

**Student Handbook
2016-2017
Medomak Valley High School
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Waldoboro, Maine 04572**

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Mission Statement

The mission of Medomak Valley High School is to provide a safe and academically engaging environment that prepares students with skills necessary for lifelong learning, meaningful employment, civic responsibility, and global awareness in the 21st century.

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Daily Time/Bell Schedule 2016-2017

7:00	School Open Main Office open
7:30	Warning Bell
7:35-8:45	Period 1 (70 minutes)
8:50-9:30	REP - Recover and Excel Period (40 minutes)
9:35-10:45	Period 2 (70 minutes)
10:50-12:25	Period 3 (70 minutes, with 25 minutes for lunch)

Lunch Schedule

10:50-11:15 **A Lunch** (Cafeteria bell to return to class)
11:25- Hall bell to go to B Lunch
11:25-11:50 **B Lunch** (Cafeteria bell to return to class)
12:00- Hall bell to go to C Lunch
12:00-12:25 **C Lunch**

12:30-12:40	PAT - Panther Advisory Teams (10 minutes)
12:45-1:55	Period 4 (70 minutes)
1:55	Announcements

One Hour Delay Schedule

8:35-9:40 **Period 1 (65 minutes to include announcements)**
9:45-10:45 **Period 2 (60 minutes)**

Two Hour Delay Schedule

9:35-10:10 **Period 1 (35 minutes to include announcements)**
10:15-10:45 **Period 2 (30 minutes)**

Periods 3 and 4 – Normal Schedule

Early Release Schedule

The buses will be departing the campus at noon therefore we will have to adjust the lunch mods so everyone will be able to eat. Please note there is a 5-minute break between A and B lunch. Lunch mod C will immediately follow the end of Lunch Mod B.

Schedule:

Period 1
Period 4 (NO REP)
Period 2
Period 3 Lunch A 10:45 – 11:05 B 11:10 – 11:30 C 11:30 – 11:50

Students dismissed immediately following Lunch Mod C.

Medomak Valley High School

Vision:

Learning, Growing, Achieving, Together

Core Values:

Freedom, Curiosity, Respect, Honesty, Responsibility, Compassion, Integrity, Tolerance

Beliefs:

We believe that notable achievements are accomplished as a result of genuine challenge.

Acknowledging student differences in capacities and interests, we believe that our school should:

- Stimulate interest and curiosity in students to the end that they will find satisfaction in learning;
- Offer levels of academic experience ranging from basic skills to vocational training and college preparatory work, while striving for mastery and excellence at all levels, encouraging a wide range of learning activities and nurturing an interest in learning as a lifelong activity;
- Develop skills of students in clear and evaluative thinking;
- Develop good work habits and pride in work;
- Implant a knowledge and understanding of our cultural heritage;
- Provide opportunities for students with special needs, aptitudes, or talents;
- Provide opportunities for students to inquire into the basic problems of our society and our world, to assist students in understanding the democratic process and their role as citizens, accepting responsibility for their behavior and its effects on others;
- Provide activities that will promote physical development, emotional maturity, leadership, fellowship, and responsible social behaviors;
- Inculcate in students a deep respect for themselves and for the rights of others, helping each to identify his/her unique interests and abilities;
- Encourage each student to pursue his/her formal studies through the completion of high school, and encourage students to continue their formal studies through post-graduate education.

Mission Statement

The mission of Medomak Valley High School is to provide a safe and academically engaging environment that prepares students with skills necessary for lifelong learning, meaningful employment, civic responsibility, and global awareness in the 21st century.

21st Century Learning Expectations

At Medomak Valley High School students will become:

1. Clear and effective communicators in a variety of ways
2. Prepared and engaged self-directed learners
3. Creative, practical, and collaborative problem solvers
4. Responsible, respectful, and involved citizens
5. Integrative and informed thinkers

Learning Habits

Respect: Appropriate language, Positive attitude, Appropriate use of technology, General civility

Effort: Engagement, Perseverance,

Preparedness: Attendance, Punctuality, Time management

Standard Information

Cameras

There are security cameras located throughout the MVHS campus to ensure the safety of the entire school community.

Computer/Internet/Information Resources

The district provides schools with necessary equipment for student use and any parent/guardian wishing their student to use a privately owned ipad, tablet, laptop or other Internet capable computing device (excluding cellular phones) in school must complete and have approved an RSU 40 Personal Device Application, which is available from the RSU 40 Technology Director. Please see our website, <http://www.msad40.org>, for contact information.

All families will receive technology access agreement and permission forms at the beginning of the school year. Please sign and return the signature page of the form to the school library.

Parents/Guardians play an important role in guiding their student's use of technology by modeling appropriate use, assisting students with time management skills, and monitoring student access to the Internet and technology devices at home. The district encourages families to seek out information from www.common sense media.org as a resource on the use of technology, privacy and cyber bullying. Students receive information on technology use at school and the district provides Internet content filtering, in accordance to federal law, for students while accessing the school network. Please review policies IJNDB Student Computer and Internet Use, IJNDB Student Computer and Internet Use Rules and the Student/Parent Orientation Handbook, which are available on the District website and at the MVHS main office by request.

Co-Curricular Activities/Extra-Curricular Activities/Interscholastic Athletics

Activities and Interscholastic Athletics add to the education experience of grade 9 through 12 but are not related to educational activities. These activities typically include intramural sports and other events and activities that take place outside the traditional classroom. Eligibility requirements for participation in non-sport co-curricular activities are the same as Extra-Curricular Activities/Interscholastic Athletics. High School athletics are included in this definition; however, they have their own set of eligibility rules published as the *Medomak Valley High School Athletic Handbook*. (See Athletic Director for a copy of the policy can also be viewed on the MVHS website)

Statement of Purpose:

The purpose of co-curricular activities is to enrich and extend the regular curriculum. For example, students learn to work collaboratively with others, to set high standards, and to strive for superior performance while playing team sports or participating in drama and music activities.

Limitations:

1. RSU 40 students in good standing and home-schooled and private-schooled students who are residents of the five RSU 40 towns are eligible to participate in co-curricular activities with the exception that private-schooled students may not participate in interscholastic competition.
2. The regular curriculum is first priority. Students will not be routinely dismissed from classes to participate in co-curricular activities.
3. Suspension for disciplinary reasons will bar participation in co-curricular activities for the time suspended.
4. Certain other violations such as Chemical Health Policy may also deny student co-curricular activity for the time specified in those policies.

Student Activities

The following activities, clubs, and sports are open to all Medomak Valley students. Meeting times, locations, and other information regarding these are disseminated via the intercom system and PAT's.

Band/Pep Band/Jazz Band	Basketball	Debate Club	Track
Drama	GSA Club	Football	Indoor Track
Math Team	Outdoors Club	Diversity Club	National Honor Society
Chorus	Wrestling	Student Council	Soccer
Chess Club	Tennis	Golf	Cross-Country
PAWS	Baseball	Cheerleading	Ski Club
Softball			

E-Mail Addresses/Telephone Numbers/Website

To improve parent/teacher communication, any staff member and/or administrator can be reached via e-mail by using this generic address: (all lower case) firstname_lastname@msad40.org

Parents are encouraged to provide their students' teacher with either their home or work e-mail addresses.

