The student handbook can be found online at: https://www.sad59.k12.me.us/high/
(Pull Students and Parents Tab down to retrieve a pdf of the Student Handbook)
MADISON AREA MEMORIAL HIGH SCHOOL ENSURES EQUAL EMPLOYMENT, EQUAL EDUCATIONAL OPPORTUNITIES, AND AFFIRMATIVE ACTION REGARDLESS OF RACE, SEX, COLOR, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, AGE OR HANDICAP.

PURPOSE of HANDBOOK

• The purpose of this handbook is to inform all students and their parents/guardians of the rules, regulations and policies of Madison Area Memorial High School (MAMHS).

• Students are expected to, “conform to reasonable standards of socially acceptable behavior; respect the rights, person and property of others; preserve the degree of order necessary in order to maintain a safe and orderly learning environment.”

• Understand that the enforcement of a rule in a particular situation may produce a clearly unfair or absurd result. **Therefore, the principal or his/her designee reserves the right to make exceptions to the rules when justice so requires. Sometimes fair isn’t always equal.**

• These rules and policies apply to any student who is on school property or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

• If a statement within this handbook is in conflict with a school board policy, then the policy shall govern the resulting action.
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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Educational agencies and institutions to which Family Educational Rights and Privacy Act (FERPA) applies must maintain education records consistent with the requirements of FERPA. In brief, FERPA requires those agencies or institutions to provide parents and eligible students access to records directly related to the student; to permit parents and eligible students to challenge those records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; to obtain the written consent of parents and eligible students before releasing personally identifiable information about the students contained in education records to other than organizations or individuals described in statutory expectations; and/or notify parents and eligible students of these rights.

In accordance with the “No Child Left Behind Act” signed by President Bush, January 2002, all schools that receive federal money are required to release a roster of school enrollment, phone numbers and addresses to military recruiters upon request. If you desire NOT to have your child’s name released, you need to contact the guidance department and ask for the appropriate form.

NOTICE OF NON-DISCRIMINATION

MSAD #59 does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; gender; marital or parental status and disability and complies with the Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American’s with disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer at School Administrative District # 59, 55 Weston Avenue, Madison, ME 04950 Tel: 207-696-3323.
MISSION STATEMENT

The mission of the Madison Area Memorial High School community is to inspire academic and personal excellence in a safe learning environment where all students can develop the skills necessary to lead purposeful lives as responsible citizens and lifelong learners.

MAMHS HABITS OF WORK
PERFORMANCE EXPECTATIONS

Respectful & Cooperative Behavior

*Examples:*

- I am positive, trustworthy, tolerant, and courteous.
- I am respectful of people, ideas, materials, class time, and safety procedures.
- I accept responsibility for personal actions & decisions.

Responsible Citizen

*Examples:*

- I am prepared and organized with required materials.
- I always complete assignments on time, with accuracy.
- I always arrive to class on time.

Productive & Engaged Worker

*Examples:*

- I attend to the precision and quality of my work.
- I am focused in class working on the learning task that is assigned.
- I follow given instructions to complete learning tasks.

*Scoring Rubric:*

<table>
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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tbody>
<tr>
<td>Exceeding</td>
<td>Meeting</td>
<td>In Progress</td>
<td>Limited Progress</td>
</tr>
<tr>
<td>I consistently demonstrate all of these traits everyday</td>
<td>I usually demonstrate these traits</td>
<td>I sometimes demonstrate these traits with redirection and reminders</td>
<td>I rarely demonstrate these traits</td>
</tr>
</tbody>
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MADISON AREA MEMORIAL HIGH SCHOOL
486 Main Street
Madison, ME 04950
(207) 696-3395

FACULTY AND STAFF

Christopher LeBlanc, Principal
Taylor Pelkey, Director of School Counseling
Carol Ellingwood, Administrative Asst. to Guidance
Amber Noyes, Main Office Administrative Asst.
RuthAnn Kenyon, Main Office Administrative Asst.

