

**MESSALONSKEE  
HIGH SCHOOL**



**2010-2011  
STUDENT/PARENT  
HANDBOOK**

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## 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 Expectations

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**  
**2010-11**

<b>+ 2</b>	<u>August</u> 26 27 (30) (31)	<u>August</u> 26 - Thursday 27 - Friday 30 - Monday <b>31 - Tuesday</b> <b>31 - Tuesday</b>	Orientation Workshop for New Teachers (Building-Based) Orientation Workshop for New Teachers In-service Workshop for All Teachers In-service Workshop for All Teachers Curriculum and Assessment Night – China Middle School and China Primary School
<b>21</b>	<u>September</u> 1 2 3  <u>6</u> 7 8 9 10 13 14 15 16 17 20 21 22 23 24  27 28 29 30	<u>September</u> 1 - Wednesday  2 - Thursday 6 - Monday 16 - Thursday  22 - Wednesday 29 - Wednesday  30 - Thursday 30 - Thursday	School Opens -- Grades Pre-K through Grade 6, Grade 9 <b>and</b> China Middle School and China Primary School -- Regular Schedule/School Breakfast/Lunch Programs Begin All Students Labor Day (Title 20-A, Section 4802)--No School Curriculum and Assessment Night – Messalonskee Middle School – 6:00 p.m. – 8:00 p.m. Curriculum and Assessment Night – Messalonskee High School – Time TBA Curriculum and Assessment Night – Atwood Primary School (5:30 p.m. – 6:30 p.m.) and Williams Elementary School (6:30 p.m. – 7:30 p.m.) Curriculum and Assessment Night – Belgrade Central School – 6:00 p.m. – 7:00 p.m. Curriculum and Assessment Night – James H. Bean School – 6:00 p.m. – 7:30 p.m.
<b>19 +1</b>	<u>October</u>  (1) 4 5 6 7 8  <u>11</u> 12 13 14 15 18 19 20 21 22 25 26 27 28 29	<u>October</u> 1 - Friday 1 - Friday  1-22 11 - Monday 14 - Thursday 15 - Friday 15 - Friday	In-service Workshop for All Teachers – No School for All Students Pre-K-12 1 <sup>st</sup> Quarter Progress Reports – Messalonskee High School and Messalonskee Middle School (21 instructional days) 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
<b>17</b>	<u>November</u> 1 2 3 4 5 8 9 10 <u>11</u> <u>12</u>  15 16 17 18 19 22 23 <u>24</u> <u>25</u> <u>26</u> 29 30	<u>November</u> 2 - Tuesday 3 - Wednesday  10 - Wednesday 11-12 15 - Monday 15 - 21 23 - Tuesday 24-26 29 - Monday	Observance of John F. Kennedy Day, November 2 (Title 20-A, Section 4803) Grades Close—1 <sup>st</sup> Ranking Period – Messalonskee High School and Messalonskee Middle School (43 instructional days) Parent-Teacher Conferences—Messalonskee Middle School (5:00 – 8:00 p.m.) Veterans' Day Recess 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 <sup>st</sup> Trimester—Elementary Schools and China Middle School (56 instructional days)
<b>16 (6-12)</b> <b>15 (Pre-K-5)</b>	<u>December</u> 1 2 3 6 7 8 9 10  13 14 15 16 17  20 21 22 <u>23</u> <u>24</u> <u>27</u> <u>28</u> <u>29</u> <u>30</u> <u>31</u>	<u>December</u> 6 - Monday 10 - Friday  10 - Friday  22 - Wednesday	Report Cards Distributed – Elementary Schools and China Middle School 2 <sup>nd</sup> Quarter Progress Reports--Messalonskee High School and Messalonskee Middle School (20 instructional days) Parent-Teacher Comp Day Grades Pre-K-5 and China Middle School and China Primary School Teachers— No School for Students in grades Pre-K-5 and China Schools. School will be in session for students in grades 6-12 (Messalonskee Middle School and Messalonskee High School.) Schools Close at 3:00 p.m. for Christmas Vacation