Main Office: (207) 832-5389

Guidance Office: (207) 832-7270

Health Office: (207) 832-5566

Fax: (207) 832-2280

MVHS- Website: <http://msad40.org/schools/mvhs>

Infinite Campus

Students and parents using Infinite Campus may access attendance, academic progress, and lunch balances. Please contact the MVHS main office regarding your password.

PAT (Panther Advisory Teams)

The purpose of PAT is to create a supportive learning environment that:

- Encourages students to be effective communicators
- Promotes each student's feeling of connectedness within his/her school and community

Each student will be part of a small group, which will meet with an adult leader daily. The intended outcomes of this program are to:

- Model and encourage effective, respectful communication
- Promote tolerance and appreciation of individual differences
- Promote involvement of students in various aspects of the school community
- Increase awareness of advisees' academic performance and connect students to appropriate resources.
- Assist students with setting academic standards for themselves and helping to assess their performances.

REP (Recover and Excel Period)

REP is a 40-minute organized extra help period scheduled within the class day to promote academic success and growth for all students.

REP is Medomak Valley High Schools's initiative to promote success in all students through targeted and individual academic interventions during the regular school day. The purpose of REP is to create a school-wide Response to Intervention system as we believe any student who is struggling to succeed deserves effective interventions, and REP/RTI offers more communication and consistency among student's teachers.

Student REP Guidelines:

- All tags will be completed and students must check their edYOUshed app **before** period 1 to see which teacher may have tagged them and where they need to be during REP.
- Students must bring all materials that sending teachers requested in tag detail.
- Passes will not be allowed to any area of the school. (Bathroom use is through discretion of teacher.)
- If students are not tagged for the day, then they attend their assigned study hall.
- If tagged students do not attend their assigned classroom they will be referred to administration.
- Listening to music with headphones/ear buds on a personal electronic device/cell phone is allowed at teacher discretion.
- iPads are for **academic use only**.

REP Study Hall Guidelines

All students are expected to check their tag, enter their assigned REP study hall classroom/area on time and be prepared with enough work or reading material to keep them productive for the entire period.

In addition, students will note:

1. Quiet conversation/group work allowed at teacher discretion.
2. Listening to music with headphones/ear buds on a personal electronic device/cell phone is allowed at teacher discretion.
3. Computer games, social media, and the playing of cards, cribbage, chess, and checkers are not permitted.
4. iPads are for **academic use only**.
5. **REP Study Hall: Passes to other locations are not allowed.** (Bathroom use is through discretion of teacher.)

School Messenger

School Messenger is an on demand notification system used by the Medomak Valley administration to inform parents if their student is absent, school cancellation, an early dismissal, an emergency situation, or some other important school announcement. The messages can be sent via phone, text, or email. **At the beginning of each school year, students and parents will be provided forms to sign up for this service.**

Senior Privileges

Seniors are recognized as the leaders of the school and have earned the opportunity for special privileges. Seniors with at least 6 credits, who have first and/or fourth period study halls may have their schedules amended after the first progress report and only if the student has an 85 average.

Student Records

An accurate cumulative student record shall be maintained for every student enrolled in RSU 40. A student record is any information or data recorded in any medium that is collected and stored by the school for educational purposes. The student record shall include, but not be limited to, the following:

1. Health records
2. Registration information
3. Emergency information
4. Evaluation results by school personnel and/or outside agencies
5. Samples of work reports of teachers
6. Special Education, (IEP)
7. Test results
8. Progress reports or grades

The Family Educational Rights and Privacy Act (**FERPA**) requires the school to allow parents and students 18 years and older to:

1. Review and inspect the student's school records, and
2. Challenge the student's school record in a hearing, if they feel the records are misleading or inaccurate.

School administrators must:

1. Notify parents and students 18 years or older of their rights under the law, and
2. Obtain written permission from parents or students 18 years or older before revealing records to persons other than officials of the high school and officials in schools in which a student seeks to enroll. Records may also be released without written permission to federal, state, and local authorities performing duties authorized by statutes, financial aid officers, and to persons in accordance with a court order or subpoena.

Directory Information

Directory information relating to a student includes the following: the student's name, town, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. FERPA and "No Child Left Behind" Act allow such information to be publicly disseminated by school. It is the policy of RSU 40 not to disseminate such information as a complete list. In addition, parents or the student (if over 18 years of age) may request that no directory information be given out under any circumstances.

From time to time the school may release to news media the names, pictures and/or videotapes of students involved in current school activities. Cast members in plays, team members for sports, and other teams and students achieving academic and other honors are examples of the information, which could be released.

Any student or parent who does not want this information released should inform the school administration of their request in writing by Oct. 1st of the current school year.

Please refer to **RSU 40 Policy JRA** for additional information.

Guidelines for Study Halls

Philosophy Statement

The MVHS administration and staff believe that classroom study halls should serve the purpose of providing time during the school day for students to work on important school work such as homework and research. Study hall time should be academic in nature and not social. Students should be able to get extra help from the duty teacher, other available staff members, peer tutoring, and other media assistance. A quiet and orderly environment within each study hall must be the norm.

Expectations of Students: All students must . . .

- A. Come prepared with enough work or reading material to keep them busy for the entire period.
- B. Listening to music with headphones/ear buds on a personal electronic device/cell phone is allowed at teacher discretion.
- C. Computer games, social media, and the playing of card, cribbage, chess and/or checkers are not permitted.
- D. iPads are for academic use only.
- E. Remain in the room at all times.
- C. ** **It is possible that a student may need to leave your study hall to work in another teacher's study hall. It is the student's responsibility to "ask" the teacher that he or she needs to work with for a pass to give to his regular study hall teacher. The student must acquire the pass before that start of the period and either study hall teacher may refuse the student's request. Passes must include the following:**
 - full name of student
 - date
 - time
 - location student is going & purpose
 - signature of staff member issuing pass

NOTE: getting this type of pass is not a valid reason for being late to study hall
- D. Display appropriate behavior, focus on work and show respect to others at all times.

Academic Recognitions and Rewards

All A's

1. Students who achieve a 93+ in all classes in any given quarter are treated to a special luncheon.
2. Any student who earns a 93+ in all classes in four (4) quarters will receive an academic letter with the Swiss embroidered Lamp of Knowledge.
3. Any student who earns a 93+ in all classes for eight (8) quarters will receive an appropriate plaque.
4. Any student who earns a 93+ in all classes for twelve (12) quarters will receive \$75.
5. Any student who earns a 93+ in all classes for sixteen (16) quarters will receive an additional \$75.

Honor Roll

Students with a 93+ in all classes will be placed on the high honor roll. Students, who achieve an 85+ average, with not more than one grade between 77-84, will be listed on the honor roll.

National Honor Society

Juniors and seniors who have attained an 88 or better grade average become eligible for membership in the MVHS Chapter of the National Honor Society. In order to be considered for this honor, qualifying students must submit a completed Student Activity Information Form, which details their co-curricular activities, leadership positions, service and community activities, and work experience.

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

Honor Graduates (see RSU #40 Policy IKSC)

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

Valedictorian/Salutatorian

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

KVAC Top Ten

This includes the top ten seniors based upon cumulative grade through the ***first seven (7) semesters***. This is considered by class rank and is based on weighted grades.

School Board Academic Achievement Awards

This includes the top eight students in each class using weighted grades, and is calculated using the **first three quarters only**.

