

Messalonskee High School



EAGLES

**2024 - 2025
STUDENT/PARENT
HANDBOOK**

Updated: 8/21/2024

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MESSALONSKEE HIGH SCHOOL MISSION STATEMENT

The Messalonskee High School community fosters critical thinkers, effective communicators and creative problem solvers. (May 2017)

RSU 18 STRATEGIC PLAN & VISION

Engaging Learners – Strengthening Communities – Creating Global Leaders

RSU 18 is a community where...

All learners are prepared to succeed in society by demonstrating proficiency of a common set of rigorous standards. Parents, educators, business leaders, and community members are cooperative partners to help guide learning.

All learners are creative problem solvers, critical thinkers, self-directed, effective communicators, collaborative workers, environmental stewards, and productive, healthy citizens. Learners have a voice in their education and share in the development of individual learning plans guided by a dedicated and passionate staff.

All learners engage in creative and innovative learning strategies. They use technology and other tools to connect to the world outside of the classroom.

All learners pursue multiple pathways inside and outside of the classroom to achieve their goals. Learning takes place without boundaries of time and space.

All learners are successful leaders and contributors to their community, nation, and world.

Core Values

RSU 18 ensures that every learner is known well.

RSU 18 ensures that every learner is successful.

RSU 18 customizes instruction to meet the unique needs of each learner.

RSU 18 recognizes that learning is collaborative within a learner-centered environment.

RSU 18 engages in partnerships to provide multiple pathways and real world learning opportunities.

RSU 18 ensures the development of students' technological competencies to meet the demands of today's changing world.

RSU 18 commits to a culture of trust and respect, integrity, excellence, courage, cooperation, innovation, risk-taking and wellness.

RSU 18 engages in consistent, effective communication with all stakeholders.

RSU 18 commits to a culture of continuous improvement.

Guiding Principles of Learning

Our “assumptions about learners & learning” are grounded in research and guide our work with all learners. Learners are individuals, children or adults, pursuing new knowledge.

Learners:

- learn in different ways and in different time frames.
- learn best in an environment that is welcoming, orderly, accepting, and safe.
- can learn, like to learn, and want to be successful in their learning.
- have unique interests that heighten motivation for learning.

Learning:

- and curiosity are basic human drives.
- styles differ, and learners demonstrate their intelligence in many different ways.
- is enhanced when connected to real world contexts and challenges.
- is enhanced when learners are encouraged to take risks, understanding that mistakes are inherent in the learning process.
- rates vary and prior knowledge is significant to learning new knowledge.
- is enhanced with frequent feedback specific to a learning goal.
- successes encourage future successes and influence esteem, attitude, and motivation.

Regional School Unit 18: 2024 - 2025 School Calendar

		August					
In-Service	Seat Days	M	T	W	TH	F	
							1
		5	6	7	8	9	26 Workshop
2	3	12	13	14	15	16	27 Workshop
		19	20	21	22	23	28 PK-5 China, PK-6 & Gr. 9 All Other Schools
		26	27	28	29	30	29 All Students

		January					
In-Service	Seat Days	M	T	W	TH	F	
						1	2
		6	7	8	9	10	20 Martin Luther King Jr. Day
1	20	13	14	15	16	17	27 Workshop
		20	21	22	23	24	
		27	28	29	30	31	

		September					
In-Service	Seat Days	M	T	W	TH	F	
		0	20	2	3	4	5
		9	10	11	12	13	17 Early Release Day
		16	17	18	19	20	
		23	24	25	26	27	
		30					

		February					
In-Service	Seat Days	M	T	W	TH	F	
		0	15	3	4	5	6
		10	11	12	13	14	
		17	18	19	20	21	
		24	25	26	27	28	

		October					
In-Service	Seat Days	M	T	W	TH	F	
		1	21	1	2	3	4
		7	8	9	10	11	14 Indigenous People's Day / Columbus Day
		14	15	16	17	18	
		21	22	23	24	25	
		28	29	30	31		

		March					
In-Service	Seat Days	M	T	W	TH	F	
		1	20	3	4	5	6
		10	11	12	13	14	21 Workshop
		17	18	19	20	21	
		24	25	26	27	28	
		31					

		November					
In-Service	Seat Days	M	T	W	TH	F	
		1	16				
		4	5	6	7	8	11 Veterans Day
		11	12	13	14	15	27-29 Thanksgiving Break
		18	19	20	21	22	
		25	26	27	28	29	

		April					
In-Service	Seat Days	M	T	W	TH	F	
		1	16	1	2	3	4
		7	8	9	10	11	21-25 Spring Break
		14	15	16	17	18	
		21	22	23	24	25	
		28	29	30			

		December					
In-Service	Seat Days	M	T	W	TH	F	
		0	15	2	3	4	5
		9	10	11	12	13	23-31 Christmas Vacation
		16	17	18	19	20	
		23	24	25	26	27	
		30	31				

		May					
In-Service	Seat Days	M	T	W	TH	F	
		0	21				1
		5	6	7	8	9	26 Memorial Day
		12	13	14	15	16	
		19	20	21	22	23	
		26	27	28	29	30	

		June					
In-Service	Seat Days	M	T	W	TH	F	
		1	13	2	3	4	5
		9	10	11	12	13	20 Workshop
		16	17	18	19	20	19 Juneteenth
		23	24	25	26	27	
		30					

180	Student Days
-4	Snow Days
6	In-Service Days
2	Conference Comp Days
184	Total Days

Adopted: 04/03/2024

Messalonskee High School
Red/White Calendar
 2024 - 2025

August

M	Tu	W	Th	F
				23
26	27	28	29	30

- 23 Orientation Workshop for **New Teachers**
- 26-27 In-service Workshops for **All Teachers**
- 27 **First Year Open House**
- 28 First Day of School - Grade 9
- 29 All Students in Session

January

M	Tu	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

- 1 **NO SCHOOL** - Holiday
- 21-24 Finals (23rd & 24th Early Release Days)
- 24 Qtr 2 / Sem 1 Ends
- 20 **NO SCHOOL** -Holiday
- 27 **NO SCHOOL** - In-service Workshops for **All Teachers**
- 29 SOM Assembly

September

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

- 2 **NO SCHOOL** - Holiday
- 10 Picture Day
- 17 **EARLY RELEASE** - Students Dismissed at 12:00
- 25 SOM Assembly
- 23-27 GAB Week
- 23-28 Homecoming week

February

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

- 11 Curriculum Night (5:30-7:30pm)
- 10-14 GAB Week
- 19-23 **SCHOOL RECESS**
- 26 SOM Assembly

October

M	Tu	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	

- 9-10 Parent/Teacher Conferences
- 16 **NWEA Testing - Grades 9 & 10 & PSAT - Grade 11**
- 11 **NO SCHOOL** - Teacher Comp Day
- 14 **NO SCHOOL** - Holiday
- 23 SOM Assembly
- 21-25 GAB Week