<b>19+1</b>	<u>January</u>	<b>January</b>	
	3 4 5 6 7	17 – Monday	Martin Luther King, Jr. Day (Title 20-A, Section 4802)--No School
	10 11 12 13 14	21 – Friday	Progress Reports--Grades 4-5: Belgrade Central School, James H. Bean School, Williams Elementary School and Grades 4-8 China Schools
	<u>17</u> 18 19 20 21 (24) 25 26 27 28 31	21- Friday 21 - Friday 24 - Monday	Grades Close--2 <sup>nd</sup> Quarter--Messalonskee High School (44 instructional days – 1 <sup>st</sup> semester 87 days) Grades Close--2 <sup>nd</sup> Ranking Period--Messalonskee Middle School In-service Workshop for All Teachers – No School for All Students Pre-K-12
<b>15</b>	<u>February</u>	<b>February</b>	
	1 2 3 4	1 – Tuesday	Report Cards Posted--Messalonskee High School and Messalonskee Middle School
	7 8 9 10 11	18 - Friday	Schools Close at 3:00 p.m. for Winter Vacation
	14 15 16 17 18 <u>21 22 23 24 25</u> 28	21 – Monday 28 - Monday	Presidents' Day (Title 20-A, Section 4803) Schools Re-open After Winter Vacation
<b>22 + 1</b>	<u>March</u>	<b>March</b>	
	1 2 3 4	4 - Friday	3 <sup>rd</sup> Quarter Progress Reports--Messalonskee High School and Messalonskee Middle School (24 instructional days)
	7 8 9 10 (11)	10 – Thursday	Parent-Teacher Conferences--Messalonskee High School (5:00 – 8:00 p.m.)
	14 15 16 17 18 21 22 23 24 25 28 29 30 31	10 - Thursday 10 – Thursday 11 - Friday 15 –Tuesday 18 – Friday	Grades Close--2 <sup>nd</sup> Trimester--Elementary Schools and China Middle School (58 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 Observance of Statehood Day, March 15 (Title 20-A, Section 4803) Report Cards Distributed--Elementary Schools and China Middle School
<b>16</b>	<u>April</u>	<b>April</b>	
	1	5 – Tuesday	Grades Close--3 <sup>rd</sup> Ranking Period--Messalonskee High School and Messalonskee Middle School (45 instructional days)
	4 5 6 7 8	12 – Tuesday	Report Cards Posted--Messalonskee High School and Messalonskee Middle School
	11 12 13 14 15 <u>18 19 20 21 22</u> 25 26 27 28 29	15 – Friday 18 – Monday 25 – Monday	Schools Close at 3:00 p.m. for Spring Vacation Patriots' Day (Title 20-A, Section 4802) Schools Re-open After Spring Vacation
<b>21 + 1</b>	<u>May</u>	<b>May</b>	
	2 3 4 5 6	2 - Monday	Progress Reports--Grades 4-5: Belgrade Central School, James H. Bean School, Williams Elementary School and Grades 4-8: China Schools
	9 10 11 12 13	9-20	Science MEAS Administered
	16 17 18 19 20 23 24 25 26 (27) <u>30</u> 31	12 – Thursday 16-20 27 – Friday 30 - Monday	4 <sup>th</sup> Quarter Progress Reports – Messalonskee High School and Messalonskee Middle School (22 instructional days) Arbor Week (Title 20-A, Section 4805) Parent-Teacher Comp Day – No school for ALL students, Pre-K-12 District wide Memorial Day (Title 20-A, Section 4802)--No School
<b>16 (Pre-K-5)</b> <b>15 (6-12)</b> <b>+2</b>	<u>June</u>	<b>June</b>	
	1 2 3	9 – Thursday	Graduation – Augusta Civic Center
	6 7 8 9 10	21 - Tuesday	Final Day of Classes for Students in Grades 6-12: Messalonskee High School and Messalonskee Middle School (43 instructional days)
	13 14 15 16 17 20 21 22 (23)	22 – Wednesday 23 – Thursday	Final Day of Classes for Students in Grades Pre-K-5, China Middle School and China Primary School; In-service workshop for Grades 6-12 Teachers (Messalonskee Middle School and Messalonskee High School). In-service Workshop for All Teachers

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

Date of Adoption: April 14, 2010  
Date of Revision: July 21, 2010  
Date of Revision: August 18, 2010  
Word/Calendar/10-11 – Final – 08-18-10

## IMPORTANT DATES FOR 2010-2011

### Parent/Teacher Conferences:

Thursday, October 14 from 5:00 p.m. to 8:00 p.m.

