectiles.
- Students must stay in the courtyard, and not be near the library, front entrance, classrooms or the parking lot.

- Should a student leave the courtyard due to inclement weather or other reason, they must return to their study hall.
- Students must deposit trash in the barrels provided.

- Failure to follow the above rules will cause the student to lose their courtyard privilege for the remainder of the year.
- It may become necessary to close the courtyard due to disruptive or inappropriate behavior (trash, graffiti, language, games, etc.)

Dances/School Activities

- There must be at least six (6) chaperones and two (2) police officers at all dances.
- Once students arrive on school grounds they must promptly enter the building where they are to remain until the conclusion of the activity.
- When a student leaves the activity they will not be allowed to return and should depart from school grounds immediately.
- Students must arrive by 9:00 p.m. to gain admittance into the dance (8:00 to 10:30 p.m.).
- For admittance into the prom students must arrive by 10:00 p.m.

Messalonskee High School students may invite a guest by signing that person in on the guest dance list in the Main Office three days prior to the activity. **(No middle school students or students over the age of 20 will be allowed to attend high school dances.)**

Guests from other high schools attending as a guest of an MHS student must complete and return a dance guest form prior to being added to the guest list.

In an attempt to make all students feel comfortable at our school dances, we have put together a list of reasonable expectations that we feel are appropriate. We hope that you will take the time to read these and abide by them. Should you decide that you cannot dress and dance appropriately you may be asked to leave the dance.

1. Clothing should fit, be neat, and clean, and conform to standards of safety, good taste, and decency.
2. Clothing that exposes cleavages, private parts, the midriff, or undergarments or that is otherwise sexually provocative is prohibited.

(These two expectations are further outlined in the student handbook under dress code).

Recognizing that young adults are exposed to a new type of dancing we want to give our students as much freedom as possible. However, there is a limit to the type of bumping and grinding that takes place on the dance floor. Often times it has been carried over into very explicit and inappropriate dancing. We ask that all students and guests use good judgment when dancing and keep it appropriate.

GRINDING IS NOT PERMITTED AT MHS DANCES. Rubbing pelvises together, dancing in a tightly packed cluster, dancing back to front, or dancing in a sexually suggestive manner will not be tolerated. Any person engaging in these behaviors will immediately be removed from the dance and will not receive a refund for the price paid for the tickets.

Again, if chaperones see inappropriate displays of dancing and/or dress at dances, students may be asked to leave.

Dress Code

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat, and clean, and conform to standards of safety, good taste, and decency. Shoes must be worn at all times. Clothing that exposes cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative is prohibited. Parents of students requiring accommodations for religious beliefs, disability, or other good cause should contact the principal.

Some courses and programs may require specific clothing or equipment.

Students not complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Driving/Parking Regulations for Students with Vehicles

Students may bring vehicles to school provided:

- The vehicle is operated in a safe and responsible manner, including a **10 MPH** speed limit on school property.
- The driver registers their vehicle with the School Resource Officer prior to bringing the vehicle to school (annual fee-\$5.00)
- Drivers of unregistered vehicles will lose their driving privileges until the vehicle is registered.
- Drivers park properly in the designated parking area.
- Drivers do not visit or move their vehicle, nor drive off campus before the end of the school day without permission from an administrator.
- Students arrive on time for school. Tardiness may result in suspension of parking permit.
- Students must use the student parking lot at all times including after school hours.

Students may continue to bring vehicles onto school property provided:

- Regulations are observed.
- Driving habits are acceptable.

Violators will lose the privilege of bringing vehicles onto school grounds. **Discipline pertaining to parking permits is accumulative throughout the four years the student attends Messalonskee High School (i.e. the student does not receive a first offense discipline more than once in his/her career at Messalonskee).**

Messalonskee administration reserves the right to have a vehicle towed because of violations of this policy.

Drugs, Alcohol, Tobacco

The Messalonskee School District recognizes that illegal drug and alcohol use and abuse are a detrimental part of today's society, which needs to be addressed. It is the District's philosophy to educate students, foster rehabilitation, and deter the use and possession

of alcohol and drugs including, but not limited to: illegal drugs, steroids, and other prescription drugs when not prescribed, look-alike substances, inhalants, and drug paraphernalia. Please refer to policy IFCI "Student Substance Abuse Discipline" located on the District's Website for more information.

The Board recognizes that it is illegal for a student under 18 to purchase, possess, or use tobacco products. The Board also recognizes that tobacco products are extremely addictive and intends that this policy will deter students from the use of tobacco products and will encourage students using such products to make an earnest attempt to quit. Please refer to policy ADC "Tobacco-Free School" located on the District's Website for more information.

Emergency Record Card

A personal record card must be completed/reviewed by the parent or guardian and returned to the Main Office the first week of school. This form provides information for emergency use. Changes in employers, telephone numbers, doctors, and address, must be kept current in case of an emergency. (Driving privileges, attendance at dances and participation in other school-sponsored events may be revoked until the updated card is received in the Main Office).

Fire Procedures

Fires are a dreaded fear of schools; it is imperative that students know the exits for classrooms and that teachers make sure all students have left the building in the event of a fire or a fire drill. Tampering with fire

protection apparatus is a serious threat to the safety of our students and staff and will result in severe disciplinary action.