March

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

- 4 **EARLY RELEASE** - Students Dismissed at 12:00
- 19-20 Parent/Teacher Conferences
- 21 **NO SCHOOL** - In-service Workshops for **All Teachers**
- 17-21 GAB Week
- 26 SOM Assembly

November

M	Tu	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 Qtr 1 Ends
- 8 **NO SCHOOL** - In-service Workshops for **All Teachers**
- 11 **NO SCHOOL** -Veterans Day
- 11-15 GAB Week
- 27-29 **SCHOOL RECESS**
- 20 SOM Assembly

April

M	Tu	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		

- 4 Qtr 3 Ends
- 14-17 GAB Week
- 18 **NO SCHOOL** - Teacher Comp Day
- 21-25 **SCHOOL RECESS**
- 30 SOM Assembly

December

M	Tu	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			

- 10 **EARLY RELEASE** - Students Dismissed at 12:00
- 16-20 GAB Week
- 18 SOM Assembly
- 23-31 **SCHOOL RECESS**

May

M	Tu	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

- TBD **NWEA Testing - Grades 9 & 10**
- 6-16 AP Exams
- 13 **EARLY RELEASE** - Students Dismissed at 12:00
- 21 SOM Assembly
- 19-23 GAB Week
- 26 **NO SCHOOL** -Holiday
- 27-30 Senior Finals

June

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

- 1 Baccalaureate
- 5 Senior Last Assembly
- 5 Graduation - Augusta Civic Center
- TBD Qtr 4 / Sem 2 Ends
- 18 **FINAL DAY OF SCHOOL - EARLY RELEASE 12:00**
- 19 **NO SCHOOL - HOLIDAY**
- 20 **NO SCHOOL** - Teacher Workshop

Revised 07/25/24

Mid-Maine Technical Center: 2024-2025 Regional Calendar

Drafted 5/20/2024

In Service	Seat Days	August					Notes	LHS	MHS	WHS	WSHS	Region
		M	T	W	TH	F						
		5	6	7	8	9	22 In-service: New Teacher Orientation					
		12	13	14	15	16	26-28 In-service					
		19	20	21	22	23	28 In-service/Freshman Orientation					
2	2	26	27	28	29	30	29 1st Student Day					
September												
		4	2	3	4	5	6	2 No school: Labor Day				
		5	9	10	11	12	13	27 Q1 Progress Reports				
		5	16	17	18	19	20					
		5	23	24	25	26	27					
		1	30									
October												
		4		1	2	3	4	11 No School: In-service: State CTE Conference				
1	4	7	8	9	10	11	14 No school: Indigenous People's Day					
		4	14	15	16	17	18	24 MMTC: Program Advisory Committee				
		5	21	22	23	24	25	30 MMTC College Visits				
		4	28	29	30	31						
November												
		1					1	1 Q1 Grades Close				
1	4	4	5	6	7	8	8	6-7 MMTC: Parent-Teacher Conferences				
		4	11	12	13	14	15	8 In-Service: Flex Day (PT Conferences)				
		5	18	19	20	21	22	11 No School: Veterans Day				
		2	25	26	27	28	29	27-29 No school: Thanksgiving Break				
December												
		5	2	3	4	5	6	6 Q2 Progress Reports				
		5	9	10	11	12	13	23-31 No school: Holiday Break				
		5	16	17	18	19	20					
		0	23	24	25	26	27					
		0	30	31								
January												
		2		1	2	3		1 No School: New Year's Day				
		5	6	7	8	9	10	20 No School: Martin Luther King Jr. Day				
		5	13	14	15	16	17	24 Grades Close				
1	3	20	21	22	23	24	24	27 In-service				
		5	27	28	29	30	31	30 MMTC Local Skills Championship & Open House				
February												
		5	3	4	5	6	7	17-21 No school: Winter Break				
		5	10	11	12	13	14	28 Q3 Progress Reports				
		0	17	18	19	20	21					
		5	24	25	26	27	28					
March												
		5	3	4	5	6	7	20-21 Skills USA State Championships				
		5	10	11	12	13	14	21 In-service				
1	4	17	18	19	20	21						
		5	24	25	26	27	28					
		1	31									
April												
		4		1	2	3	4	4 Q3 Grades Close				
		5	7	8	9	10	11	17 MMTC: Program Advisory Committee & Student of the Year				
		5	14	15	16	17	18	18 No Lawrence or Messalonskee Students				
		0	21	22	23	24	25	21-25 No school: Spring Break				
		3	28	29	30							
May												
		2			1	2		8 MMTC: National Technical Honor Society Induction Ceremony, 7:00pm				
		5	5	6	7	8	9	9 Q4 Progress Reports				
		5	12	13	14	15	16	22 MMTC: Student Recognition Ceremony, 7:00pm				
1	5	19	20	21	22	23		23 No School: In-Service				
		4	26	27	28	29	30	26 No school: Memorial Day				
June												
		5	2	3	4	5	6	16 MMTC: Last Student Day				
		5	9	10	11	12	13	17 In-Service				
1	1	16	17	18	19	20	20	19 Juneteenth				
8	178							178				
Total Dissimilar Days:								1.0	1.0	0.0	0.0	0.0

MHS Faculty and Staff List

(as of 8/21/24)

Administration

Scott Hallett, Principal
Peter McLaughlin, Asst. Principal (Admin for Gr 10 & 12)
Nathan Davis, Asst. Principal (Admin for Gr 9 & 11)
Chad Foye, Athletic Director

Art

Sherrie Damon
Ninette Fenlason

Alternative Ed/Learning Center

Riley Field
Galen Mayhew
Lori Moses
Taylor Sherritt

Custodial Staff

Jeremy McCarthy
Victor Grivois
Bridgette Loucks
Jason Thibodeau

English

Erin Feldpausch
Colin Hickey
BJ Kemper
Kellie Sanborn
Taylor Sherritt
Dylan Welch
Alicia Wolfe

Food Service

Patty Shorty, Site Supervisor
Liza Brown
Heather Miller
Sandra Powell
Susan Swain
Jennifer Winn

Guidance

Rebecca Corcoran – Counselor (A-F)
Keith Derosby – Counselor (G-O)
Angela Frame – Counselor (P-Z)
Diane Libby Gilbert- Substance Use Counselor

JMG

Lawrence “Skip” Bessey
Chase Karter

Library

Crystal Shamas-Douglas

Math

Hayden Ciomei
Kim Collins
Dan Deniso
Michelle Frigon
Laura Gibson
Julie Kohl
Karen Kelley
Sara Rushton