Lions Club Honors Banquet

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

Other Recognitions

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

Academic Awards Ceremony - This reflects teacher recognition of student success.

Assessments/Midterm/Final Exams

Midterm and final assessments are administered in January and June to **ALL** students.

Notes:

A. No exams will be given early except for students participating in school-sanctioned events (Boys' & Girls' State, military commitment, National Youth Leadership, & All State delegates, or with administrative approval). Arrangements can be made during the make-up period, during the summer before the cut off date, and with administrative approval upon return in the fall.

B. Failure to take (or make arrangements to take) a required exam will result in the exam being averaged as a zero.

C. If a student misses a required final without prior arrangement, he/she must provide evidence that it was an excused absence. A "Permission to Make Up a Missed Exam" form is available from the attendance office with administrative approval. A student with an unexcused absence will not be allowed to take the missed exam and will receive a zero for that exam.

Current Grading System

2016-2017

A - Indicates Superior Work	A=93-100
B - Indicates Above Average Work	B=85-92
C - Indicates Average Work	C=77-84
D - Indicates Below Average Work	D=70-76
F - Unsatisfactory, Failing	F=below 70
I - Incomplete	
*NC - No Credit (with approval of the principal)	

Learning Habits

As MVHS moves forward towards granting proficiency- based diplomas, it is important for behavior assessment to be separated from performance indicator assessment. Thus the following learning habits protocol and rubric have been developed. The principles/habits to be assessed:

Respect

- Appropriate language
- Positive attitude
- Appropriate use of technology
- General civility

Effort

- Engagement

- Perseverance
- Preparedness
- Attendance
- Punctuality
- Time management

Learning Habits Rubric

4 Exemplary	3 Acceptable	2 Needs Improvement	1 Rarely
Student consistently meets the required Learning Habits.	Most of the time the student meets the required Learning Habits.	Some of the time the student meets the required Learning Habits.	Rarely does the student meet the required Learning Habits.

Credits to Advance/Graduate

To become a sophomore a student needs 6 credits, 1 English, and 1 math

To become a junior a student needs 12 credits, 2 English, and 2 maths

To become a senior a student needs 18 credits, 3 English, and 3 maths

To graduate a student needs 24 credits

All students must carry six (6) credits per year unless an alternative educational plan is approved by administration.

Student Services

Guidance

Students are encouraged to visit the guidance office to discuss academic issues, course selections, college selections, scholarships, standardized testing, as well as personal issues. Students will be requested to contact guidance personnel during the course of the year to discuss their progress in courses and in meeting the established objectives of the year. Guidance personnel also assist students in evaluating vocational or occupational objectives and opportunities, in taking scholastic achievement and college entrance examinations, and making future academic plans. Parents are urged to contact the guidance office whenever they have a question. In addition, guidance personnel are prepared to discuss student activities and arrange for conferences between teacher, parents, and students.

Guidance Appointments

In an attempt to most effectively meet the needs of our students, the following guidance office procedures have been established: 1. Appointments may be scheduled with the guidance counselors during study hall periods or before and after school. To save time, it is best that students schedule an appointment ahead of time. Emergency appointments are always given priority. 2. The student will be given a guidance pass indicating the time and date of the appointment. 3. Before going to the guidance appointment, the student will first go to class and have his/her pass signed by the teacher. A teacher may refuse to send a student if he/she wishes. 4. When the student is finished in the guidance office his/her pass will be signed, the time recorded and the student will return to his/her class.

Community Help/Emergency Phone Numbers

Maine Behavioral Health Care & Pen Bay's Outpatient Psychiatry Services	1-800-540-2072
Northern New England Poison Center	1-800-222-1222
RSU 40 Educational Service Center	785-2277
Maine Department of Health & Human Services	1-800-452-1999
Confidential Pregnancy, Birth Control & Sexually Transmitted Disease Testing	563-1224
Home Counselors	596-0359
Domestic Violence Crisis Hotline (24 Hours)	1-800-537-6066
New Hope for Women	594-2128
(Accepts collect calls)	1-800-522-3304
Mental Health & Substance Abuse Crisis Center	1-888-568-1112
National Alliance for the Mentally Ill (NAMI)	1-800-464-5767
Disability Rights Center	1-800-452-1948
Runaway Safe Line	1-800-621-4000

Substance Abuse Information	1-800-499-0027
Narcotics Anonymous	1-800-974-0062
National Inhalant Prevention Coalition www.inhalants.org	1-800-269-4237
Sexual Assault Support Services	1-800-822-5999
RSU 40 Homeless Liaison, Central Office	785-2277

Crisis Intervention Team (CIT)

The purpose of the CIT is to provide immediate and long-term assistance to students and staff in time of crisis. The entire Medomak Valley High School Emergency Operations Plan is available in the main office and in each teacher handbook. In the event of an emergency, both staff and students will be notified over the intercom system to remain in their room and wait for further instructions. Depending on the nature of the emergency, the CIT will make a decision as to the nature of the emergency and take appropriate action.

Student Assistance Team (SAT)

The Student Assistance Team (SAT) of Medomak Valley High School consists of caring educators who identify, refer, and intervene in order to help students. The team assists students who may be experiencing difficulties in their lives and/or are attempting to change their lives in a positive direction. The team utilizes available school and community resources to provide strategies to bring about positive change.

School Health Services/RSU 40 Medication Policy

The school nurse and/or health aide is available in the health office to administer first aid, respond to medical emergencies, and administer medication required during school hours according to district policy. Students are encouraged to visit the school nurse to discuss health related issues. Whenever possible, students need to plan their visit during a free period (such as a study hall) as not to disrupt their regular class time.

Students who are ill should not attend school. If a student becomes ill in school, every effort will be made to locate a parent for permission to go home. At the beginning of each school year, families are asked to fill out an emergency sheet update.

It is very important that the school has, at all times, current telephone numbers where parents/guardians may be reached in case of emergency or illness. Be sure to let the school know if these numbers change.

The school nurse conducts health screenings during the school year at various grade levels. Letters will be sent home if concerns are noted. Our goal is to keep students as healthy as possible so that they may have a happy and productive high school experience. To reach your school nurse with questions or concerns please contact the health office at 832-5566.

Medication in School

Medication is defined as both prescription and non-prescription items (i.e. aspirin, Tylenol, etc.). Medication should not be administered during school hours if it is possible to achieve the desired effect by home administration. Medication must be part of a physician - established medical plan of care and the need must be based on an acute health problem and/or chronic condition. When a request for administration of medication is received, school personnel will review the plan for administration of medication during school hours for the well being of the student. All medication will be kept in a locked area in the health office and can be taken only under the supervision of school personnel. The exception to this includes students with asthma who may retain their prescription inhalers, and students with insect allergies who use epi-pens, if specifically requested in writing by the child's physician. The student's physician must instruct he or she to self-medicate. Medication must be in the original container and clearly labeled with:

1. Name of student
2. Name of medication
3. Name of physician
4. Date of original prescription and instruction for administration

Only one day's dosage of medication may be brought to school. If the student has a chronic condition, medication may be brought for no more than five (5) days' dosage.

