***It is strongly encouraged that teachers familiarize themselves with the Student Handbook and Program of Studies that can be found at msad40.org.***

Revised 09/06/16
# Regional School Unit 40 | 2016-2017 Calendar

<table>
<thead>
<tr>
<th>JULY 2016</th>
<th>JANUARY 2017</th>
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- **4 Independence Day**
- **0 student/0 teacher days**

<table>
<thead>
<tr>
<th>AUGUST 2016</th>
<th>FEBRUARY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
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- **24 Workshop Day**
- **25 Workshop Day**
- **29 1st Day Grades 1-9**
- **30 1st Day Grades 10-12**
- **3 student/5 teacher days**

<table>
<thead>
<tr>
<th>SEPTEMBER 2016</th>
<th>MARCH 2017</th>
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<tbody>
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<td>M</td>
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- **2 Workshop Day**
- **5 Labor Day**
- **6 1st Day Pre-K – K**
- **30 Progress 1 ends**
- **20 student/21 teacher days**

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<tr>
<th>OCTOBER 2016</th>
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</tbody>
</table>

- **7 Workshop Day**
- **10 Columbus Day**
- **19 student/20 teacher days**

<table>
<thead>
<tr>
<th>NOVEMBER 2016</th>
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- **4 Quarter 1 ends**
- **9 Early Release**
- **11 Veterans Day**
- **23-25 Thanksgiving Break**
- **18 student/19 teacher days**

<table>
<thead>
<tr>
<th>DECEMBER 2016</th>
<th>JUNE 2017</th>
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<tbody>
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</table>

- **2 Trimester 1 ends**
- **9 Progress 2 ends**
- **14 Early Release**
- **23-30 Holiday Break**
- **16 student/16 teacher days**

- **2 New Years Day (observed)**
- **11 Early Release Day**
- **12-18 Midterm Exams**
- **16 Martin Luther King Day**
- **20 Quarter 2 ends**

- **8 Early Release Day**
- **17 Progress 3 ends**
- **20-24 Winter Break**

- **8 Early Release Day**
- **17 Trimester 2 ends**
- **31 Quarter 3 ends**

- **12 Early Release Day**
- **17-21 Spring Break**

- **15 student/15 teacher days**

- **5 Progress 4 ends**
- **10 Early Release Day**
- **24-30 Senior Finals**
- **29 Memorial Day**

- **7 Graduation Underclass Finals Last Week**
- **13 Last Student Day**
- **13 Trimester 3 ends**
- **15 Quarter 4 ends**

* includes 5 snow days
9 student/9 teacher days

Bold and underlined dates denotes Blue Days
### Days of Note

- **8/24 - 25**: Opening In-service – All staff
- **8/29**: Opening In-service – All staff
- **8/30**: First Day of School
- **9/2**: In-service – All staff
- **9/5**: Labor Day Holiday
- **10/7**: In-service Day
- **10/10**: Columbus Day Holiday
- **10/13**: Open House
- **11/3**: PAC Meetings
- **11/4**: End of Quarter 1
- **11/11**: Veterans Day Holiday
- **11/23**: Comp Day for Conferences
- **11/24**: Thanksgiving Day Holiday
- **11/25**: Day after Thanksgiving
- **12/23 - 1/2**: School Vacation
- **12/26**: Christmas Day Holiday
- **1/2**: New Year’s Day Holiday
- **1/11**: Skills Competition
- **1/16**: Martin Luther King, Jr. Day Holiday
- **1/20**: End of Quarter 2
- **2/20 - 2/24**: School Vacation
- **2/20**: Presidents’ Day Holiday
- **3/3**: In-service Day – Skills Competition
- **3/31**: End of Quarter 3
- **4/17 - 4/21**: School Vacation
- **4/17**: Patriots’ Day Holiday
- **4/27**: PAC Meetings
- **5/4**: NTHS Induction Ceremony
- **5/29**: Memorial Day Holiday
- **6/15**: Last Student Day of School
- **6/16**: Last Staff Day of School

### Calendar Key

- **H**: Holiday, no school
- **-**: No teachers or students
- **Teacher work day/no students
- **__**: End of marking period

Calendar provides:

- 175 student days * 183 teacher days
- 5 snow days
# Regional School Unit 40

**Friendship • Union • Waldoboro • Warren • Washington**

## Central Administrative Offices

**Mailing Address:** PO Box 701, Union, ME 04862  
**Physical Address:** 1070 Heald Highway, Union, ME 04862  
**Tel** (207) 785-2277  
**Fax** (207) 785-3119  
**Office Hours:** 7:30 a.m. - 4:00 p.m.

### Office of the Superintendent
Steve Nolan, Superintendent of Schools  
Karen Overlock, Adm. Assistant, ext. 236

### Office of Director of Instruction
Kimberly Schroeter,  
Director of Instruction  
NCLB Coordinator  
Bonnie Dilts, Adm. Assistant, ext. 225  
TBD, ELL

### Finance Office
Karla Miller, Business Manager  
Golleen Vannah, Accounts Payable, ext. 234  
Hollie Linscott, Payroll & Benefits, ext. 233  
Bonnie Dilts, Adm. Assistant, ext. 225  
Storm Hendrickson, Food Service Director, ext. 241

### Health Office
Linda Jacoby, R.N.  
Sandra Lufkin, R.N.  
TBD, R.N.  
Nancy Vannah, Secretary  
(207) 785-2277 ext. 224  
(207) 785-3115 (fax)

### Office of Special Services
Karen Etheridge,  
Director of Special Services  
Jennifer Brooks, Adm. Assistant, ext. 227  
(207) 785-2277  
(207) 785-3124 (fax)

### Facilities/Transportation
George Bridges,  
Facilities/Transportation Director  
Darlene Gilligan, Transportation Supervisor  
(207) 832-2096  
(207) 832-2147 (fax)

### Technology
Linda Trenholm, Director of Technology  
(207) 785-2277 ext. 230  
(207) 832-5389 ext. 146

### Adult Education
Susan Taylor, Director of Adult Education  
(207) 832-5205

### Bus Garage
(207) 832-4841  
(207) 832-2147 (fax)

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## Friendship Village School

Christina Labbe, Principal  
Elizabeth Simmons, Secretary  
TBD, Guidance  
Diana Winchenbach, Head Custodian  

**P.O. Box 100,**  
23 School Street  
Friendship, Maine  04547  
(207) 832-5057  
(207) 832-7389 (fax)  
**Office Hours:** 8:00-4:00  
**School Hours:** 8:45-3:15

## Prescott Memorial School

Nancy Stover, Principal  
Mary Ledger, Secretary  
Mindy Novick, Guidance  
Patricia Thibodeau, Head Custodian  

100 Waldoboro Road  
Washington, Maine  04574  
(207) 845-2424  
(207) 845-2748 (fax)  
**Office Hours:** 8:00-4:00  
**School Hours:** 8:45-3:15

## Warren Community School

Deborah F. Howard, Principal  
Justin Kangas, Assistant Principal  
Susan Overlock, Secretary  
Nicole Willis, Secretary  
Joanne Shuman, Guidance  
Rhonda Grubbs, Head Custodian  

117 Eastern Road  
Warren, ME  04864  
(207) 273-2001  
(207) 273-3207 (fax)  
**Office Hours:** 8:00-4:00  
**School Hours:** 8:45-3:15

## Medomak Valley High School

Andrew Cavanaugh, Principal  
Tamra Philbrook, Assistant Principal  
Principal  
Linda Pease, Assistant Principal  
Matt Lash, Athletic Director  
Lisa Gunn, Secretary  
Debra Oliver, Secretary  
Penny Morrill, Attendance  
Jimi Hunt, Registrar  
Jennifer Post, Guidance Secretary  
Lois Anderson, Head Custodian  
Deborah Duncan, Guidance  
TBD, Guidance  
Leanne Young, Guidance  

1070 Heald Highway  
Union, Maine  04862  
**Tel** (207) 785-4330  
**Fax** (207) 785-4844 (fax)  
**Office Hours:** 8:00-4:00  
**School Hours:** 8:45-3:15

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**Medomak Middle School**

Katherine Race, Principal  
Beth Ahlholm, Assistant Principal  
Candy Powell, Secretary  
Laurie Lee, Secretary  
Laura Mewa, Guidance  
Kim Wellman, Head Custodian  

318 Manktown Road  
Waldoboro, Maine  04572  
(207) 832-5028  
(207) 832-5710 (fax)  
**Office Hours:** 7:00-3:30  
**School Hours:** 7:30-2:00

---

**Union Elementary School**

Christina Wotton, Principal  
Allison Davis, Secretary  
Sarah Crosby, Guidance  
Julie Turner, Head Custodian  

145 Kalers Corner Road  
Waldoboro, Maine  04572  
(207) 832-2103  
(207) 832-2101 (fax)  
**Office Hours:** 8:00-4:00  
**School Hours:** 8:45-3:15
### Board of Directors Meetings 2016-17

<table>
<thead>
<tr>
<th>Date</th>
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<td>August 4, 2016</td>
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<td>August 18, 2016</td>
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<tr>
<td>September 1, 2016</td>
<td>Medomak Middle School</td>
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<td>September 15, 2016</td>
<td><strong>Friendship Village School</strong></td>
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<td>October 6, 2016</td>
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<td>October 20, 2016</td>
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<td>November 3, 2016</td>
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<td>January 5, 2017</td>
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<td>January 19, 2017</td>
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<td>March 16, 2017</td>
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### Board Committee Meetings

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<td>Region 8 Board</td>
<td>4th Wednesday</td>
<td>MCST</td>
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</table>
## Medomak Valley High School Faculty Handbook
### Table of Contents

<table>
<thead>
<tr>
<th>Category</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coordinators' Meetings</td>
<td>13</td>
</tr>
<tr>
<td>Access to Records</td>
<td>10</td>
</tr>
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<td>Activities Directory</td>
<td>8</td>
</tr>
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<td>Administrative Office and Schools</td>
<td>1C</td>
</tr>
<tr>
<td>Attendance Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>Board of Directors Meetings</td>
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</tr>
<tr>
<td>Calendar-MCST</td>
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<td>Calendar (RSU#40)</td>
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<td>Class Officers/Student Council</td>
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<tr>
<td>Classroom Management</td>
<td>29</td>
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<td>Daily Bell Schedule</td>
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<td>Dance Duties &amp; Chaperones</td>
<td>17</td>
</tr>
<tr>
<td>Dance Duty Guidelines</td>
<td>18</td>
</tr>
<tr>
<td>Duty Schedules</td>
<td>15</td>
</tr>
<tr>
<td>Early Release Schedule</td>
<td>5</td>
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<tr>
<td>Emergency Operations Plan</td>
<td>41</td>
</tr>
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<td>Faculty and Administration</td>
<td>7</td>
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<tr>
<td>Field Trip Approval</td>
<td>34</td>
</tr>
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<td>Field Trip Permission Form</td>
<td>35</td>
</tr>
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<td>First Day-August 29, 2016</td>
<td>3</td>
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<tr>
<td>Guidance Counselor Caseload</td>
<td>25</td>
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<td>IEP (Individual Educational Plan) Policy</td>
<td>26</td>
</tr>
<tr>
<td>Learning Habits</td>
<td>30</td>
</tr>
<tr>
<td>Library Statement of Philosophy</td>
<td>33</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>6</td>
</tr>
<tr>
<td>Office Detention Schedule</td>
<td>15</td>
</tr>
<tr>
<td>Payroll Dates</td>
<td>12</td>
</tr>
<tr>
<td>Professional Learning Days</td>
<td>13</td>
</tr>
<tr>
<td>REP ( Recover and Excel Period)</td>
<td>22</td>
</tr>
<tr>
<td>REP Enrichment Request</td>
<td>23</td>
</tr>
<tr>
<td>REP Priority Schedule</td>
<td>23</td>
</tr>
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<td>4</td>
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<td>23</td>
</tr>
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<tr>
<td>SAT Team Meetings</td>
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</tr>
<tr>
<td>School Board Policies</td>
<td>40</td>
</tr>
<tr>
<td>School Delay Schedule</td>
<td>5</td>
</tr>
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<td>Staff Meetings</td>
<td>13</td>
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<td>16</td>
</tr>
<tr>
<td>Study Hall Guidelines</td>
<td>24</td>
</tr>
<tr>
<td>Substitute Attendance Report</td>
<td>21</td>
</tr>
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<td>Substitute Folder Cover Sheets</td>
<td>20</td>
</tr>
<tr>
<td>Substitute Protocol</td>
<td>19</td>
</tr>
<tr>
<td>Technology Policy</td>
<td>39</td>
</tr>
<tr>
<td>Video Permission Slip</td>
<td>38</td>
</tr>
<tr>
<td>Video Preview Sheet</td>
<td>37</td>
</tr>
<tr>
<td>Video Use Procedure</td>
<td>36</td>
</tr>
<tr>
<td>Vision/Core Values/ Beliefs</td>
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</tbody>
</table>
First Day 2016: August 29th
(Refer questions regarding this day to Chuck Nguyen and/or Debbie Duncan)

Students will go to the Cafeteria after arrival and pick up their schedules at the Guidance table. (Individual schedules will indicate student group number.) They will then proceed to the Auditorium.