Hallway Behavior

Students must respect the rights of others. Running, shouting, and public displays of affection are unacceptable behaviors. Hallways are off limits during scheduled class time. Food or drink may only be consumed in designated lunch areas.

Homebound Instruction

Provisions may be made for instruction of students homebound by reason of illness or other circumstances. Parents should contact the guidance department to initiate homebound instruction.

Homeroom

Every student is assigned to the same homeroom teacher for the four years at Messalonskee High School. This assures that each student has a daily connection with at least one adult throughout his or her four years. Students are expected to report and remain there throughout the homeroom period. Failure to report to **homeroom will be treated the same as skipping a class.** Seniors are required to attend mandatory homerooms as announced. Seniors may also lose their senior privileges.

Insurance

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

Intimidation/Threatening Behavior Harassment/Sexual Harassment

Behavior that is intimidating, threatening, harassing or bullying will not be tolerated and violators will be treated seriously. Violators will face consequences issued by the school that will vary from detention to external suspension and a possible meeting with the Superintendent of Schools. This behavior is **against the law** and any action of this nature will be referred to the school resource officer for legal action.

Bullying is a repeated act of intimidation directed at another individual. Bullying includes but is not limited to assault, tripping, pushing, hitting, intimidation, rumor-spreading, and isolation, destruction and theft of property and name-calling.

Any conduct, which constitutes sexual harassment of a Messalonskee School District student, is prohibited and will not be tolerated by the Messalonskee School District. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. School district policy GBA "Sexual Harassment of Students" is located on the District's Website.

Lockers

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

Lockers are provided for keeping books and other property needed at school. In order that lockers may provide the security intended, students are strongly advised to keep their locker locked at all times. Failure to do so is a temptation to others and may result in loss of property. One invites loss by divulging locker combinations to others.

Lunchtime Behavior

Students are expected to use good manners and respect the rights of others. When students are finished with their meals, they should clean up after themselves. Students are under the supervision of any and all faculty or staff members present. Discourteous or inappropriate behavior will result in disciplinary action. Consequences for any disciplinary action during lunch may result in a student being assigned to a designated lunchroom.

Medication

If it is necessary for a student to take medication during school hours, the medication must be brought to the office, where it will be placed in a safe place until needed. The container must be clearly labeled with the student's name, name of medication, exact individual dosage and time to be taken. Bring only the medication needed for the school day, **not** the entire prescription. The medication shall be self-administered by the student under appropriate supervision.

Passes from Class/Study Hall

Students may not leave class or study hall without a pass. If a student wishes to meet with a teacher or counselor during class time, he/she should obtain a pass in advance. It is the student's responsibility to have proper authorization to be out of class.

School Cancellations

If school is cancelled or dismissed early because of weather, announcements are made on Channels 2, 5, 6, 7, 8, and 13, and radio stations 92.3, 102.5 and 106.5 after 6:00 a.m. An automated calling service will be used to announce school cancellations. You may also view cancellations at: www.cancellations.com

Senior Privileges

Lunch

The Messalonskee School District allows seniors to have the privilege to leave school during lunch. However, seniors must be on track to graduate and be good school citizens. When a senior does not meet the academic and behavior expectations the privilege to leave at lunch may be revoked for a period of time determined by administration.

Late Arrival/Early Release

Senior students have the opportunity to arrive late or leave school early if they meet the following requirements:

- Be attending and passing all classes that will allow the student to graduate on schedule.
- Be enrolled in and passing three courses each quarter.
- Have a period one or period four study hall scheduled.
- Not have an after school activity, practice or event that meets prior to 3:00 p.m.
- Have the permission of his or her parent or guardian.
- Report to homeroom/period 2 on time when arriving late.
- Leave school grounds when dismissed.
- Not take any student who has **not** been dismissed with him or her.
- Fulfill any disciplinary action, which will take precedence over the late arrival/early release. (Detention is from 2:45 to 3:45 on Monday thru Thursday and from 2:45 to 4:15 on Friday)

The privilege of arriving late or leaving early from school can be revoked at any time if the student fails to meet any of the above requirements. If a student continues to arrive late or leave early after the privilege has been revoked the discipline consequence will be the same as "cutting class".

If a senior student desires this privilege he/she must fill out the proper paperwork with administration for approval at the beginning of each semester.

Messalonskee High School does not provide for an open campus. Seniors are not allowed to leave campus during classes, study halls (period two and three) and homeroom. Seniors must report to period two and three study halls even when they have the privilege to leave at lunch.

Skateboards and In-Line Skates

Skateboards and in-line skates are not permitted on campus due to safety issues. These items will be confiscated and held in the office if they are brought to school.

Student Drop Off/Pick Up Procedures

Safety is of utmost concern when students are being dropped off or being picked up from school. **Before and after school parents are asked to drive to the gymnasium entrance in the faculty parking lot.**

Other times of the school day, parents are asked to check in the Main Office to sign out students. At this time it is appropriate to use our main entrance. Parents dismissing students between 8:00 a.m. and 2:25 p.m. are asked to check in at the Main Office.