P.A.C. Director

John Logan

Performing Arts

Brittany Genness
Rebecca Reed

Physical Education/Health

Kyle Gleason
Beth Preglovisk
Tom Sheridan

School Nurse

Kim Murphy

School Resource Officer

Tim Locke

Science

Chloe Blake
Jonathan Sawyer
Rachel Frost
Aaron Podey
Jack Pneuman
Sarah Tupper

Social Studies

Dan Bishop
Alan Derosby
Emily Dyer
Brittan George
Dayle Morin
Ryan Sucey

Tech Trades

Travis Johnson

World Languages

Robin Colby
Tanya Fitcher
Karalynn Gibson
Patricia Hyland
Sylvie Magri

Special Education Staff

Jackie Bouchard
Kayla Madore
Katie McLaughlin
Andrea Rhoda
Scott Talcove
Dylan Presby

Study Hall Monitors

Kiri Guyaz
Bonnie Hallett

Support Staff

Joyce Anderson, Adult Education
Denise Caouette, Admin Assistant
Karen Perrino, Admin Assistant/Attendance
Cassie Marden, Guidance Secretary
Kathy Pettengill, Guidance Registrar
Jessica Wills, Athletic Admin Assistant

Technology

Lyle Ladabour

Ed Techs

Stacy Albert
Stephen Bachinski
Kristina Bonney
Jane Butler
Chris DelGiudice
Dan Juilli
Jackie Locke
Molly Rancourt
Dee Dee Stevens
Tina Veilleux
Lisa Workman

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS, GRADING AND PROMOTION

Grading

Messalonskee High School will use a dual-grading approach with all learning experiences (courses & seminars) scored in a 0-100 scale and reported separately on the MHS Transcript. Proficiency in standards will be reported separately and included as part of the RSU18 proficiency-based transcript (2018).

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
80-89	B
70-79	C
60-69	D
Less than 60	F

Grading Scale: Standard Proficiency 1-4 scale:

Score 4.0: In addition to score 3.0, the learner demonstrates in-depth inferences and applications that go beyond the targeted proficiency level.

Score 3.0: The learner demonstrates knowledge at the targeted proficiency level.

Score 2.0: Proficient in the foundational knowledge – no major errors or omissions regarding the simpler details and processes.

Score 1.0 With help, the learner demonstrates a partial understanding of some of the simpler details and processes at the foundational level.

Score .5: A score ending in .5 denotes progress toward the next level.

Score AP: (Auto Promoted) Indicates where a student is placed as a starting point in a particular topic. (*Not to be confused with a class designation of Advanced Placement*).

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.

MHS Graduation Requirements

Diploma Requirements

Learners must meet the following requirements to receive a high school diploma:

1. Demonstrate proficiency in standards in educational experiences in English Language Arts, Mathematics, Science, and Social Studies in each academic year of high school.
2. Demonstrate proficiency in meeting State standards in the following content areas:
 - English Language Arts
 - Mathematics
 - Science
 - Social Studies

Note: Standards Requirements – *The Messalonskee High School Program of Studies outlines the expected standards required for graduation.*

3. Work toward proficiency in meeting State standards in the following content areas:
 - Visual and Performing Arts (1 credit)
 - Health Education (.5 credit) and Physical Education (1.5 credit)
 - World Languages
 - Career and Ed Development (.5 credit JMG)

Note: Credits & Learning Experiences - Learning experiences are built on standards and include courses, seminars, independent studies, or other approved classes; at the completion of a learning experience a student is awarded credit. A credit is not based solely upon the notion of seat time; rather, it is based on the demonstration of mastery of standards in a predetermined learning experience.

4. Work toward proficiency in each of the following MDOE Guiding Principles:
 - Clear and Effective communicator
 - Self-directed and lifelong learner
 - Creative and analytical problem solver
 - Responsible and involved citizen; and
 - Integrative and informed thinker
5. Complete 40 hours of community service during high school.

For the complete MHS Graduation Policy, reference RSU18 Board Policy IKF

Promotion

In order to make adequate progress toward earning the required credits at MHS; it is essential that a student be taking classes in the equivalent of four of the five class periods being offered each semester and earning those credits!

Retakes

Teachers will indicate the process for retakes in their course expectations. Students are expected to meet the requirements to complete a retake.

RECORDS, ADMISSIONS, AND WITHDRAWALS

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 residents of the district for the purposes of school enrollment.

Release of Information to Military Recruiters and Colleges

The federal Every Student Succeeds 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.

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.

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 the school issued laptop, 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.

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 to 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 the 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.

GUIDANCE AND SUPPORT SERVICES

The Guidance Department can be called directly at 465-4989

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 three counselors, one substance use counselor, one administrative assistant 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.

Academic Load

Students are required to be enrolled in the equivalent of *four courses* each quarter at MHS to be considered a full time student. *A VHS or college course does not take the place of one of these four courses.*

Course Change

WITHIN THE FIRST 3 DAYS OF A SEMESTER/QUARTER:

Students may add into or drop a class with parent approval and when room is available. If a class is dropped within the first five days of a semester/quarter, that class will not appear on their permanent transcript.

When adding into a class, it is the student's responsibility to work out a plan with the teacher of the added class. The plan should include steps that will be taken to make up any required missed work that has taken place and a timeline if or as necessary.

WITHIN THE FIRST 5 DAYS OF A SEMESTER/QUARTER:

Students who have a full schedule (four classes or more) may drop a class, without penalty, to pick up a study hall in its place. This means a dropped course within the first 5 days of a semester/quarter will not be listed on their permanent academic transcript.

AFTER THE FIRST 5 DAYS OF A SEMESTER/QUARTER:

If a student wants to withdraw from a class after the first 5 days of a semester/quarter, they will need to speak with their assigned school counselor. The school counselor will then arrange a brief meeting with the student, administrator, teacher, and counselor to discuss the student’s progress. The team will work together to formulate a plan to help the student obtain extra help, or proceed with the course withdrawal. In either case, the counselor will call the student’s parent/guardian to discuss the nature and outcome of the meeting. No student will be withdrawn from a class without parent/guardian permission.

Once the student withdraws after 10 academic days, that class will be marked with either a “WP” (withdraw passing) or a “WF” (withdraw failing), depending upon their grade at the time of withdrawal. No credit is issued for withdrawn courses. **A “WF” could affect eligibility for participation in extra curricular and co-curricular activities. (Policy IGDK)**

DEADLINE FOR WITHDRAWING FROM A CLASS:

Students must have at least four classes to be a full time student. The latest time that a student can withdraw from a semester-long class, assuming they have had a meeting with the teacher, counselor, and administrator, is at the quarter mark. They can add a quarter class if there is space available. If there is not space available and the student is actively enrolled in four credit-bearing courses, the student can elect to enroll in a study hall. After the quarter mark, students **MAY NOT WITHDRAW** from a full semester course.

MEDICAL WITHDRAW:

Any student who is requesting to withdraw from a course due to medical illness should contact their school counselor and provide medical documentation that will support the request. The counselor will then initiate the process for a medical withdrawal which includes administrator approval.

Failed Courses

Failure of a required course may be made up through credit recovery or during the following semester. Students who have a grade of 55 or higher credit recovery may be an option for that student to participate in.