Raelene Allen, Career/Finance/Tech.
Josh Bishop, Educational Technician
Gerald Brown, Educational Technician
Karyn Bussell, Health
Rachael Calder, Foreign Language
Jamie Chamberland, Music
Ron Chillington, Social Studies
Doris Cook, Custodian
Tasha Cook, Custodian
Josh DeMello, Art
Lenora Ellis, English
Haley Fallon, Multiple Pathways
Jason Furbush, PE
Mark Goodwin, Industrial Technology
Kelly Gordon, Special Education
Emily Gray, Science
Brian Greenlaw, Science/Mathematics

Luke Hartwell, Social Studies
Elizabeth Hatfield, Mathematics
Hailey Kehrli, English
Elaine Libby, Cafeteria
Tyrel Love, Science
Hannah Luce, Librarian
Kaylene Robbins, Custodian
Ashley McGowan, Educational Technician
Adam Meunier, Technology
Barbara Moody, Educational Technician
Stephany Perkins, Jobs for Maine Grads
Doreen Reed, Special Education
Tracy Sargent, Cafeteria
Amanda Trahan, Mathematics
Cindy Worthen, English
HIGH SCHOOL AT A GLANCE

Certain courses are required of all students. These common courses make up the academic “core” and include the required courses for graduation. To provide students the necessary preparation for their futures, certain courses must be taken in one of three “Path of Preparation.”

The **COLLEGE PREPARATORY** program prepares students for successful entry and performance in 4-year or 2-year college degree studies. **Recommendations:** Completion of the core; a minimum of 3 mathematics courses to include Algebra I & II, Geometry; a minimum of 3 laboratory sciences from Biology, Chemistry, Physics; a minimum of 2 years of the same Foreign Language.

**Advanced study in mathematics, laboratory science and foreign language is strongly recommended, and should be selected on the basis of intended course of college study.**

The **TECHNICAL PREPARATORY** program prepares students for successful entry and performance in 2-year or diploma technical college studies, whereby students learn a trade skill and/or vocational technology. **Recommendations:** Completion of the core; Physics, Math & Technology

**Chemistry is encouraged, and should be elected on the basis of intended course of technical college study.**

The **VOCATIONAL PREPARATORY** program prepares students for the successful entry and performance in 2-year program, and provides the skills necessary for an entry-level occupation, and the performance of various work roles. **Recommendations:** Completion of the core; vocational prep students should take Accounting or Business Math.

**Skills courses in the area of Technology should be elected on the basis of occupational interests and further skills training beyond high school.**

All students have the opportunity to participate in the Somerset Career and Technical Center program (including cooperative education) during years 11 and 12. Vocational preparatory students are encouraged to pursue a vocational school offering, or focus on business preparation and/or technology courses.

The guidance counselor welcomes any questions that you may have on educational and career plans that you would like to explore. We are here to help you make informed decisions about your future, promote prior planning and provide needed guidance.

THE ACADEMIC “CORE”

**GRADUATION REQUIREMENTS FOR THE CLASS OF 2021:**
The successful completion of 21 academic credits is the minimum requirement for earning a diploma and graduation privileges, and must include the following:

- 4 credits in English
- 3 credits in Social Studies
- .5 credit in Career Prep.*
- 1.5 credits in Fine Arts
  (one credit being Music or Art)
- 8 hrs. per year Community Service
  (All hours must be completed 1 week Prior to Graduation in order to participate in activities)
- .5 credit in Health Education
- .5 credit in Personal Finance
- 3 credits in Mathematics
- 3 credits in Science
- 1 credit in Physical Education
- *Requirement may be met in JMG
GRADUATION REQUIREMENTS FOR THE CLASS OF 2022:
The successful completion of 23.5 academic credits is the minimum requirement for earning a diploma and graduation privileges, and must include the following:

- 4 credits in English
- 3 credits in Social Studies
- .5 credit in Career Prep.*
- 2 credits in Fine Arts
  (one credit being Music or Art)
- 8 hrs. per year Community Service
  (All hours must be completed 1 week Prior to Graduation in order to participate in activities)

  .5 credit in Health Education
  1 credit in Personal Finance
  4 credits in Mathematics
  3 credits in Science
  1 credit in Physical Education

*Requirement may be met in JMG to Graduation in order to participate in activities

GRADUATION REQUIREMENTS FOR THE CLASS OF 2023 AND BEYOND:
The successful completion of 24 academic credits is the minimum requirement for earning a diploma and graduation privileges, and must include the following:

- 4 credits in English
- 3 credits in Social Studies
- 1 credit in Career Prep.*
- 2 credits in Fine Arts
  (one credit being Music or Art)
- 8 hrs. per year Community Service
  (All hours must be completed 1 week Prior to Graduation in order to participate in activities)

  1 credit in Health Education
  1 credit in Personal Finance
  4 credits in Mathematics
  3 credits in Science
  1 credit in Physical Education

*Requirement may be met in JMG

FINE ARTS COURSES INCLUDE:

<table>
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<th>Full Year</th>
<th>Semester</th>
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<tr>
<td>• Video Production</td>
<td>• Publications</td>
</tr>
<tr>
<td>• Art I</td>
<td>• Digital Photography</td>
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<tr>
<td>• Band</td>
<td>• Creative Writing</td>
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<tr>
<td>• Chorus</td>
<td>• Woods</td>
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<td>• School Store</td>
<td>• Metals</td>
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<td>• Public Speaking</td>
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GRADING SYSTEMS/HONOR ROLL:
The school uses the following numerical grading system:

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F 69-Below
- I Incomplete

High Honors- All grades of 93 or above during the ranking term.
Honors- All grades of 85 or above during the ranking term.
Honorable Mention- All grades of 85 or above except one, which can be no lower than a C.
PROFICIENCY-BASED SCALE:

<table>
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<tr>
<th>Level</th>
<th>Rubric Scale</th>
<th>Performance Descriptor for Academic Standards</th>
</tr>
</thead>
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<tr>
<td>Meeting</td>
<td>3</td>
<td>The student consistently meets the performance standards for the grade-level. The student, with limited errors, grasps key concepts, processes, and skills for the grade-level and understands and applies them effectively.</td>
</tr>
<tr>
<td>In Progress</td>
<td>2</td>
<td>The student is progressing toward meeting the performance standard for the grade-level. The student is beginning to grasp key concepts, processes, and skills for the grade-level, but demonstrates inconsistent understanding and application of concepts.</td>
</tr>
<tr>
<td>Limited Progress</td>
<td>1</td>
<td>The student is making some progress toward meeting the performance standard. The student is not demonstrating understanding of grade-level key concepts, processes and skills and requires additional time and support.</td>
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TO BE CONSIDERED A FULL-TIME STUDENT:
To be considered a full time student Freshman, Sophomores, and Juniors must be enrolled in 6 courses each semester. Seniors must be enrolled in 5 courses each semester

TO BE CONSIDERED A SENIOR, A STUDENT MUST HAVE ACCUMULATED SIXTEEN (16) CREDITS: Twenty-one credits are required for graduation. For completion of diploma requirements, a fifth year of high school is not automatic, but must be requested and approved through the principal.

GRADUATION: Students who have not successfully completed the academic core prior to graduation proceedings will not be permitted to participate in final assembly, awards night, or graduation ceremonies with their class.

REGISTRATION: Whatever path of preparation you are pursuing, you should take all the required classes at a rigorous level. You are required to take six classes unless you have received special permission from the guidance director or principal. Remember that high school is simply the stepping stone to a career or post-secondary education and that all students need to prepare themselves to achieve their goal.

COURSE SELECTION/DROPPING: When registering for subjects, we ask that you make your selections carefully. Changing subjects at the beginning of the year and at mid-term will be allowed only after extensive discussion with teachers, parents, and counselor, and only in the first few days of the semester.

SPECIAL EDUCATION REFERRAL PROCESS: Any person associated with the school system, student, parent or teacher may refer to the GUIDANCE DEPARTMENT the name of an individual to be tested for special services that may result in a classification of special education or 504 classifications.

SUMMER SCHOOL: Summer school will be offered based on student needs and availability of instructors. Courses offered will be limited to required core classes for graduation or an opportunity for students to demonstrate knowledge in the required content standards as outlined in the local assessment plan.

TEXTBOOK POLICY: Textbooks issued become the student’s responsibility. When a student loses a book, the subject teacher should encourage the student to look for it. If it cannot be located, the subject teacher will turn in to the office the completed debt card that each student fills out on all equipment at the beginning of the year. This card lists the title of the book, copyright date, book number, and the amount of the charge. If the book is found during the year and the student has paid for it, a refund will be issued to the student.