Study Halls

Teachers will ensure that all study halls are quiet. Students should come prepared to use the time wisely.

Telephones/Electronic Devices

It is requested that parents leave messages for students only in emergencies. Students will not be called out of class except for emergencies. Students may not use office or classroom phones without permission. The use of electronic devices such as pagers, cell phones, CB radios, tape and disc players, two-way radios, etc. is prohibited in the classroom unless a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).

Students may use electronic devices between class periods and during lunch periods. Cellular telephones must be kept on vibrate mode to avoid disrupting others.

The use of cameras, including camera phones, is strictly prohibited in locker rooms, changing areas, restrooms, playgrounds, and buses. Pictures and/or videos may be taken for school purposes, such as class pictures, athletics, or yearbooks. In other instances, students are required to obtain permission before photographing any individual.

Students violating these rules will be subject to discipline, which may include:

- Exclusion of the device from school for an extended period.
- Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

Please refer to Policy JFCK-R Student Use of Cellular Telephones and Other Electronic Devices.

Textbooks

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

Transportation

Buses

Students must obey State bus regulations and cooperate with the bus drivers. While on buses, students are responsible directly to the driver and disorderly conduct or refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student. **Once students arrive on school property they must enter the building and may not leave without permission.**

Mid-Maine Technical Center Students

Students who attend MMTC are transported to and from the center by bus. Vocational students may not take their own vehicles to the center unless they have permission from their parent/guardian, the director of MMTC

and an administrator of MHS. Students who miss the bus to the technical center must report to the Main Office and will be given direction by the administration.

Visitors

The administration and faculty discourage students from bringing students from another school during regular school hours. All visitors must obtain a pass from the office. All visitors will report to the Main Office, show proper ID, and must abide by the policies and procedures of Messalonskee High School. Students are permitted to visit MHS if they are considering transferring to MHS during the current school year, have prior approval from an administrator, and have a scheduled appointment with a guidance counselor.

CO-CURRICULAR ACTIVITIES

Drama	Advisor: Ms. Hanson & Miss Favreau
Jazz Band	Advisor: Mr. Forster
Key Club	Advisor: Ms. Perrino
Chorus	Advisor: Mr. & Mrs. Rhein
Library Aides	Advisor: Mrs. Jadczak
Math Team	Advisor: Ms. Frigon & Ms. Luce
National Honor Society	Advisor: Ms. Donovan
Select Chorus	Advisor: Mr. Rhein
Student Council	Advisor: Mr. DeMott
TRI – M	Advisor: Mrs. Rhein
Yearbook	Advisor: Mrs. Fenlason
Robotics	Advisor: Ms. Luce

INTERSCHOLASTIC ATHLETICS

File: IGDJ

Philosophy

The interscholastic athletics program offers students in grades 6-12 the opportunity to compete in various sports. In sponsoring this program, the Board has adopted the following philosophy.

It is our feeling that the purpose of extracurricular activities is to promote the physical, mental, moral, social, and emotional well being of the individual participants. It is expected that participants in our program will display the proper ideals of sportsmanship, ethical conduct, and fair play; to show and encourage respect to opposing teams, fellow players and coaches, and officials; and finally to encourage a winning spirit while not losing sight of the above ideals. It is the will of this School Unit that a successful program be made available to all with maximum participation. Liberal use of squad members is desired consistent with the winning tradition. It is further the will of this School Unit that our young people pursue as many sports and extracurricular activities as possible so as to expand their experiences and that coaches and advisors, working cooperatively, encourage students toward this goal of broad participation.

Selection of Team Participants

As is stated above, it is the intent of the Board to encourage broad participation in the interscholastic athletics program. However, due to the nature of certain sports, squad size must be limited. The following designates the various sports as either "open", meaning participation is "not" limited to a set number of squad members, or "selected", meaning that squad size is limited and, therefore, certain students may not be chosen for the team.

Even though a sport may be designated as "open" or "selected" based on number limitations, the Board further recognizes the need to insure the health and safety of each individual through proper conditioning and training, as well as the proper acquisition and progression of specific sport skills, techniques, and game strategies. For these reasons, a student must participate in tryouts and/or practices scheduled during the "preseason" time period in order to become a member of any team. This "preseason" time period begins with a date determined by the Maine Principals' Association for each sport season and officially ends on the date of the Maine Principals' Association's first countable game/contest for each sport. Students must meet all local and MPA eligibility requirements in order to participate during this "preseason" time period.

*Athletic Programs -Open Participation

Messalonskee Middle School

Cross Country
Field Hockey
Football
Swimming
Boys' Track
Girls' Track
Golf

Messalonskee High School

Cross Country
Fall Cheering
Football
Boys' Track
Girls' Track
Boys' Swimming
Girls' Swimming

China Middle School

Track

*Athletic Programs - Selected Participation

Messalonskee Middle School

Baseball
Boys' Basketball
Girls' Basketball
Cheering
Softball
Boys' Soccer
Girls' Soccer

Messalonskee High School

Baseball
Boys' Basketball
Girls' Basketball
Competitive Cheering
Field Hockey
Softball
Boys' Lacrosse
Girls' Lacrosse
Ice Hockey
Boys' Soccer
Girls' Soccer
Golf
Boys' Tennis
Girls' Tennis

China Middle School

Baseball
Boys' Basketball
Girls' Basketball
Cheering
Softball
Boys' Soccer
Girls' Soccer

*Squad size shall be maximized for all middle school and sub-varsity teams listed as "selected participation".