It is the parents' responsibility to:

1. Instruct the child to self-administer his/her medication under supervision
2. Provide the appropriate number of dosages of medication
3. Provide a written order that has been obtained from the student's physician including:
 - A. Student's name
 - B. Name of medication

- C. Dosage amount and when it is to be given
- D. Date prescribed, date of expiration
- E. Doctor's name and signature
- F. Possible acute side effects
- G. Signature of parent or guardian granting permission

School Resource Officer

The main role of the SRO is to increase school safety. The SRO will build positive relationships with students and encourage a climate of respect and responsibility within the school. Along with providing support to both the staff and student body, educational programming will be presented. The presence of an officer in the school is expected to prevent or minimize criminal acts in the school. Should there be a problem, the officer will be immediately available to respond.

Library Use

The Medomak Valley High School Library strives to provide for the individual growth and development of students and for the professional growth of the faculty and staff. We encourage students to become independent learners by increasing their awareness of available resources and by teaching them the skills needed to locate and use resources. The library is "officially" open for students, faculty, and staff use from 7:10 A.M. to 2:45 P.M. each school day. During periods one through four, students are required to have a pass and must sign in at the circulation desk upon arrival. Passes will not be issued to other locations in the building after arrival. Students must arrive with all necessary materials and academic plans. No drinks, food, or gum is allowed in the library. While using the library, students must remain quietly on task. Students coming from study halls must remain in the library for the entire period. Materials can be signed out at the circulation desk with your student ID card only. Students with overdue materials may lose library access and privilege.

MVHS POLICY INFORMATION

All RSU 40 policies can be accessed in their entirety at www.msad40.org listed on page 1. In case of any discrepancies between Board policy and a rule in the handbook, the Board policy will prevail.

ATTENDANCE POLICY (JHA)

I. Attendance Policy Rationale

Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry. Public schools should ensure the rights of access for all school-age persons to an appropriate educational opportunity and, when necessary, should develop alternatives to regular school curricula for those children and youth at risk of becoming dropouts and those who may have left school. The faculty and administration of MVHS, together with the RSU 40 School Board, believe that regular classroom attendance is an essential and necessary component of a successful learning experience. Students need to be in the classroom to benefit from instruction, demonstrations, hands on activities and from the interaction and exchange of ideas with teachers and fellow students. Students who are absent from class are never able to duplicate these valuable classroom-learning experiences. Students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming contributing responsible adults. State law mandates that schools be in session for at least 175 days per school year and that responsibility for student attendance rests with the student and the family.

II. General Policy

A student absent without an approved pass for more than 15 minutes of a class will be considered absent from that class. Students with planned absences of more than three days must meet with an administrator in advance of the proposed dates to determine the impact on their academics and potential loss of credit. Students with excused absences must obtain and complete work in a timely fashion as described under excused absences.

III. Administrative Discretion

The administration of MVHS has the authority to interpret situations, which might not allow advance notification of a student's absence.

IV. Excused/Unexcused Absences

Absences are categorized as either "excused" or "unexcused." **All absences, with the exception of absences for school-sponsored activities, count towards the total absences.**

Excused

A student's absence from school is excused when the absence is for one of the following reasons:

1. A personal illness where attendance by the student would endanger their health or the health of others.
2. Appointments with medical or dental professionals that cannot be scheduled outside of school hours.
3. Appointments for driving license exams.
4. Observance of a recognized religious holiday when the observance is required during a regular school day.
5. College visits and appointments scheduled for college or future educational plans.
6. Students in whose immediate family there is a "family emergency".
7. A planned absence that has been approved by administration.
8. Students that are suspended "Out of school" by school officials.
9. Students whose attendance is required in a court of law.

If a student is absent for any of the above reasons, the school administration must receive a phone call and/or the appropriate documentation within 3 days of the absence. A parent or guardian must sign the appropriate documentation.

It is the **students' responsibility** on or before their return to school to contact their teacher(s) regarding all work, tests, and class time missed and to arrange for all make-up work. Students will be afforded the equivalent number of days for make-up work as they were absent from school, unless they were absent because of suspension. Students who are absent from school due to a five day or less suspension will be given a maximum of three days to make up their work. Students suspended for between five and ten days will be given a maximum of five days to make up their work. Parents/students requesting homework for assignments missed due to an excused absence should allow 24 hours for collection of it.

Unexcused

A student's absence from school is unexcused if the student is absent from school or from a class without the permission of a parent/guardian, teacher or administrator.

Examples of unexcused absences include but are not limited to the following:

1. Students suspended from riding the school bus and not reporting to school.
2. Students absent from class because of extra curricular activities not approved by school administration.
3. Students absent from school or class without the prior knowledge of an administrator
4. Truancy
5. Missed bus
6. Oversleeping
7. Shopping
8. Employment

A student may be denied the opportunity to make up for full credit work missed during an unexcused absence, unexcused tardy, or unexcused dismissal.

If the administrative office is contacted **immediately upon the student's return**, either by phone or by a written note from the parent/guardian, the administration may choose to excuse the absence. **The student will not have the opportunity to gain permission from a parent/guardian later.**

V. Dismissals

Students may be dismissed from school for the same reasons as for excused absences. Dismissals must be arranged in advance by a parent/guardian either by a note or with a phone call and **students must check out at the administrative office prior to leaving campus or they will be considered truant.** Students may not dismiss themselves from school under any circumstances unless they are fully emancipated.

VI. Procedures for Absences/Dismissals

Parents/guardians who are unable to contact the administrative office in advance about an absence must give their child a note to be given to the attendance secretary no later than 7:40 am the day the student returns to school or the absence will be reported as **unexcused. Detention(s) may be assigned for each unexcused absence.**

Students who are ill for more than three consecutive days must provide a doctor's note to get an excused attendance slip the morning they return to school, **or** have their parents call the school nurse before the morning of return to school to provide medical verification of illness. Students leaving due to dismissal must check out at the attendance office before leaving campus, and must check in with the office upon returning to school.

VII. Participation in School Sponsored Activities

A student absent for more than two of the four classes each day may not participate in any extracurricular events on the day of the absence. Students absent from any class periods due to school-sponsored activities are expected to obtain advanced approval from classroom teachers in order to remain current with their coursework.

VIII. Excused/Unexcused Tardiness

Students must check in at the main office and obtain a pass if they are late in arriving to school.

Unexcused Tardy (no note or call in advance from a parent)

1st tardy per quarter: warning

2nd tardy per quarter: warning and parent contact from administrator

3rd tardy per quarter: one detention

Each additional tardy per quarter: one detention

Excused Tardy (parent calls or sends student with a note)

1st tardy per quarter: excused

2nd tardy per quarter: excused

3rd tardy per quarter: excused, with a final warning that the 3 late rule has been met.

4th tardy per quarter: one detention.

Hardship or special circumstances will be taken into consideration on a case-by-case basis. Tardiness due to medical appointments do not count if students bring a note from the doctor that verifies the appointment. Students will also be expected to bring in a doctor's note if they have ongoing regularly scheduled medical appointments. (Date of adoption: June 19th, 2008 Date of revision: April 4th, 2013)

Attendance Rewards

Perfect Attendance is rewarded! Perfect attendance is defined as NO absences (including out of school and in school suspensions), NO tardies, and NO dismissals, for the entire year, including excused and/or unexcused absences.