7:35  Introduction (Auditorium)
Mr. Cavanaugh- Welcome
Mr. Matt Lash- Athletic Code
Freshmen Class Advisor- Class activities
Guidance- Overview of the day
Introduction of Freshmen Teachers and All Teachers by PAWS members

7:45-8:40  Story of Water Presentation All new and returning staff are invited to attend this presentation about the importance of relationships, resiliency in the face of adversity, and the indomitable spirit of Medomak Valley Community.

8:40-9:15  Blue Day Classes (Bells will ring)
Students will have 7 minutes for each class period. PAWS and non-Freshmen teachers will be in the hallways to assist. Freshmen teachers will be in their classrooms for meet and greet for the 4 class periods.

8:40-8:47  Period 1
8:47-8:54  Period 2
8:54-9:01  Period 3
9:01-9:08  PAT
9:08-9:15  Period 4 (teacher will need to announce group lists and room numbers for breakout session number 1: Group 1 to activity 1, 2 to 2, 3 to 3, 4 to 4, 5 to 5)

9:20-9:45  Breakout Session I (Bells will ring)
1. Community and Team Building (Gym) Jeff & Larry
2. Your High School Career- 4 year planning and skills for success (Room 1) Seth & Debbie
3. Wellness/Healthy Relationships/Goal setting (Room 34) Leanne & Willow
4. Bullying Prevention and Social Media Ethics (Room 21) Liz, Officer Spear, & Chief Bill
5. Locker Orientation/Q & A (cafeteria) PAWS with Audrey & Heather

Teachers will need to announce where to next! Group 1 go to activity 2, 2 to 3, 3 to 4, 4 to 5, 5 to 1

9:50-10:20  Session II and Healthy Snacks (Bells will ring)
Teacher will need to announce where to next! Group 1 go to activity 3, 2 to 4, 3 to 5, 4 to 1, 5 to 2

10:25-10:50  Session III (Bells will ring)
Teacher will need to announce where to next! Group 1 go to activity 4, 2 to 5, 3 to 1, 4 to 2, 5 to 3

10:55-11:20  Session IV (Bells will ring)
Teacher will need to announce where to next! Group 1 go to activity 5, 2 to 1, 3 to 2, 4 to 3, 5 to 4

11:25- 11:50  Session V (Bells will ring)

11:55-12:35  Lunch

12:40-1:30  Gold Day Classes with Locker Stops (Bells will ring)

12:40-12:50  Period 1
12:50-1:00  Period 2
1:00- 1:10  Period3
1:10-1:20  PAT
1:20-1:30  Period 4
(PAWS and non-freshmen teachers will be in the hallways to assist. Freshmen teachers will be in their classrooms for meet and greet. Students will have time to stop by their lockers to practice opening them between periods.)

1:30  Ice-Cream Social in the Cafeteria
Students who need additional support with lockers will be assisted by PAWS during this time.

1:50  Announcements and Dismissal
Students will go to lockers prior to boarding buses like a typical day.
### Opening Days REP Period Schedule

<table>
<thead>
<tr>
<th></th>
<th>Tuesday 8/30</th>
<th>Wed 8/31</th>
<th>Thursday 9/1</th>
<th>Tuesday 9/6</th>
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<tbody>
<tr>
<td>9th</td>
<td>Guidance (Gym)</td>
<td>Principal/Class Meet (Auditorium)</td>
<td>Tech/Library (Cafeteria)</td>
<td>REP Athletics/Activities (TBD)</td>
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<tr>
<td>10th</td>
<td>REP Athletics/Activities (TBD)</td>
<td>Guidance (Gym)</td>
<td>Principal/Class Meet (Auditorium)</td>
<td>Tech/Library (Cafeteria)</td>
</tr>
<tr>
<td>11th</td>
<td>Tech/Library (Cafeteria)</td>
<td>REP Athletics/Activities (TBD)</td>
<td>Guidance (Gym)</td>
<td>Principal/Class Meet (Auditorium)</td>
</tr>
<tr>
<td>12th</td>
<td>Principal/Class Meet (Auditorium)</td>
<td>Tech/Library (Cafeteria)</td>
<td>REP Athletics/Activities (TBD)</td>
<td>Guidance (Gym)</td>
</tr>
</tbody>
</table>

**Guidance-** Intro for each class to Guidance Office and services. Freshmen-orientation. Juniors & Seniors-college, etc.

**Principal/ Class Meeting:** Principal’s Start of School Year Remarks. Introduction of SRO. Class Meeting run by class advisor and class officers.

**Tech/Library:** Explanation of process students need to follow to get iPads. Discuss password management.

**REP:** (20mins) Reset of REP student expectations for 10,11,12\textsuperscript{th} graders. Introduction for 9\textsuperscript{th} graders. Explain how enrichment will work.

**Athletics/Activities:** (10 mins) Matt Lash presents on athletic program and the value of participation in school extra-curriculars. (10 mins) Activities Fair in Gym Lobby: Clubs, music, drama, teams, etc have displays around the lobby for students to mill around and visit.

**Wednesday 9/7:** Every PAT teacher will tag their entire PAT. DO NOT TELL THE STUDENTS THIS!! This is a trial run for students using edYOUshed website and if word gets out too soon, they won’t check their tag, but just show up to PAT.

We will do some training and there will be an agenda for this period, but the purpose of this time is to make sure that all students can log into Google (for mail and Classroom), Infinite Campus and edYOUshed.
Daily Time/Bell Schedule 2016-2017

7:00  School Open
     Main Office open

7:00-7:30  A.M. Duty-Administrators in hallways and teachers at their door or in classroom

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.
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
MVHS FACULTY AND ADMINISTRATION 2016-2017

Andrew Cavanaugh, Principal
Linda Pease, Assistant Principal
Tamra Philbrook, Assistant Principal
Matt Lash Athletic Director

Language Arts
Audrey Ennamorati, English - Coordinator
Melissa Barbour, English
Rebecca Lash, English
Heather Webster, English
Richard Worner, English
Amy Nazzaro, French
Heather Faria, Spanish
Alison Hanley, Spanish

Social Studies
Scott Hastings, Social Studies - Coordinator
Keith Hill, Social Studies
Susan Jones, Social Studies/Interpretive Com.
Chris Kurek, Social Studies
Jacob Newcomb, Social Studies
Harolyn York-Student Achievement Center

Mathematics
Randy Hooper, Mathematics - Coordinator
Paul Forest, Mathematics
William Hinkley, Mathematics
Steven Hutchings, Mathematics
Neil Payson, Mathematics
Larry Wheelis, Mathematics

Science, Health & Physical Education
Ryan McNelly, Science - Coordinator
Elizabeth Bianchi, Science
Arla Casselman, Science
Jennifer Hatch, Science
Neil Lash, Science
Chris Lynch, Science
Kevin Richardson, Science
Brad Robbins, Science
Willow Rogers, Health
Larry Jensen, Physical Education
Jeff Ross, Physical Education

Fine & Applied Arts
Peter Stuart, Instrumental Music - Coordinator
Peter Stuart, Choral Music
Krisanne Baker, Art
Brooke Holland, Art

Administrative Assistants
Lisa Gunn, Main Office
Deb Oliver, Main Office
Margaret "Jimi" Hunt, Registrar
Penny Morrill, Attendance

Cafeteria
Heidi Castner - Head of Cafeteria
Andrea Donlin, Marsha Figy-Stenstrom,
Pamela Jameson, Peggy Martin

Technology
Linda Trenholm - Director
Wayne Barrows, Elizabeth Bianchi,
Melissa Corbett and Matt Kopishke

School Resource Officer
Chris Spear

Library
TBD, Librarian
Viola Davis, Library Aide

Nurse's Office
Sherri Vail, Nurse
Amanda Shelmerdine, Health Aide

Guidance Office
Deb Duncan, Guidance Director
TBD, Guidance Counselor
Leanne Young, Guidance Counselor
Jennifer Post, Secretary
Seth Walton, School-to-Career
Chuck Nguyen, Social Worker

Special Education
Steve Ocean, Special Education - Coordinator
Julia Adams, Special Education
Kali Martin, Special Education
Tyler Hilchey, LEAD
Tammy Anderson, Day Treatment
Andrea Lovell, Day Treatment
Greg Rice, Freshman Resource
Brian Campbell, Speech

Ed Tech's
Wanda Hayes, LEAD
Laurie McDaniels, LEAD
Niva Poland, LEAD
Karen Salenius, LEAD
Lynn Higgins, LEAD
Jeremiah Golding, Day Treatment
Debra Sedgwick, Day Treatment
Paulette Zisette, Day Treatment
Valerie Jackson, Resource Room
Terry Gould, Resource Room
Ellen Jameson, Resource Room
Sue Stevenson, Resource Room
Kathy Swan, Resource Room
Robin Wescott, Resource Room
Lorraine Twickler, Ed Tech
Henry Dilts, Ed Tech
Norma Hunt, ISS
Owen Bundy, Ed Tech-Accipiter

Accipiter Program
Jesse Langford

Gifted and Talented Program
Jennifer Goode

Adult Education
Susan Hall-Taylor

Technology
Linda Trenholm - Director
Wayne Barrows, Elizabeth Bianchi,
Melissa Corbett and Matt Kopishke

Custodians
Lois Anderson - Head Custodian
Dale Grubbs, Wayne Ross, Foster Sullivan, Joy Taylor
MVHS ACTIVITIES DIRECTORY
2016-2017

**Band Director**: Peter Stuart

**Choral Director**: Peter Stuart

**Dramatics Director**: Nancy Durgin

**Dramatics Technical**: Matt Kopishke

**Math Team**: William Hinkley

**National Honor**: TBD

**Yearbook**: Richard Worner & Melissa Barbour

**Debate Team**: Jacob Newcomb

**Student Council**: Chris Kurrek

**Tennis**:
- **Boys**: William Hinkley
- **Girls**: Marcia Robbins

**Soccer**:
- **Varsity Boys**: Brian Campbell
- **JV**: Paul Berube
- **Varsity Girls**: Larry Jensen
- **JV**: Scott Hastings

**Ski Club**: Keith Hill

**Basketball**:
- **Varsity Boys**: Nick DePatsy
- **JV Boys**: Richie Oliver
- **Freshman Boys**: Paul Berube
- **Varsity Girls**: Ryan McNelly
- **JV Girls**: TBD
- **Freshman Girls**: TBD

**Wrestling**: William Bramhall

**Cheerleading**:
- **Varsity**: Heather Simmons
- **Fall Cheer**: Heather Simmons

**Baseball**:
- **Varsity**: TBD
- **JV**: TBD

**Softball**:
- **Varsity**: Richard Vannah
- **JV**: Lindsay Ranquist

**Cross Country**: George Gould

**Golf**: Kevin Richardson

**Track**:
- **Boys Track**: Jake Newcomb
- **Girls Track**: George Gould

**Varsity Football**: Ryan Snell
Medomak Valley High School Class Officers  
2016-2017

Class of 2017
President: Patrick White  
Vice President: Chris Shelmerdine  
Secretary: Chelsea Ripley  
Treasurer: Amber Hagin  
Historian: Antyna Gould  
Student Council: Whitney Dow, Chelsea Ripley, Hanna Smith, Cassidy Taylor

Class of 2018
President: Brent Stewart  
Vice President: Danica Juntura  
Secretary: Abby Nelson  
Treasurer: Maddie LaFrance  
Historian: Colby Willey  
Student Council: Abby Nelson, Brent Stewart, Adrianna Wadsworth, Colby Willey

Class of 2019
President: Maddy White  
Vice President: Amos Hinkley  
Secretary: Hattie Watmough  
Treasurer: Greyson Clark  
Historian: Eli Miller  
Student Council: Peter Alexander, Greyson Clark, Lydia Simmons, Maddy White

Class of 2020
President:  
Vice President:  
Secretary:  
Treasurer:  
Historian:  
Student Council: 
MEDOMAK VALLEY HIGH SCHOOL

ACCESS TO RECORDS 2016-2017

Staff members have unlimited access to student information and records involving those particular students with whom they have particular educational interest.