It should be noted that (a) certain students may not be chosen for a sport in order to insure the health and safety of each individual and (b) future limitations, either due to budgetary restraints or unmanageable numbers, may have to be imposed by the Board in sports which are presently designated as "open participation".

In those sports which have selected participation, it is the responsibility of the coach to choose the team. It is expected that each coach will base his/her judgment on open tryouts. The tryouts, three days minimum in duration and not to exceed the first Maine Principals' Association (MPA) countable game, should be comprehensive in format, allowing athletes ample opportunity to demonstrate their skill levels while affording the coaching staff sufficient time to assess abilities. Athletes must meet all local and MPA guidelines during the tryout period to participate. Following the last day of tryouts, rosters will be posted announcing the varsity, junior varsity, freshmen, and middle school teams.

As circumstances dictate, this may result in a primary assignment on one squad, while also playing at another level. During the season, players may encounter upward or downward movement in their primary assignments. As athletes move down to junior varsity and freshman squads, some players originally assigned to those levels may have reduced playing time.

Those athletes who will be playing on more than one squad will share practice time at each level. With each team utilizing the same philosophy, offense, defense, etc., shared practice time will provide athletes the opportunity to compete with each other in preparation for game situations.

Cross Reference: ADC – Tobacco-Free Schools
 GBEC – Drug Free Schools
 GBED – Smoking on School Unit Premises
 JFC – Standards for Responsible and Ethical Student Behavior
 JICH– Student Substance Abuse Discipline
 JKD – Student Detention/Suspension
 JKE – Expulsion of Students

Date of Adoption: August 5, 2009

Policies/RSU No. 18 Policies/I – Instruction/IGDJ – Interscholastic Athletics

Spectator Guidelines

The administrators and coaches of the Messalonskee School District are committed to the promotion of good sportsmanship. It is the responsibility of all (including our guests from visiting schools) in attendance at any athletic contest to respect the opposing fans, officials, the coaches and most of all the athletes.

PLEASE:

- Be respectful during the National Anthem. Stand, remove your hats, and refrain from cheering until its completion.
- Be respectful and courteous during the introduction of players from both teams.
- DO NOT chant group cheers that contain inappropriate or obscene language.
- Stand during the playing of our school song.
- Hand held signs, horns, (to include air horns) and noisemakers of any kind are prohibited.
- Posters and banners are to be placed on walls behind spectator seats. Posters in poor taste will not be allowed.
- Bare chested displays by any spectator will not be permitted.
- Students who choose to leave an event before its completion will not be readmitted.
- The main playing surface of all athletic events should be kept clear at halftime and between games.
- Young children should be kept under adult supervision.

Anyone violating the above guidelines will be asked to leave the event and in addition:

- **First Offense** will result in not being allowed to attend extracurricular activities for one calendar week.
- **Subsequent Offense** (s) will result in not being allowed to attend for the rest of the sports season and/or school year.

Everyone is urged to cheer and support all our athletic programs. Taunting, trash-talk, and other forms of disrespectful behavior have no place in high school athletics. Your cooperation is expected and appreciated!

The Maine Principals' Association

The Maine Principals' Association (MPA) serves as the governing body of high school athletics. To learn more about the MPA go to www.mpa.cc. To find specific information regarding athletics click on Interscholastic Division.

Student Policies

All District policies referred to in this handbook may be found at www.rsu18.org. Specific policies will be found by clicking on "policies" and then by going to Section J, students. Policies are also available by contacting the Office of the Principal.

Non-Discrimination Statement

Messalonskee High School does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status and disability; and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officers, John Moody, at Messalonskee Middle School, and Jen McGee at Atwood.

School Song

Cheer, Cheer for Messalonskee High
We are the Eagles, see how we fly
Our school colors are so true,
We are the brightest red, white, and blue
We've got the coach and we've got the steam
We've got the spirit to help our team.
Our team will win today
It's Messalonskee Eagles
All the way, Hey!!!

**Messalonskee High School
Red/White Calendar
2011-2012**

AUGUST

M	T	W	TH	F
			25	26
(29)	(30)	31		

- 25 Thursday Orientation Workshop for New Teachers (Building Based)
- 26 Friday Orientation Workshop for New Teachers
- 29 Monday In-service Workshop for ALL Teachers
- 30 Tuesday In-service Workshop for ALL Teachers
- 31 Wednesday School Opens-Grades PreK through 6, Grade 9, **and**
China Middle School and China Primary School
- 31 Wednesday Regular Schedule/School Breakfast/Lunch Programs Begin

SEPTEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 Thursday All Students
- 5 Monday Labor Day (Title 20-A, Section 4802)-- NO SCHOOL
- 21 Wednesday MHS Curriculum Night- 6:30 pm to 8:30 pm
- 26-30 Mon-Fri Homecoming Week
- 30 Friday 1st Quarter Progress Reports-MHS & MMS (22 instructional days)