The rewards are:

- Free admission to all MVHS (home) extracurricular activities during the next school year (including prom)
- A certificate of perfect attendance issued at the close of the present school year

School Bus Policy

Arrival at school: Students riding the buses are subject to those rules that have been adopted by the RSU 40 Board of Directors. Bus drivers also establish rules, which must be followed by students. The bus is an extension of the school classroom and, therefore, comes under school jurisdiction. Students are the responsibility of the school from the time they get on the school bus until they are returned home/approved destination. The student will not be allowed off the bus except to change buses on some routes. If a student has a special need to get off of the bus, the parent should provide a note for the bus driver to verify the request. Students will not be able to board busses before 2:00 p.m.

STUDENT CONDUCT ON BUSES

Rules and Regulations for Students Transported in School Buses (RSU 40 Policy EEAEC)

1. All students shall be ready in the morning at their bus stop. Students are not to stand in the roadway while waiting for the bus.
2. The driver is in full charge of the bus and the students.
3. The bus driver may assign seats.
4. By State law, the aisle and emergency exits are to be kept clear at all times.
5. Damage done to seats or to other equipment will be paid for by the person(s) causing damage.
6. All conversation is to be free from vulgarity and never loud and boisterous.
7. All persons are to be treated courteously at all times.
8. Students are to remain seated until the bus stops to discharge passengers. Students who must cross the road are to do so in front of the bus after receiving a signal from the driver that it is safe.
9. Students may leave the bus only with the driver's consent except at home and at school. If a pupil is getting off the bus somewhere other than home, the parents must provide the principal with written notice of the change. The principal will notify the bus driver in writing of the change.
10. There should be no unnecessary conversation with the driver.
11. Students shall help in keeping the bus clean – no throwing of paper or other items on the floor.
12. The right of students to ride in the bus is conditioned on their behavior and the obedience of these rules.

13. Inappropriate behavior on the bus shall include but not limited to the following:
- smoking on the bus
 - possession or use of illegal substances
 - possession of tobacco, tobacco products, lighters, or matches
 - food, beverages, candy or chewing gum consumed on regular bus runs unless a medical necessity
 - possession of weapons, including knives, sharp instruments or guns
 - Personal media players without headphones and as long as they are not causing a distraction
 - animals or pets on the bus
 - possession of pump or aerosol spray cans
 - throwing or snatching of any items on or from the bus
 - hitting, fighting, or aggressive behavior
 - use of laser or other types of flashing lights
 - applying of scented products such as perfumes and colognes
 - hanging out of the bus

14. Seatbelts must be worn by all passengers if the bus is so equipped

(Date of Adoption: March 4, 1966 Date of Revision: January 23, 2014)

Procedure for Denying Transportation:

RIDING ON THE SCHOOL BUS IS A PRIVILEGE NOT A RIGHT.

Safe and orderly transportation will be provided to and from school activities.

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students and the general public; and to refrain from violating federal, state or local law or the requirements of RSU 40 bus rules.

Bus drivers will give warnings that may be verbal or written to students for misbehavior. Continued misbehavior will lead to the following:

A. Misbehavior on a school bus

- When a student is involved in misconduct on a school bus, the bus driver will notify the principal of the offense using the standard Bus Conduct Report.
- Disciplinary action may range from an after-school detention to denying the student the privilege of riding the school bus.
- The Principal will notify the parent of the action taken as soon as practical. During any suspension period the student may only be permitted to ride a bus as part of an organized team or group provided the student follows the prescribed rules.
- Whenever a student is suspended from riding the bus, the Principal will also immediately notify the director of transportation and the Athletic Director.

B. Serious Misbehavior

- The Principal may indefinitely suspend a student from the privilege of riding the bus if the conduct is of a serious nature, or if previous bus suspensions have not been effective.

C. Unsafe Behavior

- Whenever a student's behavior seriously threatens the safety of the bus driver, other students, or themselves, the driver will have the right to remove the student from the bus or deny access to the bus.
- If the bus driver needs to immediately remove a student from the bus, the driver will return the student to the nearest school or authority. Immediately following such action, the bus driver will notify the director of transportation as to the action he or she has taken.

D. Appeal Process

- Parent may request a meeting to reinstate bus privileges for their child. The director of transportation, bus driver and the school administrator will hear the appeal, gather information about why the student should or should not be allowed bus privileges, and will issue a written conclusion of their investigation to the parent.

Possession of Controlled Substances or Related Paraphernalia

All staff members must report any of the following to the Principal or the Assistant Principal: any students whom they observe selling, possessing, or taking illegal drugs or alcohol, or exhibiting unusual behavior at school or at school functions. This does not mean that discussion with students about illegal drugs or alcohol cannot be confidential. Whenever an administrator is concerned about the possibility of a student using drugs or alcohol before or during school, the parents will be notified to relay concerns and state the

evidence for this concern. For policies and procedures relative to use, abuse, and dependency on alcohol, tobacco, and other drugs, refer to The RSU 40 Chemical Health Policies and Procedures.

Smoking

There will be no smoking on school grounds or in the building at any time. There will be no smoking in cars while on school grounds. Possession of cigarettes, lighters, matches, or any smoking equipment on school property will result in a penalty in accordance with the RSU 40 Chemical Health Policy.

RSU 40 Chemical Health Policies and Procedures

(RSU 40 Policy JICH)

The use of alcohol, tobacco, and other drugs by minors is illegal. Abuse and dependency are a major societal problem, which places tremendous stress in the home and in the community, as well as on our social and educational systems. Chemical dependency is a treatable and preventable disease. Our educational system must do everything possible to educate our children to the dangers of this disease and to provide a safe climate in which to discuss problems related to the disease. Every effort must be made to provide school and community resources to assist those individuals who suffer as a result of chemical dependency. Every effort must be made to recognize, treat, rehabilitate and support those affected by this disease.

The purposes of this policy are to:

- provide a safe and drug-free school environment that supports a clear no-use message for all students.
- offer school assistance in identifying and securing support services that can help the individual student and family deal with the chemical abuse problem.
- support high-risk students in dealing with chemical abuse issues.
- address problems related to chemical abuse through appropriate consequences and discipline.

The policies and procedures, in conjunction with a comprehensive educational program, (awareness, prevention and support services for the three target groups of non-users, affected, users) are intended to address the problem of chemical abuse and dependency.

Administration of Medication

When a student is following a physician and/or parent approved program of medication the procedure outlined in the Policy JLC shall be followed.

Possession or Use of Alcohol, Tobacco, Drugs, or Drug Paraphernalia

Students will not use, be under the influence of, or have in their possession on school property or at school-sponsored activities alcoholic beverages of any kind, tobacco or tobacco products, marijuana, anabolic steroids or other illegal or controlled substances or drug paraphernalia. Students shall not misuse over-the-counter medications or prescription drugs.

Sale or Distribution of Alcohol, Tobacco, Drugs, or Drug Paraphernalia

Students will not give, buy, sell, or distribute or participate in the process of giving, buying, selling or distributing or possess with the intent to give, sell or distribute on school property or at school-sponsored activities alcoholic beverages of any kind, tobacco, marijuana, anabolic steroids or other illegal or controlled substance, drug paraphernalia, or imitation controlled substances. As used herein, "imitation controlled substances" will mean a pill, capsule, tablet or other item which is not a controlled substances, an alcoholic beverage, or marijuana, but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead a reasonable person to believe that such pill capsule, tablet or other item is a controlled substance, an alcoholic beverage or marijuana.