All other persons, agencies or organizations desiring access to school records, and who have legitimate educational reason shall be required to sign a written form which shall be kept permanently within the cumulative file of the student, and the Special Education file (for the special education student).

Andrew Cavanaugh-Principal
Tamra Philbrook-Assistant Principal
Linda Pease-Assistant Principal
Matt Lash-Athletic Director
Deb Oliver-Administrative Assistant
Lisa Gunn-Receptionist/Administrative Assistant
Jimi Hunt-Registrar
Penny Morrill-Attendance Assistant
Sherri Vail-School Nurse
Amanda Shelmerdine-Health Aide/Assistant
Karen Etheridge-Special Ed. Director
Carol Graf-Behavioral Consultant
Chuck Nguyen-Social Worker

Faculty
Adams, Julia       Hatch, Jennifer       Lovell, Andrea       Ross, Jeff
Anderson, Tammy   Hilchey, Tyler       Lynch, Chris        Spear, Chris
Baker, Krisanne   Hill, Keith          Martin, Kali        Stuart, Chris
Barbour, Melissa   Hinkley, William    McNelly, Ryan       Walton, Seth
Bianchi, Elizabeth Holland, Brooke    Nazzaro, Amy        Webster, Heather
Casselman, Arla   Hoover, Randy        Newcomb, Jacob      Wheelis, Larry
Duncan, Deb       Hutchings, Steven    Ocean, Steve        Worner, Richard
Ennamorati, Audrey Jensen, Larry      Payson, Neil         York, Harolyn
Faria, Heather     Jones, Susan         Post, Jennifer       Young, Leanne
Forest, Paul      Kurek, Chris         Rice, Greg
Hall-Taylor, Susan Langford, Jesse     Richardson, Kevin   
Hanley, Alison     Lash, Neil           Robbins, Brad       
Hastings, Scott    Lash, Rebecca       Rogers, Willow

10
STUDENT GRADES

It continues to be a common concern by many parents that the grade information in Infinite Campus is not accurate or up to date. We must strive to overcome this perception through diligence in entering and updating grades. It is the expectation of the administration that teachers, at a minimum, enter one grade per student every week. This will help our school to continue to this positive relationship with parents and students.

On the following pages the teacher timeline for Infinite Campus reports are listed. These timelines are important and must be met by staff. The failure to make the deadlines affects the ability of the office to process student records on schedule. All staff who fail to meet the timelines will have to meet with the administration.

For any student who receives an “F” grade for any Quarter, including progress, contact with the parent(s) must be made by the teacher who issues the “F”. Should the teacher feel a staffing is necessary, guidance will arrange for such meeting.

Progress 1- 9/30/16 Grades close
Post grades by 10/04 at 2:00 p.m.
Report cards go out 10/06

Quarter 1- 11/04/16 Grades close
Post grades by 11/08 at 2:00 p.m.
Report cards go out 11/10

Progress 2- 12/09/16 Grades close
Post grades by 12/13 at 2:00 p.m.
Report cards go out 12/16

Quarter 2- 01/20/17 Grades close
Post grades by 1/24 at 2:00 p.m.
Report cards go out 1/27

Progress 3- 2/17/17 Grades close
Post grades by 02/28 at 2:00 p.m.
Report cards go out 03/03

Quarter 3- 03/31/17 Grades close
Post grades by 04/04 at 2:00 p.m.
Report cards go out 04/07

Progress 4- 05/05/17 Grades close
Post grades by 05/09 at 2:00 p.m.
Report cards go out 05/12

Quarter 4- 06/13/17 (Seniors-TBD)
Post grades on last student day by 2:00 p.m.
Pay Dates for Fiscal Year 2016-17

July 14 and July 28, 2016
August 11 and August 25, 2016
September 8 and September 22, 2016
October 6 and October 20, 2016
November 3 and November 17, 2016
December 1, December 15 and December 29, 2016
January 12 and January 26, 2017
February 9 and February 23, 2017
March 9 and March 23, 2017
April 6 and April 20, 2017
May 4 and May 18, 2017
June 1, June 15 and June 29, 2017

Pay Dates for School Year 2016-17

September 8 and September 22, 2016
October 6 and October 20, 2016
November 3 and November 17, 2016
December 1, December 15 and December 29, 2016
January 12 and January 26, 2017
February 9 and February 26, 2017
March 9 and March 26, 2017
April 6 and April 20, 2017
May 4 and May 18, 2017
June 1, June 15 and June 29, 2017
July 13 and July 27, 2017
August 10, and August 24, 2017

Please note that all time cards must be submitted by the end of your day on the Friday before payday.
STAFF MEETINGS
2016-2017

All faculty are required to attend staff meetings. Please plan accordingly and schedule out-of-school appointments, practices, and make-up around these dates. If a conflict occurs, please see Mr. Cavanaugh in advance. Generally, the second Tuesday of the month is the day scheduled for faculty meetings, with a second meeting day reserved on the fourth Tuesday for department meetings. Faculty meetings will be held in the library.

Meetings will begin at 2:15 P.M. sharp; no practices are to be scheduled until after the staff meeting.

We will meet in the Library. Any "non-attendance" must be approved by Mr. Cavanaugh in advance.

<table>
<thead>
<tr>
<th>September 13th (2nd Tuesday)</th>
<th>February 14th (2nd Tuesday)</th>
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<tbody>
<tr>
<td>*September 27th (4th Tuesday)</td>
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<td>*March 28th (4th Tuesday)</td>
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<td>April 11th (2nd Tuesday)</td>
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<tr>
<td>*November 22nd (4th Tuesday)</td>
<td>*April 25th (4th Tuesday)</td>
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<tr>
<td>December 6th (1st Tuesday)</td>
<td>May 9th (2nd Tuesday)</td>
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<td>*December 20th (3rd Tuesday)</td>
<td>*May 23rd (4th Tuesday)</td>
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<td>January 10th (2nd Tuesday)</td>
<td>June 6th (1st Tuesday)</td>
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<td>*January 24th (4th Tuesday)</td>
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Note: The second meeting of the month will be for mandatory department meetings. These are designated by *. Other department meetings may be scheduled by AC's if necessary.

PROFESSIONAL LEARNING DAYS
2016-2017

<table>
<thead>
<tr>
<th>August 31st</th>
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<td>May 31st</td>
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All professional learning days are scheduled on Wednesdays from 2:15-3:30 P.M.
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<thead>
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<tr>
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<td>May 25th</td>
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</tbody>
</table>

SAT Team Meetings will be held in Tammy Anderson’s room (#32) from 2:15-3:15 P.M. If you would like to join the SAT Team please contact Tammy Anderson.
DUTY SCHEDULES

2016-2017

Parking Lot A.M. 7:00-7:30  Blue: SRO  
                              Gold: SRO

Cafeteria A.M. 7:00-7:30  Blue: Langford & Wheelis  
                              Gold: Martin & Hutchings

Gym Area A.M. 7:00-7:30  Blue & Gold: Ross, Jensen

Parking Lot P.M. 1:40-2:10  Blue: By Department/SRO all year  
                              Gold: By Department/SRO all year

P.M. Bus Duty 1:50-2:10  By Department: AC’s will schedule and  
give a copy to Mr. Cavanaugh (minimum of  
3 needed, 2 for bus and 1 for parking lot)

Nov 28 – Jan 20: Math May 1 – End of Year: Fine Arts

LUNCH DUTIES: (Minimum of one person near stage. One at each ramp area to monitor  
“in and out” traffic, but please circulate and ensure cafeteria doors are closed.)

S1

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<thead>
<tr>
<th>Blue</th>
<th>A Mod</th>
<th>B Mod</th>
<th>C Mod</th>
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<tbody>
<tr>
<td></td>
<td>Kurek</td>
<td>Kurek</td>
<td>Hill</td>
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<tr>
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<td>Hinkley</td>
<td>Hill</td>
<td>Casselman</td>
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<td></td>
<td>Casselman</td>
<td>Hinkley</td>
<td>Gould</td>
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<th>C Mod</th>
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<tr>
<td></td>
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<td>Hastings</td>
<td>Richardson</td>
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<td>Gould</td>
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<td>Hooper</td>
<td>Worner</td>
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<td>Newcomb</td>
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<td>Jameson</td>
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<td>Gould</td>
<td>Worner</td>
<td>Jackson</td>
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<td>Hill</td>
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<td>Richardson</td>
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<td></td>
<td>Gould</td>
<td>Jackson</td>
<td>Dilts</td>
</tr>
</tbody>
</table>

Lunch Duty – Gym Area: Matt Lash (when available)  
Cafeteria: SRO (when available)  
Afterschool Office Detention Duty – AP’s office: SRO  
Office detentions will be held Tuesday, Wednesday and Thursdays from 2:00-3:00 P.M.
2016-2017
Student of the Month Assemblies

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
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<td>Blue</td>
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<tr>
<td>Friday, February 3rd</td>
<td>Gold</td>
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<tr>
<td>Friday, March 3rd</td>
<td>Blue</td>
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<tr>
<td>Friday, April 7th</td>
<td>Gold</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Gold</td>
</tr>
</tbody>
</table>

SOM Abbreviated Bell Schedule:

Normal Period 1, REP, 2, and 3
No PAT
12:30 – 1:25 PM Period 4 (55 minutes)
1:25 PM Announcements and pass to Auditorium
1:30 – 2:00 PM SOM Assembly – Dismissed to busses

All teachers and educational technicians, including those that have preparation periods, are expected to accompany students to the auditorium and, if you are able, please sit in the bleachers with your class.

*Our SRO will be asked to monitor the vicinity of the student parking lot entrance/exit.
# DANCE DUTIES AND CHAPERONES
## 2016-2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>GROUP HOSTING</th>
<th>CHAPERONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>Freshman/PAWS</td>
<td>A</td>
</tr>
<tr>
<td>TBD</td>
<td>Juniors</td>
<td>B</td>
</tr>
<tr>
<td>TBD</td>
<td>Winter Carnival/Student Council</td>
<td>C</td>
</tr>
<tr>
<td>TBD</td>
<td>Seniors</td>
<td>D</td>
</tr>
<tr>
<td>TBD</td>
<td>Sophomores</td>
<td>E</td>
</tr>
<tr>
<td>TBD</td>
<td>Junior/Senior Prom</td>
<td>F</td>
</tr>
</tbody>
</table>

Chaperone groups are the assigned people on duty. The advisers for the group sponsoring a dance also need to be there. In some cases this may overlap. A lead chaperone has been designated to insure all members of the group are available and/or have arranged a switch. Also they will assign specific responsibilities. The lead chaperone is indicated by an asterisk (*).