OCTOBER

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 10 Monday Columbus Day (title 20-A, Section 4802)--NO SCHOOL
- 12 Wednesday PSATs---All Sophomores
- 13 Thursday Parent-Teacher Conferences-MHS-5:00 pm to 8:00 pm
- 14 Friday Observance of Poetry Day, October 15 (Title 20-A, Section 4803)
- 18 Tuesday Lunch with a Professional: Maine Guide
- 26 Wednesday 7:00 pm-Band Concert
- 28 Tuesday Sophomore College Visits

NOVEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	(10)	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 2 Wednesday Observance of John F. Kennedy Day, November 2 (Title 20-A, Section 4803)
- 3 Thursday Fall Sports Recognition Night
- 4 Friday Grades Close-1st Ranking Period-MHS & MMS (46 Instructional Days)
- 10 Thursday In-Service Workshop for All Teachers--NO SCHOOL for all Students
- 11 Friday Veterans' Day (Title 20-A, Section 4802)--NO SCHOOL
- 14 Monday Report Cards Posted-MHS and MMS
- 15 Tuesday Lunch with a Professional: Early Childhood
- 14-18 Mon-Fri American Education Week
- 17-18 Thurs & Fri 7:00 pm MHS Play: "Beauty & The Beast"
- 19 Sunday 2:00 pm MHS Play: "Beauty & The Beast"
- 23-25 Thanksgiving Recess

DECEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 9 Friday 2nd Quarter Progress Reports-MHS & MMS (20 instructional days)
- 18 Sunday 7:00 pm- Holiday Concert
- 20 Tuesday Lunch with a Professional: Construction
- 23 Friday Parent-Teacher Comp Day--NO SCHOOL for ALL students, PreK-12 District Wide
- 23-30 Mon-Fri Christmas Vacation

JANUARY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
(23)	24	25	26	27
30	31			

- 2 Thursday New Years Day (Title 20-A, Section 4802)-- NO SCHOOL
- 16 Monday Martin Luther King, Jr. Day (Title 20-A, Section 4802)-- NO SCHOOL
- 17 Tuesday Lunch with a Professional: Engineering
- 20 Friday Grades Close-2nd Quarter- MHS (42 instructional days, 1st semester 88 days)
- 23 Monday In-service Workshop for ALL Teachers- No School for ALL students PreK-12
- 27 Friday 5:30 pm-Musical Review and Dinner

**Messalonskee High School
Red/White Calendar
2011-2012**

FEBRUARY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

- 1 Wednesday Report Cards Posted-MHS and MMS
- 2 Thursday 6:30 pm-8th Grade Parent Night
- 14 Tuesday Lunch with a Professional: Pulp & Paper
- 20 Monday Presidents' Day (Title 20-A, Section 4803)
- 20-24 Mon-Fri Winter Vacation

MARCH

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	(16)
19	20	21	22	23
26	27	28	29	30

- 2 Friday 3rd Quarter Progress Reports-MHS and MMS (24 instructional days)
- 8 Thursday Parent-Teacher Conferences: MHS 5:00 pm to 8:00 pm **and** MMS 5:00 pm to 8:00 pm
- 9-10 Fri-Sat 7:00 MHS Play: "The Importance of Being Earnest"
- 11 Sun 2:00 MHS Play: "The Importance of Being Earnest"
- 15 Thursday Observance of Statehood Day, March 15 (Title 20-A, Section 4803)
- 16 Friday Parent-Teacher Comp Day--NO SCHOOL for ALL students, PreK- 12 District Wide
- 19 Monday 7:00 pm-Chours Concert
- 20 Tuesday Lunch with a Professional: Cosomotology
- 28 Tuesday 7:00 pm-Band Concert
- 30 Friday 7:00 pm-Ripple Dipple

APRIL

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 6 Friday Grades Close- 3rd Ranking Period-MHS and MMS (48 instructional days)
- 12 Thursday Report Cards Posted-MHS and MMS
- 16 Monday Patriots' Day
- 16-20 Mon-Fri Spring Vacation
- 24 Tuesday Lunch with a Professional: Computer Technology

MAY

M	T	W	TH	F
	1	2	3	4
7	8	9	10	(11)
14	15	16	17	18
21	22	23	24	25
28	29	30	30	

- 5 **SATURDAY SATS----ALL JUNIORS---7:00 AM TO 1:00 PM**
- 10 Thursday 4th Quarter Progress Reports-MHS and MMS (19 instructional days)
- 11 Friday In-service Workshop for ALL Teachers--NO SCHOOL for all students PreK-12
- 15 Tuesday Lunch with a Professional: Engrepreneurship
- 15 Tuesday 6:30 pm-Celebration of Learning
- 21-25 Mon-Fri Arbor Week (Title 20-A, Section 4805)
- 23 Wednesday 7:00 pm-Band Concert
- 28 Monday Memorial Day (Title 20-A, Section 4802)--NO SCHOOL

JUNE

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	(19)			