Guided Study

Guided Study is an opportunity for students and teachers to connect around work on academic standards, makeup coursework, additional support, and various other clubs and activities. Guided Study occurs at the end of the day from 2:00-2:30. All students are expected to be in attendance everyday. Students are expected to check if they are tagged at the beginning of each day through our PowerSchool program. Students are encouraged to advocate to be tagged in courses they need extra help in.

MESSALONSKEE HIGH SCHOOL GUIDED STUDY TAGGING PRIORITY

	Monday	Tuesday	Wednesday	Thursday	Friday
Priority #1	All Other Content Areas	English	Math	Science	Social Studies
Priority #2	Social Studies	Science	English	Math	All Other Content Areas
Priority #3	English	Math	All Other Content Areas	Social Studies	Science

Teachers in areas who have priority may take a student who has been tagged by a teacher in a different subject area. *Note: Students participating in clubs & activities may only do so if they have not been tagged for academic purposes.*

Learning Center/Academic Support

Tutorial services include help from teachers, peer tutors, and volunteers. An administrator may assign students to the Learning Center for extra help.

Library

The Messalonskee High School Library contains over 10,000 volumes of printed materials, video and audio resources. There is an extensive list of online resources that can be accessed from the library homepage at <https://messalonskeelibrary.weebly.com/>.

The library staff is eager to assist students with academic assignments, selection of reading materials, and locating information pertinent to personal interests. If you need a book or other source that is not available at the Messalonskee Library the staff will make every effort to borrow it from another library. The library is open from 7:45-3:30 and has a printer/copier for student use.

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 school counselor.

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. 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.

Special Education / Referral Process

In general, students having disabilities 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.

Referrals for special education services can come from school staff, parents, students, our screening process, 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 school 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**.

Study Hall

Students in Study Hall will be required to first report to Study Hall, and from there they will be able to sign out to the Learning Center, Courtyard or to another teacher – as long as they have a pass from that teacher. If students are permitted to go to the library they will report directly to the library based on prior approval. Seniors and Juniors in good academic standing will be allowed to leave during Study Hall, once permission forms have been passed into the Main Office. Failure to report to Study Hall will constitute a skip and ramifications will result for skipping (refer to Discipline Chart).

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.

If a student accumulates more than 10 unexcused absences in a semester course and 6 unexcused absences in a quarter course they must meet with the school counselor, classroom teacher and grade level administrator to develop a plan that will lead them to successful completion of the course. Failure to meet the expectations of the plan will result in removal from the course and placement in an alternative setting (Learning Center, Alternative Education, Summer School, Adult Education are some examples of alternative settings).

Content Area/ Attendance Expectations

Each teacher may establish course expectations that relate to attendance. 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 a 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 as an unexcused absence and will not be penalized with the loss of participation points, however it is up to the student to communicate with the teacher and make up any missed work.

Dismissal from School Procedures

Students who need to be dismissed for an appointment should present a parent/guardian note to the Main Office in the morning prior to the dismissal. The student should receive a dismissal slip to present to his/her teacher at dismissal time and the student should check-out with the main office upon leaving.

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 parents/guardians 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.

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 should 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 insure 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.

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 then 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. Unexcused absences include, but are not limited to:

- Skipped school
- Skipped classes or study halls

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.

Advisory/Guided Study Attendance

Advisory/Guided Study attendance is mandatory for all students. Failure to attend advisory/ GST on a daily basis will result in disciplinary action. Seniors and Juniors with privileges on file in the main office may miss advisory/GST based on administrator approval

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 email teachers to obtain assignments.** Negligence in this area will adversely affect both learning and course grade. Students failing to demonstrate minimum proficiency in a course as a result of absences will not receive credit for that course.

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 schoolwork that is due that day.
2. Upon returning to school after an absence or suspension, 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 to 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) will be asked to develop a plan with the teacher. (Guidance and administration will be involved in this process where appropriate)

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 30 minutes of a class will be recorded as a class absence.

Frequent 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 than 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 at 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 may be assigned one (1) office detention. After four (4) instances of tardiness, per quarter, other than school excused, a student will be assigned two (2) office detentions by administration.

Senior and Junior students who qualify for privileges may have them revoked for consistently being tardy (more than three times) to periods 1, 2, 3, 4, or 5.

All students who participate in extra-curricular or co-curricular activities must be in class by 9:00am. Failure to arrive at school by 9:00am will result in the student not being eligible for participation within their activity. Any absence must be excused with a medical note or approved by administration.

CODE OF CONDUCT

Excellence
Action
Goals
Leadership
Energy
Scholarship

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, advisory/guided study, 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 may 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. Teachers will contact parents with 24 hour notice of when the detention will be served. The detention will not exceed one hour.
Note: Failure to serve a teacher detention will result in an office detention.
2. Office detention, assigned by an administrator: office detention will be held from 2:35-3:35 PM on Monday through Thursday in the Library. 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 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.

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. If externally suspended, a re-entry meeting may be scheduled with an administrator, student, parent/guardian, guidance counselor prior to returning to school.

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.

UNACCEPTABLE BEHAVIOR AND CONSEQUENCES

INFRACTION	CONSEQUENCES (May result in the following consequences)	
	FIRST	SUBSEQUENT
Aggressive Behavior/ Fighting	1-10 days suspension	5-10 days suspension and meeting with the Superintendent and possible expulsion.
Being in an unauthorized area	Office detention	Office detention to suspension
Being in parking lot without permission by an administrator	Office detention	Office detention
Being sent out of class	Teacher detention or Office detention.	Office detention
Cutting Class (includes study hall)	Office detention	Office detention
Cutting Guided Study	Lunch Detention	Office detention
Disrespect or insubordinate to staff	Office detention up to external suspension, depending upon severity.	External Suspension
Failure to report to office	Office detention	Office detention
Failure to sign in when tardy or sign out when dismissed	Office detention	Office detention
Failure to serve a teacher detention	Office detention	Office detention
Failure to serve an office detention	Office detention	External suspension
Forged or altered note/pass	Office detention	Office detention
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 loss of bus riding privileges, if it occurs on the bus, to detention, suspension and/ or expulsion.	
Leaving class without permission	Teacher Detention or office detention	Office Detention
Leaving school without permission	Office detention and loss of driving privileges for up to 15 days.	Office detention to external suspension and loss of driving privileges for 15 days up to the remainder of the school year.
Lunchroom violations	Lunch detention to office detention	Office detention
Offensive language	Office detention	Office detention to external suspension
Parking/ Driving violations <i>*Please see the "driving/ Parking Regulations for Students with Vehicles" section of the handbook.</i>	Up to and including 15 school days of parking permit suspension	From 30 school days to the remainder of the year of parking permit suspension and vehicle towed, at owners expense, if not appropriately parked.
Possession of fireworks or weapons	1-10 days suspension and possible expulsion.	5-10 days suspension and possible expulsion.
*Possession of tobacco products (including vaping)	Loss of products and external suspension (as well as co and extracurricular consequences)	External suspension (as well as co and extracurricular consequences)