**GROUP A**
- *Chuck Nguyen*
- Arla Casselman
- Kevin Richardson
- Leanne Young

**GROUP B**
- *Jen Post*
- Krisanne Baker
- Brooke Holland
- Greg Rice

**GROUP C**
- *Chris Kurek*
- Heather Faria
- Alison Hanley
- Chris Lynch

**GROUP D**
- *Amanda Shelmerdine*
- Scott Hastings
- Kali Martin
- Amy Nazzaro

**Group E**
- *Jen Hatch*
- Steve Hutchings
- Willow Rogers
- Larry Wheelis

**Group F**
- *Kali Martin/Amanda Shelmerdine*
- Melissa Barbour
- Tyler Hilchey
- Jesse Langford
- Jake Newcomb
- Chuck Nguyen

*If you need to switch duties, arrange it with another teachers and notify administration and lead chaperone.

**Lead chaperone must fill out paperwork for police duty. (Cost estimate $130.00)**

**IN ADDITION TO CHAPERONE GROUPS, AN ADMINISTRATOR AND A POLICE OFFICER WILL ALWAYS BE ON DUTY.**
DANCE DUTY GUIDELINES for CHAPERONES

1. All school rules apply.

2. All doors are locked except for the front entryway lobby. For Cafeteria dances, monitor the ramp doors from the back way; students who park in the student parking lot should walk around to the office area. Lead Chaperone/Dance Sponsor should have a table set up by the front entry way to the cafeteria and designate two chaperones to watch the door, check for alcohol/other drug use, and check off prepaid guests. NO ONE, under any circumstances, can come in if they did not sign up ahead of time. (This is the criteria needed so the dance is not an “open to the public” function.)

If someone arrives without his/her name on the list (student or guest), s/he uses a phone to arrange for transportation home immediately. They may wait in the lobby area until the ride arrives.

After the initial influx (first 1/2 hour or so), feel free to rotate positions, but someone must remain at the table at all times. If someone arrives to pick up a student (other than a parent) they may not enter the cafeteria. Have them wait in the lobby and a chaperone will locate the student.

3. Once a student enters, s/he must remain inside until s/he wishes to go home. Students may not leave to “get something they forgot in the car” and return without a chaperone escort.

4. No loitering in the parking lot. The police “on duty” should be monitoring the outside (esp. parking lot) and checking in with the chaperones.

5. Students under suspension may not attend.

6. Students cannot attend the dance if they don’t attend school the day of the dance.

7. Check off students who arrive. If someone arrives more than an hour late, note time of arrival. If someone leaves more than 1.5 hours before dance ends, note time. (This is a check if parents inquire about their student’s attendance).

8. Anyone exhibiting behavior suspicious of alcohol or other intoxicant consumption will have the parent notified to come and get them immediately. (Even if, especially if, they drove to the dance). The same for any other unreasonable or inappropriate behavior.

9. It is the Dance Sponsor to plan, in advance for music, decoration, and refreshment needs.
SUBSTITUTE PROTOCOL  
2016-2017

Staff members should contact Niva Poland at 975-6063 for all “day of” requests between 5 a.m. and 6:30 a.m. If you know the night before, you can call and leave a message for Niva at 273-4203. Calling after 6:30 a.m. does not allow enough time to contact a substitute. **PLEASE DO NOT EMAIL ANY REQUESTS.**

Any request in advance must be given to administration in writing as soon as possible. Please go to the main office for the appropriate paperwork when requesting any personal, professional, etc. days off.

***Each staff member must establish a folder of information for their substitute that is to be kept visible on their desk. All AC’s should be aware of its placement.***

The following information should be in the folder:

1. Cover sheet; substitute plans
2. Seating plans for classes, study halls, PAT group (updated).
3. Discipline forms, book of passes, etc.
4. List of additional duties - cafeteria, hall, bus, parking lot, etc.
5. Time schedule showing starting and ending times for each period as well as teaching assignments and room numbers.
6. List of students that could be helpful in conducting the class (if there are any).
7. Rules and regulations peculiar to a specific class. Do they leave the room? Who has special/permanent passes and to where?
8. If audio-visual materials are to be used, where are they stored? Have arrangements been made with the librarian?
9. Evacuation plan must be included in the folder.

Such information is invaluable to subs, please help us out. Plans for the next day should also be left when possible.
SUBSTITUTE FOLDER COVER SHEET 2016-2017

Teacher Name ________________________ AM duty __________________

BLUE DAY
Period 1 ___________________________ Room# _____ Text _________
(7:35-8:45 a.m.)

REP Period __________________________ Room# _____ Note ________
(8:50-9:30 a.m.)

Period 2 _____________________________ Room# _____ Text _________
(9:35-10:45 a.m.)

Period 3 _____________________________ Room# _____ Text _________
(10:50-12:25 p.m.)
   Lunch – Eat Mod ______ (               )
   Lunch – Duty Mod ______ (              )

Panther Advisory Team                Room# _____ Note __________
(12:30-12:40 p.m.)

Period 4 _____________________________ Room# _____ Text _________
(12:45-1:55 p.m.) *1:55 Announcements – Office will dismiss

GOLD DAY
Period 1 _____________________________ Room# _____ Text _________
(7:35-8:45 a.m.)

REP Period __________________________ Room# _____ Note ________
(8:50-9:30 a.m.)

Period 2 _____________________________ Room# _____ Text _________
(9:35-10:45 a.m.)

Period 3 _____________________________ Room# _____ Text _________
(10:50-12:25 p.m.)
   Lunch – Eat Mod ______ (               )
   Lunch – Duty Mod ______ (              )

Panther Advisory Team                Room# _____ Note __________
(12:30-12:40 p.m.)

Period 4 _____________________________ Room# _____ Text _________
(12:45-1:55 p.m.) *1:55 Announcements – Office will dismiss
**Medomak Valley High School Substitute Attendance Report**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Period:</th>
<th>(Please Circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teacher:  

<table>
<thead>
<tr>
<th>Period:</th>
<th>Blue:</th>
<th>Blue:</th>
<th>Blue:</th>
<th>Blue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REP*</td>
<td>2</td>
<td>3</td>
<td>PAT</td>
</tr>
</tbody>
</table>

Substitute:  

<table>
<thead>
<tr>
<th>Period:</th>
<th>Gold:</th>
<th>Gold:</th>
<th>Gold:</th>
<th>Gold:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REP*</td>
<td>2</td>
<td>3</td>
<td>PAT</td>
</tr>
</tbody>
</table>

Students Absent:  

<p>| | | | | |</p>
<table>
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<tr>
<th></th>
<th></th>
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<tbody>
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</tbody>
</table>

*REP (Recovery and Excel Period)-Students MUST stay in class during the whole period. Students are to be working quietly and on task. Please do not give a pass to go to another classroom/location.*

Please have one student take this report to the attendance office at the start of each class. Thank you!
**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 School’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.
- Headphones/Music/Cell Phones are not allowed during this time.
- Ipads are for **academic use only**.

<table>
<thead>
<tr>
<th><strong>Students Must Know:</strong></th>
<th><strong>Teachers Must Know:</strong></th>
</tr>
</thead>
</table>
| A teacher can tag a student for many reasons like the following:  
  * A check in  
  * The student works well in this space  
  * The student doesn't work well in the large study hall  
  * Missing work  
  * Re-teaching  
  * Test review  
  * Test make-up  
  * The teacher uses this time as a rotation of students for a regular check-in  
  * The student requested it  
  * To develop a better relationship between teacher/student | Teachers may tag students for a variety of reasons like those listed to the left. |
| When tagged, a student **must** go to the tag and stay the ENTIRE time. **No negotiations to go elsewhere.** | Teachers may not send students to the gym (or anywhere else) from the tagged REP room. |
| The student should bring **additional work** to any tag. | Teachers are encouraged to tag a minimum of ten students for the variety of reason listed. (Maybe three for re-teaching and two for test retake and five for a quiet work space and check-in.) |
| The student should check Infinite Campus frequently to be aware of missing work. | We are back on track with the availability of escorts. Bathroom use is through discretion of the teacher. **Otherwise, escorts are required for a student to travel about the school.** |
| The student cannot go to the gym or anywhere else during REP. There are no passes. | **Point people for edYOU shed are Bill Hinkley and Elizabeth Bianchi** |
| Students should electronically check their tag and **not rely on verbal tags.** | |
| Students who cannot check their tags should use the computers in the library to do so before Period 1. | |
| Students who skip tags will be called to the office and may/will receive a detention. | |
REP Priority 2016

<table>
<thead>
<tr>
<th>Level</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Studies</td>
<td>Math</td>
<td>English</td>
<td>Science</td>
<td>Foreign Language, PE &amp; Health</td>
</tr>
<tr>
<td>2</td>
<td>Science, Guidance</td>
<td>VPA, Foreign Language</td>
<td>Social Studies</td>
<td>English</td>
<td>Math</td>
</tr>
<tr>
<td>3</td>
<td>English</td>
<td>Science</td>
<td>Foreign Language</td>
<td>Math</td>
<td>Social Studies</td>
</tr>
<tr>
<td>4</td>
<td>VPA</td>
<td>PE</td>
<td>Math</td>
<td>Social Studies</td>
<td>Science, English</td>
</tr>
</tbody>
</table>

REP Enrichment Request- The primary purpose of REP is to provide extra time for individual/small group assistance for credit-earning classes. The REP team is committed to preserving REP as a serious, academic focused period of the day. To that end, staff must follow the following process if they intend to use REP for enrichment activities.

1. Gain approval for the activity in advance with the REP committee. To do this you must submit the request online through the following link.
   https://docs.google.com/a/msad40.org/forms/d/1N6dKSFnFn2kdFL.0d6qfd-QUdMAaDn-
a4xpMCcLxoE90/viewform

2. Only tag available students in the morning of the tag with the student's permission.
3. Check that students are academically eligible for enrichment. (No failing grades.)

(LARGE) REP Study Hall Guidelines

All students are expected to check their tag and enter their assigned REP study hall area on time. It is expected each day that students complete the following tasks:
1. Check grades in IC
2. Complete homework
3. Check school/Google calendars
4. Send emails to teacher with questions, etc., if needed
5. Send emails to guidance counselors to schedule appointments, if needed
7. Complete Read Theory expectations.
8. Read library or online book.

In addition, students will note:
1. This is a SILENT STUDY HALL. Students will be warned and then referred to administration.
2. Listening to music with headphones/ear buds on a personal electronic device/cell phone is allowed at teacher discretion. (NO SHARING EAR BUDS.)
3. iPads are for academic use only. Computer games, social media, and the playing of cards, cribbage, chess, and checkers are not permitted.
4. Passes to other locations are not allowed. (RAISE HAND IF YOU NEED TO USE THE RESTROOM AND A MONITOR WILL GRANT YOU PERMISSION.)

New REP Study Hall Placement

Seniors: Auditorium- Monitors: Lorraine Twickler and Norma Hunt
Juniors: Library- Monitors: Viola Davis, Valerie Jackson, and Ellen Jameson
Freshmen and Sophomores: Cafeteria- Monitors: Henry Dilts, Kathy Swan, Terry Gould and Sue Stevenson
Mr. Cavanaugh, Mrs. Pease, Mrs. Philbrook and the SRO will be circulating the building. Our guidance counselors will be conducting small group sessions and presenting to large Study Hall groups, as needed.
GUIDELINES FOR STUDY HALLS

I. 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.

II. Study Hall Structure/Make-Up:

A. Arrange desks in rows to minimize talking and distractions (small groupings in cafe)
B. Issue a seating plan (esp. useful for substitutes)
C. Be flexible in allowing groups of students to work together as long as they are not disturbing others.
D. Be flexible in allowing students to seek out help, help others or access educational resources.
E. Do not exceed library quotas. Students going to the library for a whole period during period 3, will eat lunch mod B regardless of when the study hall eats.