(Date of adoption: September 11, 1995 Date of revision: May 7, 2014)

Enforcement

(RSU 40 Policy JICH-P)

The administration may use a wide variety of enforcement techniques, including occasional random searches, to enforce this policy. If a student violates the chemical health policy, the following procedures shall be followed.

Grades K-12

(For the purposes of this policy, offenses are accumulated within grade spans K-6, 7-8, and 9-12)

I. Type one: Student Possession/Use of alcohol, tobacco, or other drug or drug paraphernalia.

A. First offense - action shall include:

1. Verification;
2. Notification of Superintendent and police, and parent(s)/legal guardian(s);
3. Administrator meets with student and parent(s)/legal guardian(s) when possible.

4. Involvement of available school substance abuse personnel and/or school counselor.
5. Determination of appropriate disciplinary action which may include suspension, in-school suspension or other appropriate consequences, including referral to the School Board for expulsion. A report of action will be sent to the Superintendent.
6. Development and follow-up of student recovery plan, as necessary. Cooperation of all parties involved is essential to the success of the plan.

B. Second offense - action shall include:

1. Verification.
2. Notification of Superintendent and police, and parent(s)/ legal guardian(s).
3. Administrator meets with the student and parent(s)/legal guardian(s) when possible.
4. Determination of appropriate disciplinary action, which for alcohol or other drugs or drug paraphernalia will include immediate suspension for up to ten school days with possible referral to the School Board for expulsion. A report of action will be sent to the Superintendent. If expulsion occurs, a factor for the student's readmittance will be his/her participation in a School Board approved recovery program and plan.
5. Referral to available substance abuse personnel and/or school counselor; documentation of meetings will be forwarded to referring party.
6. Suspension for remainder of season of any co-curricular activity. If the second offense is committed in the same school year, suspension is for the remainder of the school year.
7. Development and follow-up of student recovery plan, as necessary. Cooperation of all parties involved is essential to the success of the plan.

C. Third offense - action shall include:

1. Verification.
2. Notification of Superintendent and Police, and parent(s)/legal guardian(s).
3. Administrator meets with student and parent(s)/legal guardian(s) when possible.
4. Determination of appropriate disciplinary action, which for alcohol or other drugs or drug paraphernalia will include immediate suspension from school for up to ten school days and referral to the School Board for expulsion. A report of action will be sent to the Superintendent. If expulsion occurs, a factor, which will be considered for the student's remittance with his/her participation in an School/Board, approved recovery plan.
5. Suspension for one calendar year from any co-curricular activity.

II. Type Two: Student selling, furnishing, or possessing with intent to sell alcohol or other drugs including tobacco.

- A. Verification of incident.
- B. Notification of Superintendent, police and other legal authorities, parent(s)/legal guardian(s).
- C. Referral to school substance abuse personnel and/or school counselor.
- D. Determination of appropriate disciplinary action, which for alcohol or other drugs or drug paraphernalia will include immediate suspension for ten school days with possible referral to the School Board for expulsion. A report of action will be sent to the Superintendent.
- E. If expulsion occurs, a factor that will be considered for the student's re-admittance will be his/her participation in an school/board approved recovery plan.
- F. No co-curricular activities for one calendar year.

Voluntary Referral: Grades K-12

If a student requests assistance from school substance abuse personnel and/or school counselor, the following action shall be taken:

1. Conduct assessment identifying needs.
2. Identify available resources, i.e. school chemical awareness support group, other school services, and outside agencies/resources.
3. Seek to provide on-going support to assist the student in dealing with chemical abuse issues as they relate to school.

Other Referral: Grades K-12

If a concerned person refers the student to the school counselor, the counselor should activate appropriate action, including the steps outlined above for voluntary referral. (Date of Adoption: September 11, 1996 Date of Revision: March 10th, 2003)

Bullying (Policy JICK)

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof

directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 1. Physically harming a student or damaging a student's property; or
 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

Is based on:

- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyber-bullying

"Cyber-bullying" 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 or personal digital assistant.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school sponsored or school related activity or event or while students are being transported to or from school or school sponsored activities or events; **or**
- B. 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 the definition of "bullying."

Incident

All students have the right to attend public schools that are safe, secure, and peaceful environments. The Board believes that bullying, including cyber-bullying, is detrimental to student well being and to student learning and achievement. 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 in and witness such behavior.

Bullying Prohibited

Bullying, including cyber-bullying, is not acceptable conduct in RSU 40 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political, and philosophical views 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 directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline, or general welfare of the schools.

Definition of Bullying

"Bullying" and "cyber-bullying" have the same meaning in this policy as in Maine law:

Reporting and Follow up

All school staff, coaches, and advisors for extracurricular and co-curricular activities must report all bullying incidents promptly and in writing to the principal or other designated personnel.

The anonymous reporting of bullying incidents is permitted and all such reports will be addressed.

The principal or other designated personnel will keep a written record of the outcome of all bullying investigations.

The principal or other designated personnel will communicate to the parent(s) of a student who has been bullied the measures being taken to ensure the victim's safety and to prevent future such acts.

Procedures to remediate incidents of bullying, to counter the negative impact of the bullying and reduce the risk of future bullying incidents may include referring the victim, perpetrator or other involved person to counseling or other appropriate services.

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors, and visitors who violate this policy will be barred from school property and any school-sponsored or school-related activity or event until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person determined to have knowingly and falsely accused another of bullying or of retaliating against a person who reports a suspected incidence of bullying may be subject to the consequences set forth in this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

If a school principal or superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act is appropriate he/she will so inform the Superintendent who will decide whether to communicate with the proper local or state law enforcement agency.

Any school-affiliated organization that authorizes, condones, or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Appeals

Any decision by a principal or superintendent's designee regarding a disciplinary action related to bullying may be appealed to the Superintendent whose decision will be considered final.

In such an appeal, personally identifiable information in a student's records will be kept confidential and any information regarding disciplinary action taken against a student will not be disclosed to the victim of the student's misconduct.

Staff Training

RSU 40 will provide professional development and staff training in the implementation of this policy and bullying prevention and response.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means as may be determined by the Superintendent.

Reporting Required

The Superintendent will report to the Department of Education, at a minimum of annually, substantiated incidents of bullying which will describe the nature of the incidents and the consequences and the actions taken. This report will not contain personally identifying information about students or other involved persons.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference:

AC -Nondiscrimination, Equal Opportunity
ACAA-R -Harassment and Sexual Harassment of Students
ACAD –Hazing
ADF -School District Commitment to Learning Results
CHCAA -Student Handbooks
JI -Student Rights and Responsibilities
Student Code of Conduct
JICC -Student Conduct on Buses
JICIA -Weapons, Violence and School Safety
JK -Student Discipline
JKD -Suspension of Students
JKE -Expulsion of Students
KLG -Relations with Law Enforcement Authorities
(Adopted: 1/3/13)

Harassment and Sexual Harassment of Students (Policy ACAA)

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. The term “sexual orientation” under state law means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.”

Harassment

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

Sexual Harassment

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

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

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

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07), as amended Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended; 34 CFR § 104.7 Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.) Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))
5 MRS.A § 4551 et seq. MHR/MDOE Joint Rule Chapter 94-348 and 05-071, ch.4

Cross Reference: ACAA-R-Student Harassment Complaint Procedure

AC-Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD-Hazing
JICIA-Weapons, Violence and School Safety
JICK-Bullying

(Adopted: September 5, 2013 Reviewed: November 9, 2015)

Hazing

(RSU 40 Policy ACAD)

It is the policy of the RSU 40 School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and are prohibited at all times.