PROGRESS REPORTS: Progress Reports may be sent anytime between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgement of this report by a note, phone call or visit is appreciated. Regular progress reports will be posted on the portal with an e-mail notification at
mid-point of the ranking periods. Other arrangements may be made by contacting the Guidance Department. Student grades will be posted and updated online. Either student or parent with the appropriate login and password can access these grades.

**WITHDRAWAL/TRANSFER:** Whenever a student desires to withdraw from school, the parent or guardian of the student is requested to notify the Guidance Office. If the reason for withdrawal is valid, the Guidance Office will issue a withdrawal form to the student to be carried to each of his/her teachers. When all the teachers have signed the form, the student is to return the form to the Guidance Office for further instruction. Teachers are to be sure to indicate the grades for the current grading period. If the student is withdrawing early in the grade period and no grades are available, indicate the preceding grade. Many students withdraw from school and fail to complete the withdrawal process. The above withdrawal process must be completed promptly. All textbooks issued to the student must be returned to the teacher at the time of signing the withdrawal form. All library materials borrowed by the student should also be returned before withdrawal.

**ONLINE COURSES:** Students are allowed, with administrative permission, to take courses online, hybrid or on a college campus. However, if the course is offered at MAMHS, students will be responsible for covering the costs associated with those courses. Scholarship applications are available through the Principal for students who cannot afford to pay for online courses.

**TEACHER COMMUNICATION:** Students and parents are encouraged to communicate with teachers in-person and through e-mail. If a parent or student does not feel like their concerns or questions are being answered or addressed then they have the right to communicate with the Principal, and then the Superintendent.

**ACADEMIC DISHONESTY**

Whenever a student is guilty of cheating, such as copying homework, crib notes, copying material from the Internet, looking at another’s paper or unauthorized assistance; first offense: call home, letter, and zero. (No make up work or assessments offered to compensate for the zero.) Second offense: call home, letter, zero, (No make up work or assessments offered to compensate for the zero.) and the student will serve a 4-hour Saturday detention. Third offense: call home, letter, zero, (No make up work or assessments offered to compensate for the zero.) student will serve two 4-hour Saturday detentions, suspension from extra-curricular activities. Fourth offense: same as Third offense, plus suspension from school for five days.

**ATTENDANCE**

M.S.A.D. #59, following the guidelines of Maine Law (Policy 5112), provides for an education for persons ages five through twenty for all its residents. Maine Law requires regular attendance in a normal school setting unless special provisions are dictated by circumstances or needs. The Board of Directors of M.S.A.D. #59 approves these special provisions on an individual basis.

Recognizing that regular school attendance is necessary if a student is to receive maximum benefit from his/her educational opportunity, the Board of Directors of M.S.A.D. #59 reinforces Maine Law which is: An adult having a person of compulsory age under the adult’s control shall cause the person to attend school as provided in Title 20A - Section 5003. A school official will call each day to check on student absences.

**A. EXCUSABLE ABSENCES**

A person’s absence is excused when the absence is for one of the following reasons:

- An extended or continued illness confirmed in writing by a physician. (Required after a three (3) day consecutive absence or tardy).
- An appointment with a health professional that must be made during a regular school day will require a note after the visit.
• Observances of a recognized religious holiday when the observance is required during the regular school day.
• A family emergency.
• A planned absence for a personal or educational purpose which has been approved in advance by the principal, assistant principal, or designee.
• To determine excused absences, the following procedure will be followed:

**IN ALL CASES THE REASON FOR THE ABSENCE MUST BE STATED**

1. Telephone call, fax, or e-mail from the parent/guardian the evening before or the morning of the absence.
   
   OR

2. The student, prior to the absence, brings a note from the parent/guardian to the principal’s office.
   
   OR

3. The parent/guardian comes to the principal’s office with the student on his/her return to school after the absence.
   
   OR

4. The student may bring in a written note signed by parent/guardian upon returning to school.
   
   *PLEASE UNDERSTAND THAT IN ITEM 2 or 4, verification may be done by office staff.*

5. Any other manner of excusing a student’s absence must be approved in advance by the principal or designee.

6. The principal/designee will judge the validity of the reason for a student’s absence based upon guidelines set by Maine Law.