III. 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.

IV. Expectations of Staff Members: Supervising staff must......

A. Not issue locker or other passes except for good reason. Students should plan ahead.
B. Be willing to “check up” or “follow up” on students who have had approved passes to other locations. When any staff member writes a pass for a student who then does not show up, it is that staff member's responsibility to check with the study hall supervisor to see if the student remained in study hall.
C. Ensure students have a valid reason to use the library and utilize the priority system established by the library staff to determine who goes and how often.
D. Be more “invasive” in making sure students are doing class work and be willing to help if needed.
E. Ensure rooms, desks, and equipment are undamaged and are left clean and in suitable arrangement for the next class.
F. Get to know the students in their study halls.
GUIDANCE COUNSELOR CASELOADS

Deb Duncan-Director of Guidance    All Grades  D-P *

Leanne Young    All Grades  A-C & Q-Z *

Note: This list is for staff information only - please do not post it in your room.

*Caseload subject to change when new guidance counselor is hired
Individual Educational Plan Policy

Policy RE: Students under the I.E.P. (Individual Educational Plan)

The following guidelines are intended to ensure that identified students have optimum opportunity for academic success.

A. Know your “IEP” Students. In September, Academic Coordinators receive an updated list of students identified under the IEP. Each teacher should cross-reference that list with his/her class lists in order to determine which students are identified. Teachers can then acquaint themselves with specific student strengths/needs by reviewing the students’ IEP folders located in the Special Education office. The list that the Academic Coordinators have also identifies the Special Education teacher designated as “case manager” for the specific students. Any questions about identified students should be addressed to the designated case manager. It is your legal responsibility to know which of your students receives special services and to follow through on modifications that may be outlined in the IEP (Individual Education Plan).

B. Attendance at “IEP” Meetings. Teachers are expected to attend IEP meetings. Normally teachers will receive written notice of meetings at least 3 days in advance. Membership of an IEP must include a special education teacher, a regular education teacher and an administrative designee along with the parents and student if appropriate. You should make every effort to attend. If you cannot, you must notify the special education teacher so they can arrange to have another regular teacher present for the meeting. It is not acceptable to notify the person the day of the IEP unless an emergency has arisen. Teachers are expected to stay for the entire time of the meeting unless they have arranged to leave early with an administrator. The IEP chairperson will work to facilitate teacher input and provide an opportunity for teachers to leave, unless there are sensitive issues and/or parent concerns that make a more lengthy involvement appropriate.

If a teacher cannot attend an IEP meeting, he/she must provide a brief written input to the students’ case manager. Sometimes IEP meetings have to be called on a very short notice (e.g., a crisis situation, “suspension”, etc.) Again, attendance is imperative in these situations. However, if attendance is not possible/practical, written input is required.

C. Failure Situations/”Inappropriate” Class Placement. Teachers are expected to make reasonable modifications to class requirements/activities in order that a youngster would not be penalized in his/her area of disability. However, after modifications have been made and the teacher has consulted with the case manager and it appears that a student may be in danger if failing, the student’s case manager should be informed of the situation in writing.

If a teacher feels that an identified student is inappropriately placed in a class, he/she should notify the case manager. At this point, the case manager may recommend that the teacher initiate parent phone contact to discuss the situation. Guidance may also be involved. If the situation is not satisfactorily resolved after these initial efforts, then the teacher may request a formal IEP meeting to address the situation.

D. “New” Referrals to the IEP Team. If you feel that a student (who is not on the list given to the Academic Coordinators) should be referred to the IEP evaluation, please take the following steps:

1.) Review the student’s cumulative file. You may find that the student has already been evaluated and not found to be eligible for services. Or...you may find that the student had been under the IEP but had been dismissed.
2.) If, after reviewing the cumulative file, and you think a formal Response to Intervention (RTI) process should be started, contact the student’s Guidance Counselor to set a meeting.

3.) If after the RTI process is completed and based on data there is still a concern, the referral form will be filled out with one of the Special Education teachers.

It is believed that adherence to the above guidelines will benefit the students and the teachers, especially with regard to being in compliance and in embracing the spirit of Federal and State of Maine mandates.

**Section 504 Students**

Section 504 of the Rehabilitation Act of 1973 ("Section 504) prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance. Public schools have specific responsibilities under the Act, including the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, to provide access to a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to any accommodations and/or related aids or services necessary for an identified child with a disability to benefit from his or her educational program.

Each building in the District has a designated Building Coordinator for Section 504. Any questions about Section 504 referral, eligibility or services can be referred to the Building Coordinator. RSU 40 has a Section 504 handbook that is a resource for students, parents and school district staff regarding the requirements of Section 504 as they relate to students available upon request to the Building Coordinator.
ATTENDANCE GUIDELINES

• Students who are late to period 1 should not be admitted without a tardy pass. Send them to the attendance office and they will be given a tardy pass. The correction from the absent to tardy will be made, and the student will be sent back to class with a tardy slip. The tardy slip will be marked excused or unexcused. It is the responsibility of the classroom teacher to discipline excessive tardiness to class.

• Please make sure attendance is done within the first 10 minutes of class.

• All corrections to attendance should be completed by 10:00 A.M. to ensure that the office has time to rectify attendance before the automated call system will begin to make calls at 10:15 A.M.

• If a student comes to your classroom after you have done attendance with a gold pass, please go back in and change the attendance.

• If a student comes to your classroom with a white pass, you do not need to do anything. The student has checked in with attendance and it will be updated in the computer.

• Should a student arrive to your classroom within the first 15 minutes of class without a pass, you should mark them tardy and issue consequences for tardiness. It is the responsibility of the classroom teacher to discipline excessive tardiness to class.

• Should a student arrive to your classroom more than 15 minutes late without a pass, they are to be marked absent and directed to the office. Please alert the office when sending a student.

• If a student is absent from your classroom and you know for a fact that they are in the office, health office, guidance, or with another teacher, go ahead and mark them absent and put a notation in the comments as to where they are. When they return to class with their yellow pass, go ahead and change their attendance back to present.

• If a student is absent from your classroom and you know for a fact that they are in the building and believe they are skipping, please mark them absent and put the notation “skipping” in the comments and notify the office.
CLASSROOM MANAGEMENT SUGGESTIONS AND PROCEDURES

It is understood that every staff member has his/her own method for handling students in the classroom. The following are minimum expectations of classroom teachers at MVHS.

Prior to an Office Discipline Referral (minor student behavior infractions):
1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher’s discipline plans and procedures.
3. Teachers should document unacceptable behaviors and consequences imposed, trying at least three strategies/interventions to stop the inappropriate behavior. Documentation is strongly recommended for records and possible SAT/504/Special Education referrals. Please consider the following strategies/interventions:
   a. Schedule an initial, private meeting with the student to discuss behavior and hear his/her story.
   b. Arrange a “time-out” within your department for student and then follow-up with student before next class.
   c. Email or call home to discuss student issue.
   d. Issue a detention to be served before or after school. Students should be given a 24-hour verbal or written notice and the teacher should call/email the parent to share the reason for issuing a detention. Please email the AP if students fail to serve your detention.

Examples of minor student behavior infractions handled by the teacher- documentation and action highly suggested: Not following directions, excessive talking, cell phone use without permission, inappropriate laughing/sneering, derogatory notes/pictures, teasing/put downs, inappropriate language, interrupting, tardiness.

Examples of minor student behavior infractions handled by the teacher- documentation of behavior and action, parent contact highly suggested: Back talking/arguing, inappropriate gestures/language taunting, refusing to work, open defiance, cheating/lying.

Examples of student behaviors warranting immediately paging the office or sending student to the office: Possessing a weapon or dangerous object, assault on a staff member, serious fighting or injurious assault, out-of-control behavior or needing a restraint, sexual assault, bullying, or harassment, serious threats of bodily harm, in-your-face profanity or racial/ethnic slurs, fire setting, serious vandalism, or theft, possessing drugs or other illegal substances, leaving school grounds without permission.

Other:

4. Students are not to be given passes except on a very limited basis during class periods. **Bathroom passes should be special not the norm, but you cannot deny them – call the office for an escort if necessary. If bathroom passes are being abused, take note and refer to the office.**

5. **Do not leave your classroom unattended for any reason.** If you need coverage, and cannot get a staff member to help out, please page the office to request assistance.

6. Administration and Officer Spear would prefer to “pick up” a student who is asked to leave class if there is any doubt whether or not the student may need help getting to the office. Otherwise, be specific, and tell the student to “go to the assistant principal’s office.”

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

<table>
<thead>
<tr>
<th>Learning Habits Rubric</th>
<th>4 Exemplary</th>
<th>3 Acceptable</th>
<th>2 Needs Improvement</th>
<th>1 Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student consistently meets the required Learning Habits.</td>
<td>Most of the time the student meets the required Learning Habits.</td>
<td>Some of the time the student meets the required Learning Habits.</td>
<td>Rarely does the student meets the required Learning Habits.</td>
<td></td>
</tr>
</tbody>
</table>

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.
Maine’s Guiding Principles state that each Maine student must leave school as: Medomak Valley High School's Corresponding Learning Habits:

<table>
<thead>
<tr>
<th>A. A clear and effective communicator who:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates organized and purposeful communication in English and at least one other language</td>
<td>Respect: civility!</td>
</tr>
<tr>
<td>Uses evidence and logic appropriately in communication</td>
<td>Effort: engagement</td>
</tr>
<tr>
<td>Adjusts communication based on the audience</td>
<td>Respect: appropriate language, civility</td>
</tr>
<tr>
<td>Uses a variety of modes of expression (spoken, written and visual and performing including the use of technology to create and share the expressions)</td>
<td>Respect: appropriate language, appropriate use of technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. A self-directed and lifelong learner who:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies knowledge to set goals and make informed decisions</td>
<td>Effort: engagement! Preparedness: time management</td>
</tr>
<tr>
<td>Applies knowledge to set goals and make informed decisions</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Applies knowledge in new contexts</td>
<td>Effort: engagement; Preparedness: time management, punctuality</td>
</tr>
<tr>
<td>Demonstrates initiative and independence</td>
<td>Preparedness: attendance, punctuality, time management! Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Demonstrates flexibility including the ability to learn, unlearn and relearn</td>
<td>Effort: perseverance! Preparedness: attendance, punctuality, time management</td>
</tr>
<tr>
<td>Demonstrates reliability and concern for quality</td>
<td>Effort: perseverance! Preparedness: attendance, punctuality, time management</td>
</tr>
<tr>
<td>Uses interpersonal skills to learn and work with individuals from diverse backgrounds</td>
<td>Respect: appropriate language, civility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. A creative and practical problem solver who:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Observes and evaluates situations to define problems</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Frames questions, makes predictions and designs data/information collection and analysis strategies</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Identifies patterns, trends and relationships that apply to solutions</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response</td>
<td>Effort: engagement, perseverance! Preparedness: time management</td>
</tr>
<tr>
<td>Sees opportunities, finds resources and seeks results</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Uses information and technology to solve problems</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Perseveres in challenging situations</td>
<td>Effort: perseverance</td>
</tr>
</tbody>
</table>

**D. A responsible and involved citizen who**

<table>
<thead>
<tr>
<th>Participates positively in the community and designs creative solutions to meet human needs</th>
<th>Respect: appropriate language, positive attitude, civility</th>
<th>Effort: engagement and perseverance</th>
<th>Preparedness: attendance, punctuality, time management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepts responsibility for personal decisions and actions</td>
<td>Respect: civility</td>
<td>Preparedness: attendance, time management</td>
<td></td>
</tr>
<tr>
<td>Demonstrates ethical behavior and the moral courage to sustain it</td>
<td>Respect: appropriate use of technology, civility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands and respects diversity</td>
<td>Respect: appropriate language, civility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays global awareness, economic and civic literacy</td>
<td>Effort: engagement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates awareness of personal and community health and wellness</td>
<td>Respect: civility</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E. An integrative and informed thinker who:**

<table>
<thead>
<tr>
<th>Gains and applies knowledge across disciplines and learning contexts and to real-life situations with and without technology</th>
<th>Effort: engagement, perseverance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluates and synthesizes information from multiple sources</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Applies ideas across disciplines</td>
<td>Effort: engagement, perseverance</td>
</tr>
<tr>
<td>Applies systems thinking to understand the interaction and influence of related parts on each other and on outcomes</td>
<td>Effort: engagement, perseverance</td>
</tr>
</tbody>
</table>

Library Statement of Philosophy

“There are two kinds of knowledge; what you already know, and knowing where to find what you don’t know.”