Thursday, March 10 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, October 1

Friday, December 10

Friday, March 4

Thursday, May 12

### Report Card Dates:

Monday, November 15

Tuesday, February 1

Tuesday, April 12

June, After final day of classes

### Curriculum and Assessment Night:

Wednesday, September 22 Time TBD

### SAT DATES:

#### Test Dates:

October 9

November 6

December 4

January 22

March 12

May 7

June 4

#### Registration Deadlines:

September 10

October 8

November 5

December 23

February 11

April 8

May 6

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

May 7 (All Juniors as required by Department of Education)

### Dates that MMTC is NOT in Session:

Friday, October 8<sup>th</sup>

Thursday, June 16<sup>th</sup> is the last day at MMTC

## Faculty and Staff

### **Administration**

Gwen Bacon, Co-Principal  
Paula Callan, Co-Principal  
Dan Bowers, Assistant Principal/Extra Curricular Administrator  
Tom Hill, Athletic Coordinator

### **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  
Rebecca Burton  
Lorie Fletcher  
Bernadette Poitras  
Jane Pooler  
Sandra Powell

### **Foreign Language**

Christine Boisvert  
Robin Colby  
Karalynn Gibson  
Paula Michaud  
Carol Sturtevant  
Ann Sullivan

### **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**

Keith Derosby  
Michelle Frigon  
Andrew Haynie  
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  
Bette Robjent  
Tom Hill  
Tom Sheridan

### **School Nurse**

Kathy Riddle

### **School Resource Officer**

Tracey Frost

### **Science Department**

Jill Feeney  
Rachel Frost  
Susan Robe  
Bonnie Sammons  
Seth Staples  
Marge Stehle  
Mike Waters  
Pia Whitehouse

### **Social Studies Department**

Justin DeMott  
Alan Derosby  
Brian Fielding  
Glenn Hutchinson  
Heather Karagiannes  
George Kohl  
JoAnn Lemire

### **Special Education Staff**

Mark Bachinski  
Jackie Bouchard  
Katie Gorham  
Sonja Guite  
Scott Talcove

### **Support Staff**

Megan Duffy, Main Office Lead Secretary  
Leo Bouchard, Main Office Attendance Secretary  
Becky Fisher, Athletic Dept. Secretary  
Brenda Stevens, Guidance Office Registrar  
Penny Weibel, Guidance Office Secretary  
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 1<sup>st</sup>** 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.

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

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 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 <b>external suspension</b>	5-10 days <b>external suspension</b>	Meeting with Superintendent of Schools and possible expulsion
Being in an unauthorized area	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b>
Being in parking lot without permission by an administrator	1 office <b>detention</b>	2 office <b>detentions</b> & loss of driving privileges for 30 days	3 office <b>detentions</b> (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 <b>detention</b>	1 office <b>detention</b>	3 office <b>detentions</b> (1 of which is a Friday)
Cutting Class (includes study hall and homeroom)	2 one-hour office <b>detentions</b>	4 one-hour office <b>detentions</b>	<b>Externally suspended</b> & required meeting with parent before returning
Disrespect or insubordinate to staff	2 one-hour office <b>detentions</b>	4 one-hour office <b>detentions</b>	<b>Externally suspended</b> & required meeting with parent before returning
Failure to report to the office	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b> (1 of which is a Friday)
Failure to sign in when tardy or sign out when dismissed	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b> (1 of which is a Friday)
Failure to serve a teacher detention	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b> (1 of which is a Friday)
Failure to serve an office detention	1 Friday office <b>detention</b>	2 Friday office <b>detentions</b>	<b>External suspension</b> and a parent meeting
Forged or altered note/pass	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b> (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 <b>detention</b>	1 office <b>detention</b>	2 or more office <b>detentions</b>
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 <b>external suspension</b>	1-10 days <b>external suspension</b> & 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 <b>detentions</b>	2 office <b>detentions</b>	1 Friday office <b>detention</b> & 2 one-hour office <b>detentions</b>
Offensive language	1 office <b>detention</b>	2 office <b>detentions</b>	3 office <b>detentions</b> (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 <b>external suspension</b> & possible expulsion	5-10 days <b>external suspension</b> & possible expulsion	
*Possession of tobacco products	4 one-hour office <b>detentions</b>	8 one-hour office <b>detentions</b>	8 one-hour office <b>detentions</b>
**Stealing	1-10 days <b>external suspension</b>	5-10 days <b>external suspension</b>	
***Substance Abuse and/or Transfer of Prohibited Substance	10 days <b>external suspension</b>	10 days <b>external Suspension</b> /Meet with Superintendent & possible expulsion pending <b>expulsion hearing</b> 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 <b>external suspension</b>	5-10 days <b>external suspension</b>	