**B. UNEXCUSABLE ABSENCES**

Absences are unexcused when the appropriate school official does not approve them and also when the absences do not conform to Maine Law for excusable absences. Students who have an unexcused absence may not be able to make up the work or assessments that have been missed during that absence. Any student who is absent during the school day can not attend any after school activities unless they have received prior approval. Students must provide a doctor’s note to attend or participate in after school activities if absent for any part of the day.

**C. EXCESSIVE ABSENTEEISM (MORE THAN 10)**

School Board policy states that students may not miss more than ten (10) days in a semester. This includes excused absences, tardy, dismissals, suspensions and unexcused absences (cuts). If a student violates this policy, the student will receive a loss of credit. All students with absences beyond 10 days in a semester will have an opportunity to explain the circumstance of absenteeism to the ATTENDANCE APPEALS BOARD (AAB), which will be comprised of an administrator, the guidance counselor and a selected teacher. The AAB will meet at the end of each semester to determine if the Board policy will be waived. Appeal of their decision may go through the following order: 1) School Principal, 2) Superintendent of Schools, and 3) the Board of Directors.

**D. CHRONIC ILLNESSES**

A physician must substantiate absences due to chronic illness or prolonged period of illness in order to be considered an exception to this policy.
E. TRUANCY

A student is considered habitually truant if: The student has attained the equivalent of 10 full days of non-excused absences or 7 consecutive school days of non-excused absences during the school year. The principal, after having made contact with the parents, shall notify the superintendent. The attendance committee will set up a meeting with the parents. Habitual problems will try to be resolved through a series of meetings prior to the involvement of the local law enforcement department. For more information you may refer to the school board policy JHB—Truancy found on https://sites.google.com/a/msad59.org/rsu59/home/administration/policies-and-procedures.

ATTENDANCE PROCEDURES

A. TARDINESS TO SCHOOL

Students are to arrive at school by the first bell. They must be in their class by the second bell, which signals the beginning of the school day. If a student is late after first period has started, he/she must report to the office. Failure to do this will result in detention. Only reasons that legally excuse an absence will be accepted as an excuse for tardiness. The student privileges will be revoked if tardiness becomes habitual. Students may be denied access to that class if disruption occurs to the class environment.

_Tardiness or leaving school prior to dismissal time for periods of 1/2 hour or more:_
Each occurrence equals 1/2 day absence.

_for periods of 1/2 hour or less:_
Total of 1-5 occurrences equals 1/2 day absence.
Total of 6-10 occurrences equals 1 day absence.
Total of 11-15 occurrences equals 2 days absence.
Total of 16-20 occurrences equals 3 days absence.
Total of 21+ occurrences equals 4 days absence.

B. TARDINESS TO CLASS

Students late to class will be excused only with a note from the teacher of the previous class or office personnel. Tardy to class needs to be handled by the classroom teacher, once it reaches three incidences, a detention will be issued and served with the teacher. Access to the class may be denied if disruption to the class environment occurs.

C. MAKE-UP PROVISIONS FOR EXCUSED ABSENCES

1. TIME FRAME
For excused absences, which were not approved in advance, make-up assignments and tests are to be completed at the earliest convenience of the teacher. However, in no situation should this period of time exceed five (5) school days from the date of the absence - not the date of obtaining a blue slip.

2. TEACHER MAKE-UP DAYS
All teachers will be available for extended make-up time. It is the student's responsibility to make arrangements with individual teachers.

D. TUTORED STUDENTS

Whenever a physician requests that a student be permitted to remain out of school for specified extended periods of time, requests for tutor will be honored.
E. DISMISSALS

Early dismissal from school will be recognized as excused for the same legal reasons allowable for excusable absences. Procedures to be excused are the same as for absences. Students are not permitted to leave school for any reason unless the student has permission of the principal, assistant principal or designee.

F. COMMUNICATIONS

The parent/guardian shall be notified in writing after the sixth, and over ten absences per semester.