The Medomak Valley High School Library strives to provide books, periodicals, audio visual, and other resource materials needed for the fulfillment of the curriculum, for the individual growth and development of the students and for the professional growth of the faculty and staff. The library strives to 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.

To make our work effective and to better help you and your students utilize the library with success, we’d like to share a few of our guidelines.

• The library officially opens at 7:10 A.M. and closes at 2:45 P.M. each school day. If you would like access for use at other times (other than the copy center), please make arrangements no later than 7:30 A.M.
• Faculty and staff do not have limited loan period of most materials from the library during the school year, but we would appreciate it if you could return materials promptly when you are finished with them.
• ALL BOOKS AND OTHER RESOURCES MUST BE SIGNED OUT AT THE CIRCULATION DESK
• Schedule classroom use of the library in advance. A day’s notice is preferable. Requests cannot be guaranteed after 7:30 A.M. because of student use of the library from study halls.
• A total of 3 students can be sent from any individual classroom, with a specific task, without making prior arrangements. Students sent from classrooms must have a pass. Please do not send students at any time unless they need to use library resources.
• Reserved materials are placed on reserve shelves near the circulation desk. Let us know before making the assignment to the class which materials you want on reserve, for how long, and what other stipulations are involved, such as only overnight checkout or only to be used in the library. We can also put together traveling book carts of the subject of your choice to be used in your classroom upon request.
Field Trip Approval

All field trip proposals must file a field trip request form and submit to the building administrator for first approval at least 10 days prior to the trip. All overnight trips need more prior approval to allow the Board to take action on the request. Forms that are not submitted correctly or missing information will be returned to the requesting teacher. Chaperone names must be complete and only those listed will be allowed to chaperone.

1. Field trips should have a direct connection to an instructional component of the curriculum, classroom, or project, which should be tied to the standards taught in the classroom.
2. Field trips should be connected to direct classroom follow-up activities conducted within the framework of the classroom and concentrated in the subject area. The field trip should be for class, grade level, or specific course (example: U.S. History), which would benefit academically from the experience.
3. The field trip should focus on a grade level or level(s) that are eligible to take the appropriate course and students involved in the trip must either be in the class or grade level or planning to take the class during the next semester or year.
4. If the field trip is to be open to students other than those who are in the class identified in the above citations, then the student must be in good academic standing and receive permission from the building administrator to attend.
5. All fund-raising activities for the field trip must be clearly outlined and fall within all RSU #40 Board of Directors’ policies.
6. Appropriate accommodations must be stated and arranged with the building administrator for those students who have difficulty financing the student portion of a field trip. If scholarships for field trips are to be made available, these must be included in the advanced planning of the field trip and so indicated on the field trip request form.
7. All students attending field trips, when the field trip does not apply to the entire class participating in the trip, are required to complete all work missed and maintain academic standing.
8. Students may participate in the same field trip a second time, but only after any student participating for the first time has been given the opportunity.
9. All requests must include a general accounting for district cost, including cost of substitute teachers, busing etc., and the administration will be asked to evaluate the cost vs. benefit factor of the field trip.
FIELD TRIP PERMISSION FORM

_________________________________’s class will be taking a field trip to ______________
on _____________. The bus will leave at _____________ and return by ______________.

Please have all teachers whose classes you will miss, initial this form and indicate that they are aware of this excused absence. Students are aware that it is their responsibility to complete all make-up work in a timely fashion in accordance with individual teacher’s make-up parameters.

Student Name__________________________________________

Teachers-please initial

   Blue 1 _______            Gold 1 _______
   Blue 2 _______            Gold 2 _______
   Blue 3 _______            Gold 3 _______
   Blue 4 _______            Gold 4 _______

Independent Study or Other_______________________________

_________________________________
Parent/Guardian Signature

_________________________________
Student Signature

RETURN TO SPONSORING TEACHER PRIOR TO THE DAY OF THE FIELD TRIP
VIDEO USE IN THE CLASSROOM PROCEDURE

The following procedure for the viewing of videos in the classroom must be followed to ensure that parents have the opportunity for their child to not view the video. When viewing any video with a rating of PG-13 or higher, the teacher must have a permission slip signed by the parent.

All videos used in a classroom must be pre-viewed by the teacher in advance.

A preview sheet for video material in class must be completed and submitted to the principal before the video is shown. (A copy of the preview sheet is found in your teacher’s handbook).

The Video Permission Slip found in your handbook must be sent home and returned signed by the parent. If you wish to send home any additional material in regards to the video, please attach it to the permission slip.
PREVIEW SHEET FOR VIDEO MATERIAL IN CLASS

Name of Video_______________________________________________________

Rating______ Date of Copyright_________________________________________

Course to be used in__________________________________________________

Teacher_____________________________________________________________

VIDEO MUST BE PREVIEWED BY THE TEACHER PRIOR TO SHOWING

Correlation between video and curriculum / Maine Learning Results:

If the rating is higher than PG, then a permission slip must be sent home. What are the “questionable” areas with the video?

_____ Nudity _____ Violence _____ Language

_____ Mature/Adult subject matter

_____ Other (please specify) _____________________________________________

This form must be completed for all videos that are to be shown to students. No videos are to be shown without this completed form. A copy of all completed forms must be given to the principal.
VIDEO PERMISSION SLIP

_________________________ class will be viewing the
(Teacher’s name and class)
movie ____________________ during class period(s) on _____________.
This movie is being used in conjunction with a unit on ____________________.
It is rated R (PG-13) for the following reasons:

_____ Language  _____ Violence  _____ Nudity  _____ Adult Subjects
_____ Other:

If you do not want your student to view this video, there will be an alternative activity
for him/her.

_____ I give permission for my student ________________________ to view this video.
   (Student’s name)

_____ I do not give permission for my student ________________________ to
   (Student’s name)
view this video and want him/her to participate in the alternative activity.

_________________________       ____________________
(Parental Signature)               (Date)

If you have any questions, please contact ______________________________
(Teacher’s Name)
at 832-5389.
Technology Policies

Computer/Internet/Information Resources

School Year 2016 - 2017

Medomak Valley High School participates in the Maine Learning Technology Initiative (MLTI) that provides 21st century resources and tools to support student achievement and attainment of Maine standards for learning.

Parents/Guardians and students are required to sign an agreement form stating they will support all district policies and procedures related to the use of technology. Details of the MLTI program in RSU 40 will be provided to families at the beginning of the school year.

The district provides Internet content filtering, in accordance to federal law, for students accessing the school's network. The district does not control the content accessed by any device not going through our network.

Parents/Guardians are expected to model appropriate use, encourage learning, and monitor and manage their student's use of the technology in a manner consistent with the district's policies and procedures for students.

For more information regarding the use of technology in RSU 40, please refer to the district policies posted on our website: www.msad40.org/administration/districtpolicies

*****************************************************************

The purpose of these policies is to:

1. Ensure the successful use of technology in RSU #40 by establishing rules that must be followed regarding student and staff responsibilities.
2. Be used in addition to all school policies and the Acceptable Use Guidelines in the Student Handbook.
3. Provide recommendations for respectful, responsible and ethical use and care in the use of the laptops.
All RSU #40 School Board Policies can be found at msad40.org website.
Medomak Valley High School
Emergency Operations Plan Annex
(revised 8/2016)
September 2016

Contents

Introduction
Emergency Phone Numbers
MVHS School Information
MVHS Phone Tree
MVHS Core Crisis Team
MVHS Emergency Procedures
  Fire
  Bomb Threat
  Lockdown
MVHS Evacuation Details
  Map #1 MVHS & MMS
  Map #2 MVHS Alternate Evacuation
  Map #3 Aerial View MVHS
  Map #4 Diagram of MVHS Rooms
Disaster Drill Record
Central Office Crisis Dispatch Checklist
Introduction

The purpose of the Medomak Valley High School Emergency Operations Plan (EOP) Annex is to serve as a school specific complement to the MSAD 40 Emergency Operations Plan and to identify and respond to incidents/emergencies that may be specific to MVHS; outlining the responsibilities and duties of Medomak Valley High School and its employees. The objective of the EOP is to protect lives and property in the event of an emergency.

EMERGENCY PHONE NUMBERS

MSAD/RSU 40 District
MSAD/RSU 40 Superintendent: Steve Nolan 785-2277
MSAD/RSU 40 Business Manager: Karla Miller 785-2277 X 223
MSAD/RSU 40 Student Services: Karen Etheridge 785-2277 X 229
MSAD/RSU 40 Facilities/Transportation: George Bridges 785-2277 X 237

Police/Fire
Waldoboro Police: 911 or 832-4500
Waldoboro Fire Department 911 or 832-4500
Poison Treatment Control 800-222-1222

Hospitals
Pen Bay Medical Center, Rockport 921-8000
Miles Memorial Hospital, Damariscotta 563-1234

Emergency Service Agencies
Lincoln County Emergency Management 882-7559
Waldoboro Emergency Management 832-5369
Red Cross Emergency Services 563-3299
State Emergency Management 624-4400 or 624-7000 800-452-8735

Utilities
Central Maine Power 800-750-4000
Maritime Energy 800-333-4489
Amerigas 832-5858
Maine Oxy 594-2137

Radio/TV Stations:
102.5 Blueberry Broadcasting 947-9100
103.3 Blueberry Broadcasting 947-9100
107.5 Frank FM 797-0780
WRKD 1450 594-1450

WCSH Channel 6 828-6666
WMTW Channel 8 782-1800
WGME Channel 13 797-1313
School Information
Medomak Valley High School
320 Manktown Road
Waldoboro, Me 04572  (Lincoln County)
(207) 832-5389

Principal: Andrew Cavanaugh  832-5389 X 104  230-4403
Assistant Principal: Tamra Philbrook  832-5389 X 105  216-1985
Assistant Principal: Linda Pease  832-5389 X 113  592-6564
Special Education Director: Steve Ocean  832-5389 X 130  845-2256
SRO: Christopher Spear  832-5389 X 118  617-201-6344
Nurse: Sherri Vail  832-5389 X 123  632-8008
MVHS Secretary: Debra Oliver  832-5389 X 107  542-2260
MVHS Secretary: Lisa Gunn  832-5389  832-5226
MVHS Head Custodian: Lois Anderson  832-5389  316-3160

Student Population: 580
School Staff Population: 95 (Staff, Ed Techs, Admin, Cafeteria workers, Maintenance, Office, Adult Ed, Technology)

MVHS Physical Description

Medomak Valley High School is an 118,000 square foot single-story school building located on 85 acres, approximately one half mile from the U.S. Route 1, Manktown Rd., intersection in Waldoboro, Maine.

In addition to the main school building, there are several outbuildings, including two portable detached classrooms, two (plastic covered) greenhouses, one storage building (located near the end of the industrial arts wing), three large storage buildings including a Quonset hut, one electrical storage shed, and the athletic storage building. There are also a number of smaller storage sheds on site. The school was constructed in 1968 and has undergone several minor renovations over the years. The main building and all other buildings have approximately 64 doors that provide ingress/egress to the buildings. The majority of doors are locked to prevent ingress, but are equipped with panic bars to allow egress. In the event of a lockdown, all entrances will be locked to prevent ingress.