**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.
- 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.
- 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.

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.

The homeroom period is also a time to distribute important information, complete surveys and gather student input.

### **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](http://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 attending and passing all classes as well as exhibiting appropriate behaviors. Failure to adhere to these guidelines, the privilege to leave at lunch will be revoked for a period of no less than one ranking quarter. For those seniors who are not eligible to leave at lunch they will be assigned to a homeroom for half of the lunch period.

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](http://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](http://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  
SCHOOL CALENDAR  
2010-2011**

**August**

M	T	W	TH	F
23	24	25	26	27
30	31			

- 26 Thursday Orientation Workshop for New Teachers (Building-Based)
- 27 Friday Orientation Workshop for New Teachers
- 30 Monday In-service Workshop for All Teachers
- 31 Tuesday In-service Workshop for All Teachers
- 31 Wednesday Curriculum and Assessment Night – China Middle School and China Primary School

**September**

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	30	

- 1 Wednesday School Opens -- Grades Pre-K through Grade 6, Grade 9 and China Middle & Primary School-- Regular Schedule/School Breakfast/Lunch Programs Begin
- 2 Thursday All Students
- 6 Monday **Labor Day (Title 20-A, Section 4802)–No School**
- 16 Thursday Curriculum and Assessment Night –MMS– 6:00 p.m. – 8:00 p.m.
- 22 Wednesday Curriculum and Assessment Night – MHS- TBA
- 29 Wednesday Curriculum and Assessment Night – Atwood Primary School (5:30 p.m. – 6:30 p.m.) and Williams Elementary School (6:30 p.m. – 7:30 p.m.)
- 30 Wednesday Curriculum and Assessment Night – James H. Bean School-6:00 p.m. - 7:00 p.m.
- 30 Thursday Curriculum and Assessment Night – Belgrade Central School– 6:00 p.m. – 7:00 p.m.

**October**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 1 Friday **In-service Workshop for All Teachers – No School for All Students Pre-K-12**
- 1 Friday 1<sup>st</sup> Quarter Progress Reports – MHS and MMS (21 instructional days)
- 1-22 NECAPs Administered
- 11 Monday **Columbus Day (Title 20-A, Section 4802)–No School**
- 14 Thursday Parent-Teacher Conferences – MHS (5:00 – 8:00 p.m.)
- 15 Friday Observance of Poetry Day, October 15 (Title 20-A, Section 4803)
- 15 Friday Progress Reports–Grades 4-5: Belgrade Central, James H. Bean, Williams Elementary School and Grades 4-8: China Schools

**November**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 2 Tuesday Observance of John F. Kennedy Day, November 2 (Title 20-A, Section 4803)
- 3 Wednesday Grades Close—1<sup>st</sup> Ranking Period – MHS and MMS (43 instructional days)
- 10 Wednesday Parent-Teacher Conferences—MMS (5:00 – 8:00 p.m.)
- 11-12 **Veterans' Day Recess**
- 15 Monday Report Cards Posted—MHS and MMS
- 15-21 American Education Week
- 23 Tuesday Schools close at 3:00 p.m. for Thanksgiving Recess
- 24-26 **Thanksgiving Recess**
- 29 Monday Grades Close—1<sup>st</sup> Trimester—Elementary Schools & China Middle School (56 instructional days)