- 1 Friday 6:30 pm-Jazz in the Courtyard
- 3 Sunday Baccalaureate
- 4-6 Mon-Wed 8:00 am to 11:00 am-Marching Practice
- 7 Thursday 9:00 am- Senior Last Assembly
- 7 Thursday 7:00 pm- Graduation-Augusta Civic Center
- 11 Monday Spring Sports Recognition Night
- 18 Monday Final Day of Classes for Students District Wide
- 19 Tuesday In-service Workshop for ALL Teachers

REGIONAL SCHOOL UNIT NO. 18

File: JICH (Belgrade, China, Oakland, Rome and Sidney)

DRUG & ALCOHOL USE BY STUDENTS - STUDENT SUBSTANCE ABUSE DISCIPLINE

Regional School Unit No. 18 (Messalonskee School District) recognizes that illegal drug and alcohol use and abuse are harmful to the individual and too prevalent in today's society. It is the District's philosophy to educate students about the detrimental effects of alcohol and drug use and abuse and deter the use and possession of alcohol and drugs. The purpose of this policy is to discipline students who violate Board policies and school rules concerning drugs and alcohol.

I. PROHIBITED CONDUCT, SUBSTANCES

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the School Unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term "prohibited substance" shall include, but not be limited to:

Alcohol;

Scheduled drugs (as defined in 17-A M.R.S.A. § 1101);

Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);

Any performance-enhancing substance listed on the Maine Department of Health and Human Services' banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;

Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students;

Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids;

Paraphernalia – implements used for distribution or consumption of a prohibited substance; or

Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

DISCIPLINARY CONSEQUENCES

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Law enforcement authorities shall also be notified of violations of this policy. Because participation in extra-curricular/co-curricular activities is a privilege, students who participate in co-curricular or extracurricular activities who violate this policy are subject to additional rules and sanctions. (See Section V.)

The disciplinary procedures that follow are intended as guidelines. The administration reserves the discretion to impose consequences for any violation of this policy up to and including a recommendation for expulsion. The

offenses and subsequent disciplinary procedures described in this policy shall be cumulative throughout the student's years in the Messalonskee School District.

CONSUMING, POSSESSING, RECEIVING OR BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES

Violations will result in the following consequences.

- A. First offense
 - 1. Confiscate substance.
 - 2. Notification of the building and Central Office administration.
 - 3. Notification of parents/guardians.
 - 4. Notification of the police.
 - 5. Loss of student "driving/parking" privileges for 30 school days.
 - 6. Out of school suspension of the student for ten days. The student is required to meet with a guidance counselor for referral to appropriate intervention services.

- B. Any Subsequent Offenses
 - 1. Confiscate substance.
 - 2. Notification of the building and Central Office administration.
 - 3. Notification of the parents/guardians.
 - 4. Notification of the police.
 - 5. Loss of student "driving/parking" privileges for one calendar year.
 - 6. Out of school suspension of the student for ten (10) days, with appearance before the Superintendent to discuss the student's educational future and possible expulsion.
 - 7. Meet with a guidance counselor for referral to appropriate intervention services.

IV. FURNISHING, SELLING, BUYING OR MANUFACTURING A PROHIBITED SUBSTANCE

Violations will result in the following consequences.

- A. First Offense or Subsequent Offense
 - 1. Confiscate substance.
 - 2. Notification of building and Central Office administration.
 - 3. Notification of parents/guardians.
 - 4. Notification of police.
 - 5. Suspension of student from school pending an expulsion hearing by the School Board. An expulsion hearing is mandatory if furnishing, selling, buying, manufacturing, or transfer of the prohibited substance has occurred on school property, in school vehicles, under school supervision, or at any activity sponsored by the Messalonskee School District.

V. PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The Messalonskee School District realizes the value of extracurricular and co-curricular participation as a positive alternative to substance use. It is, therefore, the policy of the District that students participating in extracurricular activities, including all athletic teams, clubs, and school sponsored co-curricular activities, sign and abide by rules, which prohibit violations of the Board's substance abuse policy at any time or place from date of pre-season practice in August through final

tournament or co-curricular event in June. If a student/parent do not sign an acknowledgement of the rules, this policy will still be enforced.

In addition, students will be subject to disciplinary action if it is determined that they are present at a party or any location where drugs are being used or underage drinking is taking place, and they do not leave when they become aware of such activities.

Participation in extracurricular/co-curricular activities is considered a privilege, and students who choose to participate in such activities are held to a higher level of responsibility. Students who represent the Messalonskee School District are expected to conduct themselves at all times and in all places in a manner which reflects positively on the school and its member communities.

Upon verification of violation as a result of administrative investigation, the following consequences will occur. These consequences are in addition to consequences for the underlying policy violations.