*Note – All outside doors and windows on campus have been numbered. This information is identified on a campus map as part of this plan.

The main building has several interior hallway doors. Currently, the cafeteria can be isolated with all four entrances locked from the inside. The math/science and English/social studies wings can each be isolated. The gymnasium wing can be isolated from the main school at the junction of the nurse’s station.

There are two road entrances to Medomak Valley High School. The main entrance is off of Manktown road and allows only for inbound traffic. The second entrance is behind the school at the intersection of Miller Road and provides for two-way traffic.
**Heat:** The main building, the greenhouses and the portable classroom attached to the greenhouse are all heated with oil. The main building has its own central heating system. Storage (old 37) and the Quonset hut are individually heated with propane. Two Rinnai (propane) heaters are located in storage, one is located in Quonset.

**Water:** Water comes from an on-site well that is tested for quality two times per year. However, in 2010 there was a minor heating oil spill (approximately one gallon leaked from a broken pipe in the music office) and in the fall of 2012 our well pump malfunctioned and was pulled. Since that time the district has tested the water quality four times per year (no contaminants have been found). Sewerage is handled with an in-ground septic tank/leech field system.

**Electric:** Electrical power consists of a 3000 Amp service with 3 phase capabilities. The main shut off is located in the electrical room directly across from the Head Custodian’s office and adjacent to the boiler room. The school does not have a generator or any ability to make its own electricity in the event of a power outage. In the Industrial Arts wing there is room (with only exterior access) with three large transformers. Only Central Maine Power has a key to this area. MVHS does not have a key to this area.

**Fire/Security:** The school has a Notifier-Digital fire/security alarm system serviced through Sea Coast Security, Rockport. In case of fire, an in-building horn/alarm will sound. In addition, Seacoast Security will contact Lincoln County 9-1-1- Dispatch via (207) 882-7332. After hours, Lincoln County 9-1-1-Dispatch, the Waldoboro Fire Department and Head Custodian, Lois Anderson will be called, and will respond to the school to investigate. If the security alarm is activated after hours, the Waldoboro Police Department, and Head Custodian, Lois Anderson will be called, and both will respond to investigate. The fire alarm panel is located in the MVHS kitchen (closet to the left of the serving area).

Building security includes 36 video cameras positioned on campus both inside (30) and outside (6) of the school building. Indoor cameras are positioned to cover hallways, the gym, the cafeteria, and common areas (not classrooms). Exterior cameras cover the parking areas, and a limited view of the athletic fields. The system maintains a 14-day back-up capability. Currently, none of the cameras can be monitored from a remote location. The only camera management and viewing location is in the SRO’s office (attendance office), near the main entrance of the building.

The photography lab (Room #33 located in the industrial arts wing), the industrial arts room (Room #35), and the chemistry storage room (off of Room 19) all have small amounts of chemicals, that although secure are flammable and in some cases potentially toxic. All required MSDS sheets are kept in the Head Custodian’s office and the Assistant Principal’s office.

MVHS is equipped with 52 dry chemical extinguishers located throughout the school. All extinguishers are tested annually (in July) by Fire Safe, Inc. Documentation for testing is kept in the custodial office.

**Medical/Health:** MVHS has a small nurse’s station/office. The school does not have a full time nurse, but does share a full time nurse with the middle school. The nurse’s office has limited medical supplies. First aid kits are located in the athletic department, the industrial arts classroom, and the science wing. MVHS has one AED machine mounted on the wall outside the nurse’s office.
During outside sporting events, the AED machine is moved to the gym area. Currently, at least 20 of the MVHS staff/support personnel are trained in CPR.

**Computer System:** The main mail and web servers for all MSAD 40 schools are housed at MVHS and powered through the electrical grid. In the event of an electrical outage, the system would have a backed up (a battery, uninterrupted power supply). An extended power outage could put stress on the system and could jeopardize the district’s ability to use its Google mail for education (email), and/or post messages to the District website. However, for the purpose of day-to-day and permanent record keeping, including attendance, MVHS uses the Infinite Campus student accountability software. The servers for this program are housed in Minnesota and would not be compromised during a local or regional emergency.

*District servers are backed up on a hard drive and a remote back up on a schedule that is written procedure for the tech department.*
## MVHS PHONE TREE

### CRISIS CALL LIST

<table>
<thead>
<tr>
<th>Andrew will call:</th>
<th>Supt. Nolan</th>
<th>542-0315</th>
<th>Ryan will call:</th>
<th>Jenn Hatch</th>
<th>701-1002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamra Philbrook</td>
<td>216-1985</td>
<td></td>
<td>Elizabeth Bianchi</td>
<td>691-2953</td>
<td></td>
</tr>
<tr>
<td>Matt Lash</td>
<td>542-1475</td>
<td></td>
<td>Neil Lash</td>
<td>832-4211</td>
<td></td>
</tr>
<tr>
<td>Steve Ocean</td>
<td>845-2256</td>
<td></td>
<td>Chris Lynch</td>
<td>691-0694</td>
<td></td>
</tr>
<tr>
<td>Heidi Castner</td>
<td>832-4700</td>
<td></td>
<td>Brad Robbins</td>
<td>832-7805</td>
<td></td>
</tr>
<tr>
<td>Lois Anderson</td>
<td>316-3160</td>
<td></td>
<td>Aria Casselman</td>
<td>832-1284</td>
<td></td>
</tr>
<tr>
<td>Sherri Vail</td>
<td>632-8008</td>
<td></td>
<td>Willow Rogers</td>
<td>691-2160</td>
<td></td>
</tr>
<tr>
<td>Officer Spear</td>
<td>617-201-6344</td>
<td></td>
<td>Larry Jensen</td>
<td>930-0386</td>
<td></td>
</tr>
<tr>
<td>Chuck Nguyen</td>
<td>691-0598</td>
<td></td>
<td>Jeff Ross</td>
<td>692-4058</td>
<td></td>
</tr>
<tr>
<td>Linda Pease</td>
<td>273-3862</td>
<td></td>
<td>Kevin Richardson</td>
<td>860-803-6094</td>
<td></td>
</tr>
<tr>
<td>Viola Davis</td>
<td>832-7712</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tamra will call:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Hastings</td>
<td>975-1492</td>
<td></td>
<td>Krisanne Baker</td>
<td>380-7449</td>
<td></td>
</tr>
<tr>
<td>Randy Hooper</td>
<td>354-6849</td>
<td></td>
<td>Brooke Holland</td>
<td>653-5106</td>
<td></td>
</tr>
<tr>
<td>Peter Stuart</td>
<td>542-0668</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jesse Langford</td>
<td>249-5062</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Linda Trenholm</td>
<td>644-4477</td>
<td></td>
<td>Owen Bundy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audrey Emmoratiti</td>
<td>624-1931</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seth Walton</td>
<td>593-2314</td>
<td></td>
<td>Chuck will call:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda will call:</td>
<td></td>
<td></td>
<td>Jenn Post</td>
<td>542-0063</td>
<td></td>
</tr>
<tr>
<td>Deb Oliver</td>
<td>594-5755</td>
<td></td>
<td>Deb Duncan</td>
<td>549-9023</td>
<td></td>
</tr>
<tr>
<td>Jimi Hunt</td>
<td>542-9888</td>
<td></td>
<td>Leanne Young</td>
<td>691-9814</td>
<td></td>
</tr>
<tr>
<td>Lisa Gunn</td>
<td>832-5226</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Penny Morrill</td>
<td>542-3106</td>
<td></td>
<td>Jeremiah Golding</td>
<td>213-8584</td>
<td></td>
</tr>
<tr>
<td>Norma Hunt</td>
<td>380-4207</td>
<td></td>
<td>Deb Sedgewick</td>
<td>273-2707</td>
<td></td>
</tr>
<tr>
<td>Susan Taylor</td>
<td>542-2223</td>
<td></td>
<td>Andrea Lovell</td>
<td>594-5642</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td></td>
<td></td>
<td>Paulette Zisette</td>
<td>542-5050</td>
<td></td>
</tr>
<tr>
<td>Steve will call:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tyler Hilchey</td>
<td>542-4037</td>
<td></td>
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<tr>
<td>Tammy Anderson</td>
<td>372-6713</td>
<td></td>
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<tr>
<td>Julia Adams</td>
<td>832-5049</td>
<td></td>
<td>Niva Poland</td>
<td>273-4203</td>
<td></td>
</tr>
<tr>
<td>Sue Stevenson</td>
<td>549-7118</td>
<td></td>
<td>Laurie McDaniels</td>
<td>785-3634</td>
<td></td>
</tr>
<tr>
<td>Greg Rice</td>
<td>837-7599</td>
<td></td>
<td>Karen Salenius</td>
<td>975-3948</td>
<td></td>
</tr>
<tr>
<td>Kali Martin</td>
<td>596-3677</td>
<td></td>
<td>Wanda Hayes</td>
<td>832-7808</td>
<td></td>
</tr>
<tr>
<td>Val Jackson</td>
<td>845-2508</td>
<td></td>
<td>Lynn Higgins</td>
<td>975-4841</td>
<td></td>
</tr>
<tr>
<td>Lorraine Twickler</td>
<td>832-6809</td>
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</tr>
<tr>
<td>Ellen Jameson</td>
<td>593-2633</td>
<td></td>
<td>Pam Jameson</td>
<td>832-4412</td>
<td></td>
</tr>
<tr>
<td>Robin Westcott</td>
<td>505-6440</td>
<td></td>
<td>Marsha Stenstrom</td>
<td>607-0902</td>
<td></td>
</tr>
<tr>
<td>Brian Campbell</td>
<td>215-3111</td>
<td></td>
<td>Andrea Donlin</td>
<td>273-4122</td>
<td></td>
</tr>
<tr>
<td>Kathy Swan</td>
<td>273-2477</td>
<td></td>
<td>Peggy Martin</td>
<td>354-8847</td>
<td></td>
</tr>
<tr>
<td>Henry Dils</td>
<td>774-239-8706</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lois will call:</td>
<td></td>
<td></td>
<td>Dale Grubbs</td>
<td>975-1552</td>
<td></td>
</tr>
<tr>
<td>Audrey will call:</td>
<td></td>
<td></td>
<td>Joy Taylor</td>
<td>832-4004</td>
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</tr>
<tr>
<td>Missey Barbour</td>
<td>944-2195</td>
<td></td>
<td>Wayne Ross</td>
<td>542-4788</td>
<td></td>
</tr>
<tr>
<td>Heather Faria</td>
<td>832-6110</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Alison Hanley</td>
<td>380-3611</td>
<td></td>
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<tr>
<td>Becky Lash</td>
<td>832-7920</td>
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<td>Linda T. will call:</td>
<td>Wayne Barrows</td>
<td>Linda Has #</td>
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<tr>
<td>Amy Nazzaro</td>
<td>380-5552</td>
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<td>Melissa Corbett</td>
<td>Linda Has #</td>
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<tr>
<td>Heather Webster</td>
<td>691-6223</td>
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<td>Matt Kopishke</td>
<td>Linda Has #</td>
<td></td>
</tr>
<tr>
<td>Rich Worner</td>
<td>975-3012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Scott will call: | Keith Hill | 443-2369 | Sherri will call: | Amanda Shelmerdine | 975-6566 |         |

### Randy will call: | Paul Forest | 273-6086 |                 |           |         |         |
|                   | Bill Hinkley| 832-6568 |                 |           |         |         |
|                   | Steven Hutchings | 338-6212 |                 |           |         |         |
|                   | Larry Wheelis | 785-4077 |                 |           |         |         |
|                   | Neil Payson | 593-6875 |                 |           |         |         |
Core Crisis Team

In the event the MVHS administration needs to communicate with key members of the staff for reasons including, an impending crisis, the death or serious injury of a student, or a minor emergency, the following announcement will be made over the intercom: “Those teachers meeting with Doug Calhoun please meet in the Guidance Conference Area.” Members of the Core Crisis Team will also key members of the Incident Command Team. All members of the crisis team must pass the NIMS IS-100 course.