**December**

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	30	31

- 6 Monday Report Cards Distributed – Elementary Schools and China Middle School
- 10 Friday 2<sup>nd</sup> Quarter Progress Reports—MHS and MMS (20 instructional days)
- 10 Friday Parent-Teacher Comp Day Grades Pre-K-5 and China Middle School and China Primary School Teachers—No School for Students in grades Pre-K-5 and China Schools. School will be in session for students in grades 6-12. ( MHS & MMS)
- 22 Wednesday Schools Close at 3:00 p.m. for Christmas Vacation
- 23-31 **Christmas Vacation**

**MESSALONSKEE HIGH SCHOOL  
SCHOOL CALENDAR  
2010-2011**

**January**

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				

- 17 Monday **Martin Luther King, Jr. Day (Title 20-A, Section 4802)–No School**
- 21 Friday Progress Reports–Grades 4-5: Belgrade Central, James H. Bean, Williams Elementary School and Grades 4-8 China Schools
- 21 Friday Grades Close—2nd Quarter—MHS (44 instructional days – 1st semester 87 days)
- 21 Friday Grades Close—2nd Ranking Period—MMS
- 24 Monday **In-service Workshop for All Teachers – No School for All Students Pre-K-12**

**February**

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				

- 1 Tuesday Report Cards Posted—MHS and MMS
- 18 Friday Schools Close at 3:00 p.m. for Winter Vacation
- 21 Monday Presidents' Day (Title 20-A, Section 4803)
- 21-25 **Winter Vacation**
- 28 Monday Schools Re-open After Winter Vacation

**March**

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	31	

- 4 Friday 3rd Quarter Progress Reports—MHS and MMS (24 instructional days)
- 10 Thursday Parent-Teacher Conferences—MHS (5:00 – 8:00 p.m.)
- 10 Thursday Grades Close--2nd Trimester—Elementary Schools & China Middle School (58 instructional days)
- 10 Thursday Parent-Teacher Conferences—MMS (5:00 – 8:00 p.m.)
- 11 Friday **In-service Workshop for All Teachers – No School for All Students Pre-K-12**
- 15 Tuesday Observance of Statehood Day, March 15 (Title 20-A, Section 4803)
- 18 Friday Report Cards Distributed—Elementary Schools & China Middle School

**April**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 5 Tuesday Grades Close--3rd Ranking Period—MHS and MMS (45 instructional days)
- 12 Tuesday Report Cards Posted—MHS and MMS
- 15 Friday Schools Close at 3:00 p.m. for Spring Vacation
- 18 Monday Patriots' Day (Title 20-A, Section 4802)
- 18-22 **Spring Vacation**
- 25 Monday Schools Re-open After Spring Vacation

**May**

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 Monday Progress Reports--Grades 4-5: Belgrade Central, James H. Bean, Williams Elementary School and Grades 4-8: China School
- 9-20 Science MEAS Administered
- 12 Thursday 4th Quarter Progress Reports – MHS and MMS (22 instructional days)
- 16-20 Arbor Week (Title 20-A, Section 4805)
- 27 Friday **Parent-Teacher Comp Day – No school for ALL students, Pre-K-12 District wide**
- 30 Monday **Memorial Day (Title 20-A, Section 4802)–No School**

**June**

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

- 9 Thursday Graduation – Augusta Civic Center
- 21 Tuesday Final Day of Classes for Students in Grades 6-12: MMS and MHS (43 instructional days)
- 22 Wednesday Final Day of Classes for Students in Grades Pre-K-5, China Middle School & China Primary School; In-service workshop for Grades 6-12 Teachers (MMS and MHS)
- 23 Thursday In-service Workshop for All Teachers

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

	No School
	Red Day
	White Day