ALCOHOL AND DRUGS

Madison Area Memorial High School supports a “No Use” philosophy dealing with tobacco and use of mood modifiers. Students believed to be in possession of or to be under the influence of such substances will be suspended, and both parents and the superintendent notified. The police will also be informed. Sale of such substances or repeated offenses will lead to referral to the Board of Directors for possible expulsion. See School Board Policy JICH—Drug and Alcohol Use by Students

TOBACCO

The use of and/or possession of a tobacco product by a person under the age of 21 is illegal and no tolerance will be acceptable for those students fitting this age limit and disciplinary action will result. Therefore, students believed using, or in possession of, tobacco products on school grounds or at any school event, on or off school grounds, (including field trips, athletic events, etc) will result in the student being immediately removed from school and may result in suspension and/or expulsion following the completion of an investigation and consultation with parents or guardians. The local law enforcement agency may be contacted regarding possession of, or use of, illegal substances at school or at any school-sponsored event. The law states it is not illegal for a student 21 years of age or older to use or possess such products, BUT NO STUDENT MAY BRING SUCH PRODUCTS ON CAMPUS or at any school event, on or off school grounds, (including field trips, athletic trips, or athletic events, etc). As outlined in the Student Code of Conduct violators will be subject to disciplinary action.

VAPING

E-cigarettes pose health risks and contain detectable levels of carcinogens and toxic chemicals. These chemicals are also present in secondhand emissions. This e-cigarette policy prohibits the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere on campus that tobacco smoking is prohibited. No vaping is permitted within the facilities of Madison Area Memorial High School, or anywhere else on school grounds at any time. Definition: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. Any student, staff or visitor observed using e-cigarettes or vape apparatuses on school premises will be asked to discontinue in a tactful manner. As outlined in the Student Code of Conduct violators will be subject to disciplinary action.

The discipline procedure: If a student is caught vaping or in possession of vape devices they will be suspended and complete an online program called Vape Educate. ([https://vapeeducate.com/payment/](https://vapeeducate.com/payment/))

- **1st Infraction**—3 day suspension and Vape Educate Online Program must be completed before returning to school.
- **2nd Infraction**—5 day suspension and Vape Educate Online Program must be completed before returning to school.
- **3rd Infraction**—10 day suspension and student will have to appear before the school board for a disciplinary hearing.
CARS, SNOWMOBILES AND OTHER VEHICLES

Cars, motorcycles, scooters, snowmobiles, or four wheelers are to be registered in the office in order to park in the designated areas. A permit will be issued and this must be displayed in the front window. Entering through the teacher’s parking lot and/or passing a stopped school bus are unacceptable. Students are advised that all vehicles are TO BE PARKED IN THE BACK PARKING LOT at own risk. The designated Student of the Month may park in an assigned front lot parking space for that month, and back row for the remainder of the school year.

CODE OF CONDUCT- M.S.A.D. #59

The M.S.A.D. #59 Board of Directors is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens. Just as discipline procedures are necessary in order to protect the rights of each member of the school community, effective school discipline can only be achieved through cooperation and shared commitment among that community, including but not limited to students, parents/guardians, and staff.

To achieve this goal, the board has established a set of expectations for student conduct. These expectations are based on the guiding principals, outlined at the front of this student handbook, identified by the State of Maine as essential to ethical and responsible behavior.

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

This CODE applies to students who are on school property, who are in attendance or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school.

COMMUNITY SERVICE

Graduation Requirement—32 hours

All hours must be completed by the end of senior year in order for students to participate in graduation ceremonies and receive a diploma. Exceptions will be determined by the principal. Students moving in to the district will be required to earn hours coinciding with years in attendance at MAMHS.

Earning Hours: Students are required to earn 8 hours of community service per year. Students are required to attend fall and spring community service days organized by MAMHS, these will be a part of the regularly scheduled school day; see attendance policy. If a student is absent during a community service day they are required to make-up the time on their own. The main office has community service forms that can be filled in by the organization or person overseeing community service hours. **All students are required to document their hours in Naviance (x2VOL) and advisors must approve all hours documented.

Banking Hours: Students can use outside hours to “bank” hours, however they will still be expected to participate in MAMHS community service days as they will be a part of the regular school day. *See attendance policy.
Work Ethic: Students will receive 4 hours of community service credit for attending community service days organized at MAMHS. Students are expected to have a positive attitude, be respectful of property, and represent MAMHS positively in the eyes of the community.