VI. CONSUMING, POSSESSING, RECEIVING, BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES, OR BEING PRESENT AT A PARTY OR ANY LOCATION WHERE DRUGS ARE BEING USED OR WHERE UNDERAGE DRINKING IS TAKING PLACE

A. First Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. The student will be suspended from extracurricular/co-curricular activities for nine (9) weeks after verification of the incident. For the purposes of this policy, participation in an activity begins with the first day of participation in any meeting, practice, try-out, pre-season activity, contest or performance and continues through any concluding activity such as an awards recognition event. If a 9-week suspension is not completed by the end of a school year, the suspension carries over into the next school year. Students who are not eligible during the pre-season and/or tryout period will not be allowed to join any extracurricular or co-curricular activity during the season.
4. Students are required to meet with a substance abuse counselor at parents' expense for a risk assessment and an additional three (3) times in order to be eligible to participate in future extracurricular/co-curricular activities.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.
6. The student cannot participate in any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

B. Any Subsequent Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Students are suspended from any extracurricular or co-curricular activity for one calendar year after verification of the incident.
4. Students are required to meet with a substance abuse counselor at parents' expense. If the student is again to participate in activities, satisfactory evidence must be demonstrated to the appropriate school administrator that he/she is no longer involved in the illegal use or abuse of chemical substances.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.

6. The student cannot attend any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

VII. FURNISHING, SELLING, BUYING, MANUFACTURING A PROHIBITED SUBSTANCE, OR BEING PRESENT WHERE THESE ACTIVITIES ARE TAKING PLACE

A. First Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular activity for one (1) calendar year after the verification of the incident.
5. Suspension of student from school pending an expulsion hearing by the School Board. An expulsion hearing is mandatory if the sale or transfer of the prohibited substance was on school property, in school vehicles, under school supervision, or at any activity sponsored by the Messalonskee School District.

B. Any Subsequent Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular or co-curricular activity for the remainder of the student's educational career in the Messalonskee School District.
5. Expulsion hearing before the School Board.

This policy shall be communicated to students through each school and/or activity handbook and appropriate postings.

Leg. References: 21 U.S.C. Section 812 (Controlled Substances Act); 21 CFR Part 1300.11-15
 20 U.S.C. Section 7101 et seq. (Safe Drug-Free Schools and Communities Act) (smoking statute)
 20 U.S.C. Section 608 (Pro-Children Act of 2001)
 42 U.S.C 290dd-2; 42 CFR 2.1 et seq.
 20-A MRSA Section 1001(9); 4008; 6621 et seq.
 Title 17-A MRSA, Section 1101 (smoking statute)

Cross References: ADC – Tobacco Use and Possession
 GBEC – Drug Free Workplace
 IGDJ – Interscholastic Athletics
 IGDK – Academic Eligibility Requirements for Participation in Extracurricular/Co-curricular Activities
 JFC – Student Code of Conduct
 JIH – Questioning and Search of Students
 JKD – Student Detention/Suspension
 JKE – Expulsion of Students
 JLCD – Administering Medications to Students

Date of Adoption: August 5, 2009

Date of Revision: July 21, 2010

Policies/RSU No. 18 Policies/J – Students/JICH – Student Substance Abuse Discipline

Title 17-A, §1101, Definitions

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Regular Session of the 122nd Legislature, and is current through December 31, 2006, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

§1101. Definitions

As used in this Title, the following words shall, unless the context clearly requires otherwise, have the following meanings.
[1975, c. 499, §1 (new).]

1. "Marijuana" includes the leaves, stems, flowers and seeds of all species of the plant genus cannabis, whether growing or not; but shall not include the resin extracted from any part of such plant and every compound, manufacture, salt, derivative, mixture or preparation from such resin including hashish and further, shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture or preparation of such mature stalks, fiber, oil or cake or the sterilized seed of such plant which is incapable of germination.

[1975, c. 740, §96 (amd).]

2. "Hypodermic apparatus," hypodermic syringe, hypodermic needle or any instrument designed or adapted for the administration of any drug by injection.

[1975, c. 499, §1 (new).]

3. "Isomer," the optical isomer, except wherever appropriate, the optical, position or geometric isomer.

[1975, c. 499, §1 (new).]

4. "Manufacture," to produce, prepare, propagate, compound, convert or process, either directly or indirectly by extraction from substances of natural origin, or independently by means of chemical synthesis.

[1975, c. 499, §1 (new).]

4-A. "Methamphetamine precursor drug" means any drug or product possessed by a person that contains in the aggregate a quantity of more than 9 grams of ephedrine, pseudoephedrine or phenylpropanolamine or their salts, isomers or salts of isomers, either alone or in combination with other ingredients, in dry or solid nonliquid form.

[2005, c. 430, §1 (new); §10 (aff).]

5. "Hashish" includes the resin extracted from any part of the cannabis plant and every compound, manufacture, salt, derivative, mixture or preparation from such resin.

[1975, c. 499, §1 (new).]

6. "Narcotic drug," any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis:

A. Opium and any opiate, and any salt, compound, derivative or preparation of opium or opiate; [1975, c. 499, §1 (new).]

B. Any salt, compound, isomer, ester, ether, derivative or preparation thereof which is chemically equivalent or identical to or with any of the substances referred to in paragraph A, but not including the isoquinoline alkaloids of opium; or [1975, c. 499, §1 (new).]

C. Opium poppy and poppy straw. [1975, c. 499, §1 (new).]

[1975, c. 499, §1 (new).]

7. "Opiate."

A. Any substance having an analgesic and addiction forming or addiction sustaining property or liability similar to morphine or capable of conversion into a drug having such analgesic and addiction forming or addiction sustaining property or liability.

[1975, c. 499, §1 (new).]