"Hazing activities" includes acts of intimidation such as extortion, menacing; direct or indirect threats of violence, bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person; and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities

Persons not associated with this school unit who fail to abide by this policy will be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy will be subject to disciplinary action that may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

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

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action or lack of action on the part of the Superintendent in carrying out the provisions of this policy, that individual or organization may appeal to the board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

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

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACA A- Harassment and Sexual Harassment of Students

ACAB- Harassment and Sexual Harassment of Students

ACAB-R- Employee Discrimination and Harassment Complaint Procedure

JICIA -Weapons, Violence and School Safety

(Date of Adoption: February 5, 1990 Date of Revision: December 17, 2015)

Weapons, Violence and School Safety

(referenced from RSU 40 Policy JICIA)

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. All persons are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff is required to immediately report incidents of prohibited conduct to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

Students and all others are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school:

- A.** Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons is prohibited. Examples of such articles include, but are not limited to: firearms, BB guns, pellet guns, any other kind of guns, ammunition, explosives, cross bows, brass knuckles, switch blades, knives, chains, clubs, Kung Fu stars, nun chucks;
- B.** Use of any object, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce, or harass another person, Examples of such objects include, but are not limited to: bats, belts, picks, pencils, compasses, objects capable of ignition (i.e. matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C.** Violent or threatening behavior, including but not limited to fighting, assault, and/or battery, taking hostages, threats to commit violence against persons or property (i.e. verbal or written death threats, threats of bodily harm, bomb threats)
- D.** Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program
- E.** Willful and malicious damage to school or personal property
- F.** Stealing or attempting to steal school or personal property
- G.** Lewd, indecent or obscene acts, or expressions of any kind
- H.** Violations of the school unit's drug/alcohol and tobacco policies;
- I.** Violations of federal laws; and;
- J.** Any other conduct that may be harmful to persons or property

Disciplinary Action

Principals may suspend up to ten days for any single violation and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA-1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA-1001 (9 and A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) are to be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent by a case-by-case basis. A student may bring a weapon with historical or educational value to school for teaching purposes with advance approval in writing from the principal. No weapons, however, may be transported on a school bus. While in the school, such a weapon shall be under supervision of the Principal or his/her designee at all times.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF. (Date of adoption: July 11th, 1994 (JICI) Date of revision: March 4th, 2002)

Code of Conduct

The School Board of RSU 40 is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver, a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

MVHS Core Values

- FREEDOM
- CURIOSITY
- RESPECT
- HONESTY
- RESPONSIBILITY
- COMPASSION
- INTEGRITY
- TOLERANCE

Students are required to follow the school rules as outlined in this handbook. These rules may be modified by administration, as circumstances require. General discipline consequences may be cited, however, administrators retain the flexibility to impose discipline based on circumstances on a case-by-case basis.

See RSU 40 Policy Manual Section A, FOUNDATIONS AND BASIC COMMITMENTS. Complete Code of Conduct may be found at www.msad40.org. The Code of Conduct is distributed and reviewed at the beginning of each school year.

Adult Students

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

Automobiles/Other Vehicles/Parking Lot

Since RSU 40 provides transportation for all students, the use of a vehicle on school grounds is a privilege. This privilege will be revoked if the school rules are not obeyed, and if the vehicle becomes detrimental to the educational process. Students must register their vehicles in the attendance office at the cost of \$10.00 for a parking sticker within the first 10 days of school. Students who arrive by private transportation become the responsibility of RSU 40 upon entering school grounds. Students arriving in their own vehicle must arrive in a responsible manner and park the vehicle in the student parking area. **The student must leave the vehicle and come directly into the school via the front door.** Once on school grounds, students may not leave school grounds without administrative approval. Students can only be in the parking lot with specific administrative permission. Student misconduct or inappropriate use of a vehicle may result in loss of driving privileges for a period of time that is to be determined by the administration.

Vehicles parked on RSU 40 property are subject to a visual inspection at any time. Should there be reasonable suspicion to suspect contraband, school officials will conduct a search. Snowmobiles, ATV's, and other recreational vehicles are not allowed on school grounds during or after school hours. Police will be notified of violations.

1. Students cannot be in the parking lot unless they are arriving or leaving, or unless given a written pass from the office.

2. Students must park in designated student areas.

First Offense: A warning and student will be asked to move vehicle.

Subsequent Offenses: Noncompliance with parking regulations may result in the towing of the vehicle as well as other appropriate penalties, up to and including loss of driving privileges. Students are to refer to their MVHS vehicle registration form for a detailed list of vehicular/parking lot rules.

Backpacks

For safety concerns for all students and staff, students are not allowed to carry backpacks or satchels greater than 8.5"x11". Satchels under this size will be considered a pocketbook or personal container. Students must store backpacks/satchels larger than 8.5" x 11" in their assigned locker during the day, except for iPad cases. **This includes Phys Ed. supplies that need to be taken to the gym locker prior to 7:30 a.m. Students may not take backpacks to their fourth period classes.** There is adequate time between dismissal and departure of the buses for students to obtain backpacks from their lockers.

Cafeteria

Students are expected to behave appropriately in the cafeteria at all times, including returning trays and disposing of trash. Students who behave inappropriately will have lunch in an alternative setting. **Students are expected to be in the cafeteria during their assigned lunch mod only.** No student will be scheduled for more than one lunch mod. **ID Cards:** Student ID's are required for the purchase of meals or food items. They may be used as debit cards. Students may place any amount of money on their account for cafeteria purchases.

Cell Phones/Electronic Devices/Personal Property

Cell phones/electronic devices may be used before classes begin, during passing times *between* classes only, during the student's lunch period, and following afternoon announcements. Cell phones/Electronic devices are not allowed when a teacher issues student passes to restrooms, lockers, water fountains, library, other areas in the school, and under no circumstances are they allowed to be used IN restrooms and/or locker room areas. Appropriate consequences will be issued when necessary for violation of this policy. **It is teacher discretion as to whether they are allowed in individual classrooms.** For example, teachers may initiate a classroom policy that states, "Upon entering my classroom **all students** must place their cell phones/electronic devices in the basket located at the front of the classroom" or "Upon entering my classroom **all students** must place their cell phones/electronic devices on top of their desktops and kept visible during class" or "Upon entering the classroom **all students** will turn their cell phones and devices off and use of them will be allowed at teacher's discretion."

Playing hacky sac, cards, or other similar games is not permitted during school hours. The use of skateboards is prohibited on school grounds.

Dances/Games/School Events

Students leaving a dance or game may not return. Misconduct at dances or games will result in loss of the privilege to attend these events. Students are expected to follow announced procedures for attendance of guests at dances. All school rules apply at dances, games, or other school sponsored events, whether on MVHS property or off-site. Students must be present at school in order to attend all school events. In addition, students must not have been issued any behavior infractions the day of the event in order to attend.

Dress Code

The RSU 40 Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. As a general guideline, clothing that is not generally accepted as appropriate dress at most places of employment is not allowed at MVHS. Students in violation of the dress code may be required to be changed.