Student Groups: Students will work with their advisory groups during community service days. Group changes must be approved by administration.

CLASS DUES

1. Class dues shall be set at $30 per year. Dues may be adjusted by the MAMHS Administration as needed to meet class financial goals.
2. It is recommended that class dues be paid on an annual basis. All class dues must be paid in full in order for graduating students to participate in graduation events.
3. Any student financially unable to pay class dues must receive a waiver from the MAMHS principal. Students requesting a waiver will be expected to participate in class fundraising.
4. A student who joins the class will pay dues for only the years at MAMHS.
5. If a student moves, dues can be refunded.
6. If a student graduates early, all dues will be transferred to the graduating class.
7. Traditional fundraisers to contribute to class funds include:
   ~ Junior year spring sports booth
   ~ Senior year fall sports booth
   ~ Senior year Pine Cone Tournament
8. Additional fundraisers will need to follow the Class Constitution and By-Laws and be approved by the SAD #59 School Board. It is expected that minimal additional fundraisers will be needed.
9. The graduating class will need to designate any remaining funds by the date of graduation for the Class of XXXX Legacy Award. Any funds not designated within 15 days of graduation will be transferred into the MSAD #59 general fund.

HARASSMENT

MAMHS has a zero-tolerance policy on harassment. It is our policy that each and every student should have a safe and comfortable learning environment. School members found harassing another member of our school will follow the guidelines listed below to resolve the associated harassment issues.

All involved parties shall be informed that what they are doing has been found to be offensive by the targeted person(s) and that these actions are to stop. If harassment is in violation of a person’s civil rights then the proper authorities will be informed along with the civil rights team being made aware of those involved. Violation of a person’s civil rights is a federal crime.

Peer-to-peer mediation to assist in conflict resolution or resolve issues.
Referral of all involved to the district’s affirmative action officer.
Referral to administration for disciplinary action if harassment has continued and cannot be resolved.
Discipline could result in expulsion from school.

METHOD USED TO FILE A COMPLAINT

1. Present problem in writing to an administrator of the school.
2. Discuss in detail your reaction to this violation.
3. Help may be asked in resolution of problem.
**BULLYING**

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. See School Board Policy JICK—Bullying

**DRESS – STUDENTS**

**DURING ACADEMIC HOURS**

We encourage students to use sound judgment and respect in their dress and personal grooming. Students must dress within reasonable guidelines related to health, safety, and potential disruption of the school mission. The school will not interfere unless the personal choices of students create a disruptive influence on the school program or affect the health and safety of others.

1. Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions.
2. Articles of clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
3. Articles of clothing that are too distracting specifically showing any parts or the breasts, belly, buttocks, or undergarments are not permitted *(shorts must have a minimum of 4” inseam).*
4. Articles of clothing that are dangerous or destructive of school property, e.g. spiked collars and wristbands, or cleats, are not permitted.
5. Hats (including hoods) and articles of clothing that are worn as headgear are not permitted in the building and must be taken off when entering the building and placed out of sight. Exceptions are headgear worn for religious reasons and other circumstances approved by administration.
6. Articles of clothing that contain sexual messages or displays that are vulgar, lewd, or indecent, or include insulting words, e.g. racial/ethnic slurs, are not permitted.
7. Perfumes/colognes/sprays/fragrant items should not be worn, used, sprayed as they may compromise the respiratory issues of others. May lead to suspension.
8. Other prohibited items include but are not limited to: body art, piercings*, inappropriate tattoos, fishhooks, bullet-like cylinders, sunglasses, pajama bottoms, etc.

Offenders will be given the opportunity to rectify the situation by changing into appropriate clothing, wearing a t-shirt provided by the office or will be sent home to change. Affected students may return to school when appropriate clothing is worn. In the case of hats and other headgear, the hat and/or headgear will be confiscated, an administrative detention will be issued, and the hat returned at the end of the student day. Repeat offenders may be deemed insubordinate and be suspended.