INFRACTION	CONSEQUENCES (May result in the following consequences)	
	FIRST	SUBSEQUENT
** Stealing	1- 10 days of suspension and referral to law enforcement.	5-10 days suspension and referral to law enforcement.
** Substance Abuse	10 days suspension.	10 days suspension/ meet with Superintendent and possible expulsion pending expulsion hearing by the school board.
** Transfer of prohibited substances	10 day suspension and expulsion hearing with the board.	10 days suspension/ meet with Superintendent and possible expulsion pending expulsion hearing by the school board.
Truancy	Meeting with parents, students, Guidance, and administration to develop an educational plan.	Meeting with the Superintendent and possible referral to law enforcement.
Unsatisfactory conduct (beyond described elsewhere)	Detention to suspension.	Suspension and parent meeting
** Vandalism	1-10 days of suspension and restitution.	5-10 days suspension and restitution.

*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 located on the District’s website and in Appendix D of this handbook

** 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 JICH “Student Substance Abuse Discipline”](#) located on the District’s website, as well as included in Appendix C of this Student Handbook.

Parent Notification

Messalonskee High School will notify parents or guardians 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 Website.

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 up to 10 days for a first offense, or face other disciplinary action including getting assigned detention(s) and, possibly, suspension. Further infractions may 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 when a student violates the district's Acceptable Use Policy.

Online Safety, Security and Digital Citizenship

Please refer to the Online Safety section, located under the Student Life link on the MHS website for timely, educational material pertaining to online safety. A good resource for students and parents.

Advisory

Messalonskee High School believes in educating the “whole-student” and as a result has developed a daily advisory program to support both students academic and non-academic needs. Every student is assigned to the same advisory teacher for the four years at Messalonskee High School. Students have the opportunity to meet with their advisor on a daily basis during guided study. This is an assigned time for students to check in with their advisor to review guided study tagging and any other pertinent information.

Cheating/Plagiarism

Cheating/ plagiarism occurs when someone takes someone else’s work or ideas and passes them off as their own. Whether that is copying another student’s answers (test or homework assignment) or copying content from a website.

In the event of cheating or plagiarism, the classroom teacher will make parent contact and **NO** credit will be given for the assignment. Administration will be notified and additional consequences may be issued depending on the nature of the infraction. **Students who knowingly provide their work to another student will also be referred to Administration and the parents/guardians will be contacted.** Both parties will be held accountable and will receive the same consequences for their actions.

Common examples of cheating or plagiarism include:

- Using an unauthorized reference or web page during online tests
- Hand copying or digitally copying answers from another student’s work (test, lab or homework) or a webpage
- Digitally copying another student’s assignment or a webpage and then modifying the words to appear different
- Copying or modifying the work of artificial intelligence and submitting it as your own.

Co-Curricular Activities

Messalonskee High School offers a variety of co-curricular activities: Art Club, Bible Club, Book Club, Chess Club, Civil Rights Team, Cultural Exploration Club, Digital Photography, Drama, Dungeons and Dragons, Empty Bowls, French Club, Girl- Up, Greenhouse Garden Club, GSA, Jazz Band, Key Club, Knitting, National Art Honor Society, Mindfulness Club, National Honor Society, Outing Club, Photography Club, Robotics, Select Chorus, Jam Club, Student Council, Tri-M, and Yearbook, as well as any other that may be proposed and implemented during the year.

Courtyard Guidelines/Expectations

- Students who are NOT on the ineligible list 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 or any other distracting activity.
- 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 a period of time, up to and including the remainder of the school year.
- It may become necessary to close the courtyard due to disruptive or inappropriate behavior (trash, graffiti, language, games, etc.)

Dances/School Activities

- 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).
- For admittance into the prom, students must arrive by 9:30 p.m. (8:00 to 11:00)

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 and **five days prior to the Prom**. **(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. These are due three days prior to the event. The Prom is the only exception to this rule, when those forms are due five days prior to the event to allow for administrative checks and to get their names onto the guest list prior to ticket sales.

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 or overtly revealing 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. Oftentimes 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.

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, undergarments and/or see-through clothing 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.

The wearing of facepaint and/or heavy make-up application will generally be prohibited.

Some courses and programs may require specific clothing or equipment.

Students not complying with this code will be asked to cover the non complying 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 of \$10.00**)
- Drivers of unregistered vehicles will lose their driving privileges until the vehicle is registered.
- Drivers park properly in the designated student parking area, failure to do so may result in towing of vehicle and/or loss of driving privileges.
- 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 park in the student parking lot at all times including after school hours.

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, at the owner's expense, 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 JICH](#) "Student Substance Abuse Discipline" located on the district's Website for more information.

The board recognizes that it is illegal for a student under 21 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, without a pass, 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.

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 an 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. Cyber-bullying is an act of bullying done online. Messalonskee High School has zero tolerance for bullying and behaviors of this nature will result in discipline. *(See Appendix D, of this student handbook, for RSU 18 Bullying Policy)*

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 ACAA “Harassment and 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, particularly in the gym locker rooms. One invites loss by divulging locker combinations to others.

Lunchtime Behavior

Students attend the lunch opposite their fourth period course. Any students who fail to attend the appropriate lunch or fourth period course will be considered “cutting class” and disciplined appropriately. 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 detention.

Medication

If it is necessary for a student to take medication during school hours, the medication must be brought to the nurse's 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.

National Honor Society

Selection Process

Selection to the National Honor Society (NHS) is a privilege bestowed upon students by the faculty of the school, and not considered a right inherent to any student. Membership is granted only to those students selected by the faculty council on the condition of their having met the standards for selection established at the local level and based on the provisions of the national organization

Students who are members of the junior or senior class must have a GPA of 87 or above to be considered for membership. They must complete a candidate application and submit two teacher/advisor recommendation forms. The faculty council reviews these materials as well as comments from an evaluator form sent to all teaching staff at Messalonskee High School and Mid-Maine Technical Center. Each student is evaluated on their performance in the areas of leadership, character, and service. The decision to select students for membership in NHS is made by a majority vote of the members of the faculty council.

Appeals Process

Students may appeal the decision of the Faculty Council. Appeals for non-selection must be made in writing to the NHS advisor within 10 days after the postmarked date of the non-selection decision letter. Appeals will be heard by the Faculty Council. They will re-examine all information previously submitted about the student's candidacy for selection. The Council will revote on the student's candidacy for NHS. The student will receive a letter informing them of the Council's decision.

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 Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officers, Lois Bowden at China Middle School and Jen McGee at Atwood.

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 canceled 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.