Andrew Cavanaugh  Principal  230-4403
Tamra Philbrook  Assistant Principal  216 1985
Linda Pease  Assistant Principal  592-6564
Steve Ocean  Special Ed Director  845 2256
Deb Duncan  Guidance Director  549-9023
Leanne Young  Guidance Counselor  691 9184
Keith Hill  Social Studies Faculty  443-2369
Heather Faria  ELA Faculty  832-6110
Paul Forest  Math Faculty  273-6086
Neil Lash  Science Faculty  832-4211
Neil Payson  Math Faculty  596-7075
Scott Hastings  Social Studies Faculty  975-1492
Sherri Vail  Nurse  632-8008
Peter Stuart  Fine Arts Faculty  542-0668
Chris Spear  SRO  617-201-6344

At no time will the Building Principal relinquish the responsibility for students under his/her care

MVHS Emergency Response Procedures

I. Fire Alarm Procedures

1. Alarm sounds.
2. Teachers - exit with students to designated areas. Make sure windows and doors are closed, room # placards placed in the window and NO electrical equipment is touched. DO NOT TURN OFF LIGHTS. DO NOT LOCK YOUR DOOR. If possible teachers should take class lists.
3. If possible Administration, Head Custodian, and SRO will sweep building to ensure all students and staff have left the building.
4. If the weather conditions are unfavorable, or the situation requires students to move away from MVHS, all staff and students will use the specified route to walk to Medomak Middle School and assemble in the gym.
5. The Superintendent will be notified and Director of Transportation contacted, if transportation is required for an evacuation.
5. Students may be requested to stay on buses, transported to evacuation site, and/or returned to classes.
6. If students are kept on campus the Principal and/or Assistant Principal will notify staff and students if/when safe to return.

II. Evacuation Procedures
1. Immediate evacuation will follow the same procedures as fire drill (in some cases students may be directed to lockers & PAT for further instruction). DO NOT TOUCH electrical equipment.
2. If students are sent to PAT first, attendance will be taken.
3. The principal or his designee will make an announcement over the intercom that an evacuation is about to happen. If fire exits are to be used, students will proceed to designated areas outside the building and assemble with PAT groups.
   *In some cases it may be possible for all students to evacuate the building through the main door. If choosing this option, the Principal will explain that to the staff and students.
4. Staff will close but not lock classroom doors, take class lists, and place room # placards in windows before leaving.
5. Guidance will collect emergency forms and portable sound systems.
6. The Principal will notify the Superintendent, Director of Transportation, The Waldoboro Police Department, Medomak Middle School Principal and/or evacuation site host (Plan A site or Plan B site).
7. Staff and students will evacuate to the MMS gym, using the specified route, unless evacuating off site. In that case evacuating students will organize according to PAT teams and board buses by PAT at location listed on Diagram 1#. Advisers will hold up signs w/PAT #’s once outside (if needed).
8. Once at MMS, PAT groups will be guided into the gym, and wait further instructions.
9. If possible, designated staff will quickly sweep building (including portable classrooms & greenhouses) and restrict student attempts to leave by private automobiles until authorized.
10. Secretaries will each carry a cell phone and laptop computer to allow for communication with the Principal/Incident Commander and for other emergencies.
11. If it is determined that staff and students are to be evacuated from the MVHS/MMS campus, the designated site coordinators will assist in making the arrangements:

   Evacuation Site #1 Warren Elementary School, Warren
   Site Coordinator, Larry Jensen

   Evacuation Site #2 Miller School, Waldoboro
   Site Coordinator, Linda Pease

III. Lockdown Procedures

A lockdown would most likely occur in the case of an intruder in the building, but other circumstances may also warrant a student lockdown. In the event of a crisis that requires students and staff to seek immediate safety in their classroom the following will occur:

1. The Principal or his designee will announce over the intercom, “There is an intruder in the building (or whatever reason may call for the lockdown), please go into lockdown.”
2. Staff will immediately close and lock their doors. Students close to a room and deemed not a threat will enter the closest classroom. Once closed and locked, all doors will remain locked.
3. If students are in the hallway, and a lockdown occurs they will quickly enter the closest classroom, and as soon as practical, lock the door and follow procedure, even if a staff member is not present. Upperclassman will assume responsibility for the younger students.
4. Students outside the school with a teacher will find a safe place for cover (woods, behind a building) and remain silent until approached by a building administrator or uniformed first responder.
5. Students in the bathroom will enter a stall, sit down and lift their legs onto the seat. They will lock the stall door and remain silent. If possible, a designated administrator will sweep the building to find students and staff who are not in a locked room.
6. All lights will be turned out, and security curtains will cover door windows and room windows.
7. Students will be directed by the teacher to retreat to a safe area in the room (the wall furthest from both doors and windows is often safest). There will be no talking.
8. Students who are entering or exiting buses will immediately reenter the bus, remain quiet, and the driver will wait for instructions.
9. Students and staff will remain in lockdown until Principal Andrew Cavanaugh or Assistant Principals Tamra Philbrook or Linda Pease sound the “all clear” over the intercom.
10. Students and/or staff shall not speak to or respond to anyone who knocks on the door and demands entry.
11. If the fire alarm sounds during a lockdown, staff and students will remain in their locked rooms, unless smoke or flames are present.
12. The Superintendent and emergency personnel shall be notified immediately or as soon as practical.
13. In the event of a real emergency, staff and students will remain in lockdown until the crisis is resolved.
14. In the event that the intercom system fails, teachers will use their cell phone or a student’s cell phone to communicate with the front office or the building administrators.

* Details for other response actions are outlined in the District EOP.
EVACUATION DETAILS

Teachers should acquaint their students in each class with the exit procedures.

<table>
<thead>
<tr>
<th>Room</th>
<th>Exit</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse</td>
<td>Left. Rear Doors to School</td>
<td>Lawn by Baseball Field</td>
</tr>
<tr>
<td>2-4-6</td>
<td>Right. Right. Rear Doors to School</td>
<td>Lawn by Baseball Field</td>
</tr>
<tr>
<td>1-3-5</td>
<td>Left. Right. Rear Doors to School</td>
<td>Lawn by Baseball Field</td>
</tr>
<tr>
<td>7-8-9</td>
<td>Left. Rear Doors.</td>
<td>Lawn 1/2 way to Greenhouse</td>
</tr>
<tr>
<td>10-12</td>
<td>Right. Right. Doors near Room 9</td>
<td>Lawn ½ way to Greenhouse</td>
</tr>
<tr>
<td>11</td>
<td>Left. Right. Doors near Room 9</td>
<td>Lawn ½ way to Greenhouse</td>
</tr>
<tr>
<td>14-16-18</td>
<td>Left. Doors near Room 18</td>
<td>Lawn ½ way to Parking Lot</td>
</tr>
<tr>
<td>15-17</td>
<td>Left. Doors near Room 18</td>
<td>Lawn ½ way to Parking Lot</td>
</tr>
<tr>
<td>19-21</td>
<td>Right. Right. Doors near Room 19</td>
<td>Lawn ½ way to the Road</td>
</tr>
<tr>
<td>20-22</td>
<td>Left. Right. Doors near room 19</td>
<td>Lawn ½ way to the Road</td>
</tr>
<tr>
<td>23</td>
<td>Left. Doors near room 23</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>24-26</td>
<td>Right. Right. Doors near room 23</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>25</td>
<td>Left. Right. Doors near room 23</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>27-29</td>
<td>Right. Left. Doors near Main office</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>28-30</td>
<td>Left. Right. Doors near Main Office</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>32A-32B-32C</td>
<td>Left. Doors near Main Office</td>
<td>Lawn across Driveway</td>
</tr>
<tr>
<td>Library</td>
<td>Rear Doors</td>
<td>Lawn ½ way to Parking Lot</td>
</tr>
<tr>
<td>33-34-37-38</td>
<td>Rear Doors</td>
<td>Athletic Field</td>
</tr>
<tr>
<td>35</td>
<td>Left. Right. Use Corridor Door</td>
<td>Athletic Field</td>
</tr>
<tr>
<td>35A</td>
<td>Right. Right. Use Exterior Corridor Door</td>
<td>Athletic Field</td>
</tr>
<tr>
<td>36</td>
<td>Right. Use Exterior Corridor Door</td>
<td>Athletic Field</td>
</tr>
<tr>
<td>56-57</td>
<td>Doors</td>
<td>Baseball Field</td>
</tr>
<tr>
<td>CAFE (Lunch)</td>
<td>½ to Main Office Side</td>
<td>Lawn ½ way to Parking Lot</td>
</tr>
<tr>
<td>CAFE (Lunch)</td>
<td>½ to Health Office</td>
<td>Lawn by Athletic Field</td>
</tr>
<tr>
<td>Location</td>
<td>Doors</td>
<td>Exit Area</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Gym</td>
<td>Doors</td>
<td>Athletic Fields</td>
</tr>
<tr>
<td>Main Office</td>
<td>Main Doors</td>
<td>Lawn across the Driveway</td>
</tr>
<tr>
<td>Guidance</td>
<td>Auditorium Lobby</td>
<td>Lawn across the Driveway</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Less than 100 - Lobby Entrance</td>
<td>Lawn across the Driveway</td>
</tr>
<tr>
<td>Auditorium</td>
<td>More than 100 - Any Exit</td>
<td>Lawn across the Driveway</td>
</tr>
<tr>
<td>Band</td>
<td>Right. Right. Exit Doors by Gym</td>
<td>Athletic Fields</td>
</tr>
<tr>
<td>Music</td>
<td>Door by Band Office. Left. Exit Exterior</td>
<td>Corridor Door</td>
</tr>
</tbody>
</table>

**Evacuation Map**

**Site #1**

If MMS is not in Crisis, and the situation calls for it, i.e. bad weather, Unified Command, Media, Medical, Student Release will be addressed from the gym area of MMS. If MMS is in crisis the picture below will be used as a guide for how the campus will be organized for unified command.
# DISASTER DRILL RECORD

## FACILITY RECORD OF DISASTER DRILLS AND EXERCISES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type of Exercise (Table Top, Drill, Functional Full Scale)</th>
<th>Exercise Scenario (Fire, Haz Mat, Bomb, Lock Down etc.)</th>
<th>Exercise Observers/ Evaluators Used</th>
<th>Exercise Participants (Fire, Law Enforcement, Public Health, Other)</th>
<th>After Exercise Critique Date</th>
<th>After Exercise Report Issued Date</th>
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## CENTRAL OFFICE CRISIS DISPATCH CHECKLIST

This form is to be used by RSU #40 Central Office staff when there is a crisis at MVHS. Administration or designee from MVHS will call the Central Office and the following steps will be followed:

### MEDOMAK VALLEY HIGH SCHOOL

832-5389  
Principal- Andrew Cavanaugh  230-4403  
Assistant Principal- Tamra Philbrook  216-1985  
Assistant Principal - Linda Pease  592 6564

- Phone Call from MVHS indicating a crisis & nature of crisis- Identify an alternative line of contact after checklist has been completed.
- Waldoboro Police Department is notified 832-4500 or dial 911 (in an emergency WCS would have already called 911- Please check with caller)
- Superintendent Nolan & Karla Miller will be notified ASAP 785-2277
- Transportation notified (if necessary) George Bridges 785-2277 ext. 237
- Contact other schools (admin, counselors) for possible evacuation.

Warren Elementary School, Warren Maine (207) 273-2001  
Medomak Middle School (207) 832-5028  
Union Elementary (207) 785-4330  
Miller School, Waldoboro, Maine (207) 832 2103  
Friendship Village School (207) 832-5057  
Prescott Memorial School (207) 845-2424