B. This term does not include, unless specifically designated or listed in Schedule W, X, Y or Z, the dextrorotatory isomer or 3-methoxy-n-methyl-morphinan and its salts, dextromethorphan, but does include its racemic and levorotatory forms. [1975, c. 499, §1 (new).]

[1975, c. 499, §1 (new).]

8. "Opium poppy," the plant of the species *Papaver somniferum* L., except its seeds.

[1975, c. 499, §1 (new).]

9. "Poppy straw," all parts, except the seeds, of the opium poppy, after mowing.

[1975, c. 499, §1 (new).]

10. "Prescription drug" means a drug which:

A. Under federal law is required, prior to being dispensed or delivered, to be labeled with either of the following statements:

(1) "Caution: Federal law prohibits dispensing without prescription."; or

(2) "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian."; or

[1989, c. 384, §1 (new).]

B. Is required by an applicable federal or state law or rule to be dispensed on prescription only or is restricted to use by practitioners only. [1989, c. 384, §1 (new).]

[1989, c. 384, §1 (rpr).]

11. "Scheduled drug," any drug named or described in section 1102, schedule W, X, Y or Z.

[1975, c. 499, §1 (new).]

12. "Schedule W drug," any drug named, listed or described in section 1102, schedule W.

[1975, c. 499, §1 (new).]

13. "Schedule X drug," any drug named, listed or described in section 1102, schedule X.

[1975, c. 499, §1 (new).]

14. "Schedule Y drug," any drug named, listed or described in section 1102, schedule Y.

[1975, c. 499, §1 (new).]

15. "Schedule Z drug," any drug named, listed or described in section 1102, schedule Z.

[1975, c. 499, §1 (new).]

16. "State laboratory," a laboratory of any state agency which is capable of performing any or all of the analyses that may be required to establish that a substance is a scheduled or a counterfeit drug, including, but not limited to, the laboratory of the State Department of Health and Human Services and any such laboratory that may be established within the Department of Public Safety.

[1975, c. 499, §1 (new); 2003, c. 689, Pt. B, §6 (rev).]

17. "Traffick":

A. To make, create, manufacture; [1975, c. 499, §1 (new).]

B. To grow or cultivate, except for marijuana; [1999, c. 374, §1 (amd).]

C. To sell, barter, trade, exchange or otherwise furnish for consideration; [1999, c. 453, §1 (amd).]

D. To possess with the intent to do any act mentioned in paragraph C; or [1999, c. 453, §2 (amd).]

E. To possess 2 grams or more of heroin or 90 or more individual bags, folds, packages, envelopes or containers of any kind containing heroin. [1999, c. 453, §3 (new).]

[1999, c. 374, §1 (amd); c. 453, §§1-3 (amd).]

18. "Furnish:"

A. To furnish, give, dispense, administer, prescribe, deliver or otherwise transfer to another; [1975, c. 499, §1 (new).]

B. To possess with the intent to do any act mentioned in paragraph A; or [1999, c. 453, §4 (amd).]

C. To possess at least one gram but less than 2 grams of heroin or at least 45 but fewer than 90 individual bags, folds, packages, envelopes or containers of any kind containing heroin. [1999, c. 453, §5 (new).]

[1999, c. 453, §§4, 5 (amd).]

19. "Imitation scheduled drug," a substance that is not a scheduled drug and which was not obtained by valid medical prescription, but which, by dosage unit appearance or by representations made, would lead a reasonable person to believe that the substance was a scheduled drug.

[1981, c. 603, §1 (new).]

20. "Dosage unit," that unit of measurement which is equivalent to an average adult dose.

[1981, c. 603, §1 (new).]

21. "Cultivate" means to sow a seed; to grow, raise or tend a plant; to harvest a plant; or to knowingly possess a plant.

[1999, c. 239, §1 (new).]

22. "Industrial hemp" means any variety of Cannabis sativa L. with a delta-9-tetrahydrocannabinol concentration that does not exceed 0.3% on a dry weight basis and that is grown under a federal permit in compliance with the conditions of that permit.

[2003, c. 61, §1 (new).]

23. "Safe zone" means an athletic field, park, playground or recreational facility that is designated as a safe zone by a municipality pursuant to Title 30-A, section 3253.

[2005, c. 415, §1 (new).]

PL 1975, Ch. 293, §4 (AMD).
PL 1975, Ch. 499, §1 (NEW).
PL 1975, Ch. 740, §96,97 (AMD).
PL 1977, Ch. 647, §1 (AMD).
PL 1981, Ch. 603, §1 (AMD).
PL 1983, Ch. 775, § (AMD).
PL 1989, Ch. 384, §1 (AMD).
PL 1997, Ch. 481, §1 (AMD).
PL 1999, Ch. 239, §1 (AMD).
PL 1999, Ch. 374, §1 (AMD).
PL 1999, Ch. 453, §1-5 (AMD).
PL 2003, Ch. 61, §1 (AMD).
PL 2003, Ch. 689, §B6 (REV).
PL 2005, Ch. 415, §1 (AMD).
PL 2005, Ch. 430, §1 (AMD).
PL 2005, Ch. 430, §10 (AFF).