Junior/Senior Privileges

Juniors and Seniors who are in good academic standing may receive privileges and have the ability to leave school during any free period of the day. Proper paperwork must be completed and on file in the main office. Status for Senior/Junior privileges will be reviewed and updated at each progress report and the closing of each quarter.

- Good academic standing for Seniors is defined as a student having an average grade of 70 or above in all classes, on track to graduate and no office referrals resulting in disciplinary action.

- Good academic standing for Juniors is defined as a student having no grades under an 80 in all classes, on track to graduate and no office referrals resulting in disciplinary action.

Lunch

Seniors who have been awarded their Senior Privileges are able to leave school grounds for lunch.

Senior Privileges

Senior students have the opportunity for privileges 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 four courses each quarter with a 70 or above.
- Not have an after school activity, practice or event that meets prior to 4:00 p.m.
- Have the permission of his or her parents or guardians.
- 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.

Junior Privileges

Junior students have the opportunity for privileges if they meet the following requirements:

- Be attending all classes
- No more than 3 tardies- **this will result in automatic loss of privileges.**
- Maintain an 80 average in each course. (grades will be checked at Progress Report time and Report Card time)
- Have the permission of his/her guardian.
- Not take any student who has not been dismissed with him or her- **this will result in automatic loss of privileges.**
- Not have any office referrals that have resulted in disciplinary action.(detention/suspension)- **this will result in automatic loss of privileges.**
- May not leave during lunch. – **this will result in automatic loss of privileges.**
- Report to Guided Study/ Academic Support – **if tagged, you must attend Guided Study.**

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”.

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.

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.
- Inappropriate 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!

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 and drop off their students at the Main Entrance in front of our school. We ask that there be one line of traffic in front of the Main Entrance. The single line of traffic should remain through the remainder of the circle. Please take every precaution to avoid blocking the flow of traffic.** Parents dismissing students between 8:00 a.m. and 2:25 p.m. are asked to check in at the main office to sign out their student.

The access road is for bus use only, as they will be picking up and dropping off students. All parents/guardians must use the main road to go to and from the other schools in our district.

Student Policies

All District policies referred to in this handbook may be found at <http://www.rsu18.org>. Specific policies will be found by hovering over “About Us” and then clicking policy or policy search. When clicking policy, go to Section I and J, Instruction and Students. Policies are also available by contacting the Office of the Principal.

Telephones/Electronic Devices

The use of electronic devices such as pagers, cell phones, etc. is prohibited in the classroom unless specifically authorized by a teacher. **While in class periods, students are not expected to have their phones on or be using them without teacher permission.** Teachers will indicate to students whether phones are permitted by using the red/green card system. A green card represents that a student is able to use and access their cell phone, while a red card represents students are not permitted to use and access their cell phones. Parents are advised that if they need to contact their student during class, they should call the office. 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 use electronic devices between class periods and during lunch periods. Cellular telephones must be kept on vibrate mode to avoid disrupting others.

If a cell phone is being used inappropriately during class, the student will first be addressed by a teacher or staff member. A second offense will result in the student being sent to the Main Office.

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:

1. Exclusion of the device from school for an extended period.
2. 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.

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

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 school counselor.

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!!!

Appendix A: Students interested in participating in any number of the clubs offered at Messalonskee, please fill out and turn into the main office. Only one form needs to be filled out for the year.

Activities Agreement

Student Name: _____ YOG: _____

Home Phone #: _____ Student's Cell Phone: _____

Email: _____ Clubs/Activities Interested in this year:

Activity Participant's Agreement

If selected as a member of any organization representing Messalonskee High School, I do hereby agree to abide by all of the organization's rules, school rules, transportation rules and rules as set forth by the school and the advising staff. It is understood that these regulations are to be in effect for as long as I am a member of the program.

It is understood that violations will result in disciplinary action, which could be immediate dismissal from the organization. It is, also, understood that I must meet academic eligibility requirements, to remain a member of the activity.

To Students and Parents:

Involvement in co-curricular activities is a valuable part of your overall experience at Messalonskee, should you choose to participate. While we believe that activities at our school are an important part of school life, they are a privilege for the participants, and as such, we do ask that our students adhere to our rules. Your signature will indicate to us that you have read the rules and that you agree to abide by the rules.

I have read and understand the rules and the contract and agree to abide by its terms.

Signature of Student

Date

Signature of Parent/Guardian

Date

For Office Use Only:

Club or Activity

Date Received in Office

Club or Activity

Club or Activity

Club or Activity

Appendix B

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.

MHS Athletic Programs

Fall

Cheering
Cross Country
Field Hockey
Football
Golf
Soccer – Boys
Soccer – Girls
Volleyball- Girls

Winter

Basketball – Boys
Basketball – Girls
Cheering
E-Sports
Ice Hockey
Indoor Track
Swim – Boys
Swim – Girls
Wrestling

Spring

Baseball
Softball
Lacrosse – Boys
Lacrosse – Girls
Tennis – Boys
Tennis – Girls
Track & Field
E-Sports

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
Instruction/IGDJ – Interscholastic Athletics

Policies/RSU	No.	18	Policies/I	–
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DRUG & ALCOHOL USE BY STUDENTS - STUDENT SUBSTANCE ABUSE

Regional School Unit No. 18 recognizes that illegal drug and alcohol use and abuse are harmful to the individual. 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 establish age appropriate consequences that hold the student accountable for their decisions, to maintain a safe environment for all students and to address violations of the School Board policy.

A participant's request for acceptance of assistance in addressing chemical use, abuse or dependency will not adversely affect that student's attendance at school or participation in school activities. School personnel will work cooperatively with parents and others entrusted with the care of the student to ensure the health and safety of the student population. The student may not use the voluntary referral procedure merely to circumvent the consequences that would otherwise be implemented due to an on going or impending investigation.

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:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A M.R.S.A. § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. 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;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students;
6. 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;
7. Paraphernalia – implements used for distribution or consumption of a prohibited substance;

8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.
9. Electronic vaporizer devices, including but not limited to e-cigarettes, vape pens, or similar devices; Refer to Policy ADC.

II. CONSEQUENCES

Any violation of the terms of this policy shall constitute sufficient grounds for student consequences, 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 III .)

The 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 procedures described in this policy shall be cumulative throughout the student's years in RSU 18.

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

Violations will result in the following consequences.

First offense

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. The student is required to meet with a school counselor or social worker for referral to appropriate intervention services.
6. Out of school suspension of the student for up to ten (10) days. With the principal's approval of a plan that includes appropriate interventions, the suspension may be reduced up to five (5) days.

Any Subsequent Offenses

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of the parents/guardians.
4. Notification of police.
5. Meet with a school counselor or social worker for referral to appropriate intervention services.
6. Out of school suspension of the student for up to ten (10) days, with an appearance before the Superintendent to discuss the student's educational future and possible expulsion.

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

Violations will result in the following consequences.