Inappropriate dress includes but is **not** limited to:

1. Revealing clothing, such as clothes that by design or because of holes or tears must not reveal cleavage, stomachs, sides, backs, bottoms, or undergarments whether standing or sitting.
2. Students may not wear clothing that promotes alcohol, tobacco, and illicit drugs or imply a sexual connotation, racially inflammatory messages, harassing messages, violence or threatening messages.
3. Students may not wear headgear including: sunglasses, caps, hats, visors, and hoods.
4. Students may not wear jewelry or other types of adornments that may pose a safety hazard, e.g. spiked collars, pointed or jagged necklaces or chains (over 12 inches) etc.
5. Students must wear shirts and shoes at all times.
6. Students may wear special dress or costume for specific events or special occasions during school when approved in advance by administration.

Detention

Detention is a method used to deal with minor discipline problems. A teacher may issue a written or verbal detention with a twenty-four (24) hour notice. If a student fails to serve a detention for a teacher, the student's name will be turned into the assistant principal. **Office detention is assigned by administration only.** Failure to serve an office detention may result in a suspension. Students who are absent on days of detention due to illness or other excused absence must serve the detention on the day they return to school unless other arrangements have been made in advance.

Emergency Cards

It is mandatory that all students complete & return an accurate emergency card within the first 5 school days to comply with state and federal regulations. Dismissals are contingent upon being able to contact someone listed on the emergency card.

Fighting

Fighting in school or on school grounds is not allowed. Students are expected to talk with guidance counselors or administration concerning problems with other students. Students who engage in aggressive behavior will be immediately removed from the school population and consequences assigned. Suspension may be for a maximum of 10 days, with possible referral to the school board for expulsion. Students are reminded that fighting is a form of assault, and any assault will be referred to the SRO.

Fundraising

Fundraising is limited to school sponsored/related activities or clubs. Any fundraising activities must be approved by the high school administration, in accordance with policy JJE.

Gambling

Gambling by students for money (or any other items of value) is not allowed in school. This includes, but is not limited to, card games, sports pools, or other games of chance.

Hallway Traffic

Students should not be dismissed from class to make telephone calls, get change from the office, or use vending machines. Those issues should be taken care of between classes, at lunch, or before and after school.

ID Cards

Identification cards will be issued to all students. They should be carried at all times. (See cafeteria and library sections for other uses.)

Language

Neither language nor gestures expressing profanity and/or vulgarity are allowed. Conversations relating to controlled substances or sexual matters are considered inappropriate topics. The only exception is when these topics are discussed as part of the curriculum.

Lockers

Student lockers are the property of the school. Lockers may be inspected at any time by the principal or a designee. Students are responsible for any item found in their lockers. If the item found is not allowed in the school, the student may be penalized. No peel and stick type stickers or inappropriate “picture displays” are allowed on the inside or the outside of lockers. Damage or misuse of lockers (i.e. jimmying or blocking the lock mechanism) will result in restitution. For the safety and well being of everyone, students are not permitted to share lockers or to give out their locker combinations to other students.

Lost and Found

Found items should be turned in at the main office. If a student finds an item that is not allowed in school, it should be turned in to the nearest teacher and/or administrator.

Office Detention

1. Detention is from 2:00 p.m. to 3:00 p.m. daily.
2. A quiet study hall atmosphere will prevail:
 - a. Student will be assigned a seat.
 - b. Student will do school related work or read a book silently.
 - c. Cell phones are not allowed.
 - d. There will be no talking or communication of any kind.
 - e. Failure to comply with these rules will result in removal from the room and no credit for the detention will be issued.
3. Students who are removed from detention will receive additional consequences.

Passes

No student should be in the halls during class periods without a pass. Any student in the hallway without a pass will be asked to return to his/her classroom to retrieve a pass. Skipping class, wandering, or not complying with the pass rule will result in a student being placed on a more restrictive regimen within the building that may include, but is not limited to, being placed on the STOP LIST.

Plagiarism/Cheating

Plagiarism is representing the works or writings of another as one’s own. Reference to the work of others in some assignments is acceptable, but sources must be cited. Students may receive a zero for plagiarized work. Additional penalties may be dealt with in a manner determined by the teacher involved with administrative approval.

Cheating is taking or offering work from or to another student and passing it in as your own. Cheating will result in a phone call home to a parent and/or guardian, and may result in, but not limited to, receiving a zero for the assignments or re-doing the assignment with increased rigor.

Positive Alternative to School Suspension (PASS-formerly known as ISS)

PASS, is assigned to a student who has broken one or more of MVHS’s rules. PASS allows the student to remain in school and stay current with schoolwork. It also allows the student time to reflect upon his/her behavior and to make a conscious effort to follow MVHS rules in the future.

While in PASS, the student is expected to behave appropriately, remain quiet, and **stay occupied with schoolwork and/or appropriate reading material. Ipads will be allowed on an individual basis to complete schoolwork only.** When possible, the student is responsible for acquiring homework, tests, and projects prior to the start of PASS. During lunchtime, the student will be escorted to the lunch room/locker to get lunch. He/she will return to PASS with a lunch. After everyone has finished lunch, the student will be escorted back to the lunchroom to return trays and/or dispose of trays.

School Announcements

All school announcements will be reviewed by the advisor/coach of an activity and must be approved by administration. After approval, announcements may be posted via email and repeated on the intercom at the beginning and end of the school day.

Snacks

Food, beverages, and gum are allowed in individual classrooms at teacher discretion. The exceptions to this are the auditorium, gym, and library.

Stop List

The **Stop List** is generated and posted by administration to restrict student movement except between classes. The time a student is on the list can vary from a couple of days to the rest of the school year, depending on frequency and severity of pass infractions

Suspension

Students are not allowed on RSU 40 property during suspension, and cannot participate in school sponsored activities until after the suspension ends.

Valuables

It is strongly advised that all personal valuables, (i.e. money, jewelry, devices) be kept at home. MVHS is not responsible for lost or stolen property.

Vandalism or Theft

Misuse of school property or any type of vandalism or theft is unacceptable. Students found responsible will be assigned discipline ranging from detention to suspension. Restitution for damage and/or stolen property will be required. School officials will notify parents and police authorities as appropriate.

Visitors

All visitors/parents are required to check in at the main office to receive a pass. Parents must call in advance if they want to see a specific class or teacher. This visit, however, must be approved in advance. The building administrators have the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school related business or who may disrupt the operations of the school.

Medomak Valley High School

Student Handbook Agreement

The current revised edition of the Medomak Valley School's Student Handbook contains important information regarding the school's mission, curriculum, and student activities. Placed within the handbook are many school policies currently in effect. We strongly advise students and families to familiarize themselves with the contents of the document. The handbook is revised on a yearly basis, and there are changes in the new edition. The handbook is available on the district website. A hard copy of the handbook is available at MVHS central office, by request. If you have any questions please call the school at 832-5389.

School Handbook Confirmation

This form must be returned to the school office!

Please sign and return this form to school acknowledging that you have access to the school handbook either on the website or in hard copy and that your child understands the rules and expectations contained in it. A complete list of all MSAD#40 policies are available to you on line at the district's web site (www.msad40.org). Please have your child return this to his/her classroom teacher. Thank you.

Student Name: _____ (please print)

PAT Teacher: _____

Student Signature: _____

Parent(s) Signature: _____

Date: _____