First Offense

1. Confiscate substance.
2. Notification of building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. Out of school suspension of the student for ten (10) days.
6. The student will appear before the Superintendent to discuss the student's educational future and possible expulsion.

Subsequent Offenses

1. Confiscate substance.
2. Notification of building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. Out of school suspension of the student for ten (10) days, pending an expulsion hearing by the School Board.

III. PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

RSU 18 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 does not sign an acknowledgement of the rules, this policy will still be enforced.

In addition, students will be subject to consequences if it is determined that they are present at a party or any location where the use of prohibited substances 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 RSU 18 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.

A. CONSUMING, POSSESSING, RECEIVING, BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES, OR BEING PRESENT AT A PARTY OR ANY LOCATION WHERE PROHIBITED SUBSTANCES ARE BEING USED

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. Meet with a school counselor or social worker for referral to appropriate intervention services.
5. The student cannot:
 - (a) participate in any awards ceremony during suspension;
 - (b) receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards;
 - (c) and continue to hold any leadership role and/or elected office during suspension.
6. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

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. Meet with a school counselor or social worker for referral to appropriate intervention services.
5. 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.
6. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

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

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.

Any Subsequent Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Upon verification of the incident the student will not be allowed to participate in extracurricular or co-curricular activities for one calendar year from the date of the offense and until such time as completing a reentry plan that is developed by the Superintendent or designee in accordance with 20-A M.R.S.A 1001(9-C), specifying the conditions that must be met in order for the student to be readmitted to participate in such activities.

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
JIC – 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
Date of Revision: February 3, 2016
Date of Revision: September 28, 2017
Date of Revision: July 10, 2019

Title 17-A, §1101, Definitions

§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) .]

1-A. [2013, c. 341, §1 (RP) .]

1-B. [2013, c. 341, §2 (RP) .]

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) .]

3-A. [2013, c. 341, §3 (RP) .]

3-B. [2013, c. 341, §4 (RP) .]

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); 2005, c. 430, §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 of 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) .]

16-A. [2013, c. 194, §5 (RP) .]

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; [2015, c. 346, §1 (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; or [2015, c. 346, §1 (AMD).]

F. To possess 2 grams or more of fentanyl powder or 90 or more individual bags, folds, packages, envelopes or containers of any kind containing fentanyl powder. [2015, c. 346, §1 (NEW).] [2015, c. 346, §1 (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; [2015, c. 346, §2 (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; or [2015, c. 346, §2 (AMD).]

D. To possess at least one gram but less than 2 grams of fentanyl powder or at least 45 but fewer than 90 individual bags, folds, packages, envelopes or containers of any kind containing fentanyl powder. [2015, c. 346, §2 (NEW).] [2015, c. 346, §2 (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) .]

24. "Fentanyl powder" means any compound, mixture or preparation, in granular or powder form, containing fentanyl. [2015, c. 346, §3 (NEW) .]

SECTION HISTORY

1975, c. 293, §4 (AMD).

1975, c. 499, §1 (NEW).

1975, c. 740, §§96,97 (AMD).

1977, c. 647, §1 (AMD).

1981, c. 603, §1 (AMD).

1983, c. 775,(AMD).

1989, c. 384, §1 (AMD).

1997, c. 481, §1 (AMD).

1999, c. 239, §1 (AMD).

1999, c. 374, §1 (AMD).

1999, c. 453, §§1-5 (AMD).

2003, c. 61,§1 (AMD).

2003, c. 689, §B6 (REV).

2005, c. 415, §1 (AMD).

2005, c. 430, §1 (AMD).

2005, c. 430, §10 (AFF).

2011, c. 428, §§1-4 (AMD).

2011, c. 428, §9 (AFF).

2011, c. 465, §5 (AMD).

2011, c. 578, §§1, 2 (AMD).

2013, c. 194, §5 (AMD).

2013, c. 341, §§1-4 (AMD).

2015, c. 346, §§1-3(AMD).

Appendix D

FILE: ADC

TOBACCO USE AND POSSESSION

Regional School Unit No. 18 does not allow the use of tobacco products in school buildings, on school grounds or in school vehicles at any time by students, staff or visitors. Advertising tobacco products by students and school employees is strictly prohibited on school property including articles of clothing. The Tobacco-Free School Policy will be referenced, and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Tobacco-Free signs will be posted on school grounds.

“Tobacco product” is defined as any form of tobacco and any material or device used in smoking, chewing or other forms of tobacco consumption, including but not limited to, cigarette papers, pipes, lighters and matches, or any object giving off or containing any substance giving off smoke. For the purpose of this policy, “tobacco product” also includes electronic cigarettes and other devices designed to deliver nicotine or other substances through inhalation or “vaping”, or used to simulate smoking, and vaping paraphernalia.

I. VISITOR USE OF TOBACCO PRODUCTS

Visitors to Regional School Unit 18 must comply with the policies and rules set forth by the School Board.

Smoking or the use of tobacco products by visitors is prohibited at all times in school buildings, on school grounds or in school vehicles. In addition, visitors are prohibited from selling, distributing or in any way dispensing tobacco products to students. This policy also applies to all outside organizations using school property.

Any person found smoking or using tobacco products will be asked to refrain from smoking or tobacco product use while on school property and will be informed of the school’s Tobacco-Free Policy. If the visitor does not comply, he/she will be asked to leave. If he/she refuses to leave, the appropriate law enforcement agency may be called. In addition, any person suspected of selling, distributing, or in any way dispensing tobacco products to students shall be referred to an appropriate school official.

II. STUDENT USE OR POSSESSION OF TOBACCO PRODUCTS

Students are prohibited from using or possessing tobacco products on school property, in school vehicles, or at any school-sponsored activity, whether on or off school grounds. Administrators may confiscate any article described in this policy and, if appropriate, shall submit it to a suitable law enforcement agency. The Board 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.

A. Disciplinary Procedure

The following procedure is intended as a guideline. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of this policy.

First Offense

1. Confiscate tobacco product(s).
2. Up to three (3) days of suspension from school.
3. *The student will meet with the school counselor or social worker to discuss and be referred to the appropriate tobacco education program and/or interventions.*
4. The student may be reported to law enforcement, and the student's parents will be contacted.
5. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.

Second Offense and Subsequent Offenses

- 1) Confiscate tobacco product(s).
- 2) Up to five (5) days of suspension from school.
- 3) The student will meet with the school counselor or social worker to discuss and be referred to the appropriate tobacco education program and/or interventions.
- 4) The student may be reported to law enforcement , and the student's parents will be contacted.
- 5) The building principal, athletic director, and extracurricular/co-curricular leader will be notified.
- 6) The student may be referred to the Superintendent for further disciplinary action.

III. FURNISHING, BUYING OR SELLING OF TOBACCO PRODUCTS

Students are prohibited from furnishing, buying or selling tobacco products on school property, in school vehicles, or at any school-sponsored activity, whether on or off school grounds. The following procedure is intended as a guideline. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of this policy.

First Offense

1. Confiscate tobacco product(s).
2. Notification of building and central office administration.
3. *Notification of parent or guardian.*
4. Out of school suspension for five (5) days.
5. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.

Subsequent Offenses

- a) Confiscate tobacco product(s).
- b) Notification of building and central office administration.
- c) Notification of parent or guardian.
- d) Out of school suspension for ten (10) days.

- e) The building principal, athletic director, and extracurricular/co-curricular leader will be notified.
- f) The student may be referred to the Superintendent for further disciplinary action.

IV. USE, POSSESSION, FURNISHING, BUYING OR SELLING OF TOBACCO PRODUCTS BY STUDENTS INVOLVED IN EXTRA- CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students involved in extracurricular (athletics) and co-curricular activities (all school-sponsored clubs, teams, or organizations) represent Regional School Unit 18 in their respective sport or school-sponsored activity. This privilege carries with it the responsibility of not using, possessing, selling, furnishing tobacco products on and off school grounds, whether or not under school supervision from the date of pre-season practice in August through final tournament or co-curricular event in June.

Upon verification of an incident, students involved in extracurricular or co-curricular activities shall be subject to the following disciplinary consequences in addition to consequences for the underlying policy violation.

First Offense

1. Suspension of students from all extracurricular and co-curricular activities for nine (9) weeks. If the student participates in a tobacco education program that is pre-approved by the administration, the student's ineligibility may be reduced to four weeks with the approval of the building principal. 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 suspension is not completed by the end of a school year, it carries over to the next school year.
2. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extracurricular/co-curricular awards; or continue to hold any leadership role and/or elected office during suspension.

Subsequent Offenses

1. Suspension of students from all extracurricular and co-curricular activities for nine (9) weeks.
2. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extracurricular/co-curricular awards; or continue to hold any leadership role and/or elected office during suspension.

V. EMPLOYEE USE OR FURNISHING OF TOBACCO PRODUCTS

Smoking and the use of tobacco products by school employees are prohibited in school buildings, on school grounds, in school vehicles, and at any time or place that staff members are responsible for students. In addition, employees are prohibited from selling, or furnishing tobacco products to students.

Employees shall be disciplined for any violation of this policy.

VI. REFERRAL TO LAW ENFORCEMENT

All persons suspected of selling or furnishing tobacco products in any way to students may be referred to the local law enforcement agency.

Legal References: Title 22 MRSA, Section 1578-B
Title 22 MRSA, Section 1555-B
Pro Children Act of 2001, 20 USC § 4301 et. seq.
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
Title 22, MRSA, Section 1580-A

Cross References: GBEC: Drug Free Workplace
JIC: Systemwide Student Code of Conduct
JICA: Student Dress
JICH: Drug and Alcohol Use by Students - Student Substance Abuse Discipline
JIH: Questioning and Searches of Students
JKD: Student Detention/Suspension
JKE: Expulsion of Students

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Date of Adoption: August 5, 2009
Date of Revision: July 21, 2010
Date of Revision: June 13, 2018
Date of Revision: July 10, 2019

Appendix E

REGIONAL SCHOOL UNIT NO. 18

File: JICK

BULLYING AND CYBERBULLYING IN SCHOOLS

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the Regional School Unit No. 18 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Regional School Unit No. 18 schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying,
2. Cyberbullying,
3. Harassment and Sexual Harassment (as defined in board policy ACAA),
4. Retaliation against those reporting such defined behaviors, and
5. Knowing and false accusations of bullying behavior.

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

III. Bullying and Cyberbullying Defined

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

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student's property; or
 - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- (2) Interferes with the rights of a student by:
 - (a) Creating an intimidating or hostile educational environment for the student; or

- (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

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

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

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send email, text messages, instant messages (IM), or phone calls;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

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

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling
5. Anger Management
6. Health counseling or intervention
7. Mental health counseling
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In -school detention or suspension, which may take place during lunchtime, after school or on weekends

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

VII. Assignment of Responsibility

A. The School Board is responsible for:

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

B. The Superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Cross References: ACAA – Harassment and Sexual Harassment of Students
EBCA – Comprehensive Emergency Management Plan
JFCK – Student Use of Cellular Telephones and Other Electronic Devices
JIC – Student Code of Conduct
JICIA – Weapons, Violence and School Safety

Date of Adoption: August 13, 2014

Policies/RSU No. 18 Policies/J – Students/JICK – Bullying and Cyberbullying in Schools

Appendix F

MHS Bell Schedule 2023-2024

Period 1: 8:00 – 8:59
Period 2: 9:04 - 10:07
Period 3: 10:12 - 11:11 (Afternoon MMTC students dismissed at 11:00)

Period 4/Lunch

Lunch A		Lunch B	
Lunch	11:16 - 11:46	Period 4	11:16 - 12:15
Period 4	11:51 - 12:50	Lunch	12:20 - 12:50

Period 5: 12:55 – 1:55

GST: 2:00 - 2:30

*Morning MMTC students will arrive back at MHS at 10:50
*Afternoon MMTC students will eat lunch 11:00am- 11:25am
* Afternoon MMTC students will leave at 11:25am and return at 1:50pm

Updated: 8/17/22

MHS Early Release Bell Schedule 2023-2024

Period 1 8:00am - 8:38am
Period 2 8:43am - 9:21am
Period 3 9:26am - 10:04am
Period 4 10:09am - 10:47am
Period 5 10:52am - 11:30am
Lunch 11:30am - 12:00pm
Bus Arrival Time 12:00pm

* Afternoon duty personnel should be on duty during lunch.

Updated : 8/17/22

**Late Arrival Bell Schedule
2023-2024
2 Hour Delay**

Period 1	10:00am- 10:43am
Period 2	10:48am- 11:31am
Lunch A	11:36am- 12:06pm
Period 3	12:11pm- 12:54pm
Period 3	11:36am - 12:19pm
Lunch B	12:24pm- 12:54pm
Period 4	12:59pm- 1:42pm
Period 5	1:47pm- 2:30pm

**Student of the Month Modified Schedule
2024-2025**

Period 1	8:30-9:24 (all students will report to period 1 and then head to the PAC)
SOM Assembly	8:05-8:25
Period 2	9:29-10:23
Period 3	10:28-11:22
Lunch A	11:27-11:57
Period 4	12:02 - 12:56
Period 4	11:27-12:21
Lunch B	12:26-12:56
Period 5	1:01-1:55
GST	2:00-2:30

**Midday GST/Pep Rally schedule
2024-2025**

Period 1	8:00-8:55
Period 2	9:00-9:55
GST/Pep Rally	10:00 - 10:20
Period 3	10:25-11:20
Lunch A	11:25-11:55
Period 4	12:00-12:55
Period 4	11:25-12:20
Lunch B	12:25-12:55
Period 5	1:00-1:55
GST	2:00-2:30