Additionally, students are expected to maintain appropriate personal cleanliness and hygiene for the school’s social setting. *Body piercing with safety pins, needles, knives, blades, etc. is not permitted.* Students with offensive body/clothing odor will be provided access to school showers and laundered clothing. Under such circumstances, if a student chooses not to avail him or herself of such services, the student will be sent home until the offensive odor can be remedied.

**FOOD AND BEVERAGES**

WATER contained in closed and clear containers may be consumed in the academic area. Food is only allowed in the cafeteria and the library during WIN times or study halls.
STEALING

Students are cautioned not to bring large amounts of money, expensive clothing, cameras, etc., to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it in the office for safekeeping. Do not leave it in your locker. Any student caught stealing or in possession of stolen property will be disciplined as outlined in the disciplinary section. An expulsion hearing before the school board may be recommended. The principal will determine if the police should be notified.

VANDALISM

We are very fortunate to have a well-maintained school facility. Unnecessary damage to school property is unacceptable. Students who deface school property will be held financially responsible. According to state law any person who damages school property shall pay double the damages. It also states that the school may recover from a minor’s parents, in a civil action, double the damage.

LAPTOPS

Laptops are school property and are to be used appropriately at all times. Students are not allowed to bring personal laptops to school unless they have administrator approval. Students are allowed to bring school laptops off school property if they purchase the insurance for the laptops. Students are liable for all damage that occurs to the laptop not covered by insurance. If accidental damage occurs it must be reported to Mr. Meunier immediately so that the laptop can be fixed. Student misuse (damaging the laptops) and/or inappropriate use of laptops will result in the following consequences:

- First Offense: Warning
- Second Offense: Computer privileges revoked for 1 month
- Third Offense: Computer privileges revoked for the remainder of the year

Consequences may be adjusted by administration.

WEAPONS

No student is to bring to school any items that could be defined as a weapon (i.e. knives, firearms, etc.). If any student does bring such weapons onto school property, the police will be notified and summoned to the school, he/she will be suspended, and the weapon taken from them. A recommendation for expulsion may occur.

STUDENT CONTRACT

A student who violates School Board Policy may, as a condition for his/her return to school be required, along with the parents/guardians, to sign a contract with the board or their designee. This contract will outline specific conditions in regard to academic and behavioral standards, and other expectations deemed relative to the individual student. A contract will be written to provide structure to the student’s academic program enhancing his/her ability to be successful while ensuring the safety of the students and others.
DETENTION

Any student who has assigned detention MUST meet this obligation within the designated time or will be suspended from all extra-curricular activities until this obligation is met.

1. Teacher assigned detention will be served under the teacher’s supervision (students will be given a 24-hour notice before detention has to be served; students may opt to serve the detention the same day it is assigned). Failure to serve the assigned detention will result in the office being notified and the time will be doubled as an office detention. Please note that not staying for teacher detention because you do not agree with the teacher’s judgment is not an option. If you disagree with the teacher detention, you need to try to resolve the issue with the impacted teacher. This might include a parent/teacher conference.

2. Office detentions will be assigned when students are dismissed from class due to inappropriate behavior. The student handbook will govern the length of time assigned for detentions (students will be given a 24-hour notice before detention has to be served; students may opt to serve the detention the same day it is assigned). Office detention will be held each night of the week for one hour from 2:30 p.m. to 3:30 p.m. Failure to stay for office detention will result in the detention being doubled. Once the detention has reached four hours, you will be assigned a Saturday detention that needs to be served the same week that the four hours were accumulated. For example, if you are assigned a one-hour detention on Wednesday, the first night you will be required to serve this detention is on Thursday. You could serve the time on Wednesday if you want to waive the 24-hour notice. If you fail to serve your detention on Thursday, the time will be doubled.

Since Friday detention is only one hour in length, you could stay two hours Saturday, or you will need to serve an hour Friday, and one hour on the following Monday. Failure to do this will result in your having to attend Saturday detention.

Failure to attend Saturday detention will result in the student being denied entry to school until a meeting is held with student, parent/guardian, and school administration to determine what behavior modification plan will be necessary to ensure the student meets his/her obligations. This meeting will occur only once. If any additional Saturday detentions are assigned and the student fails to meet his/her obligation, then suspension will occur until the satisfactory completion of a Saturday detention.

Note: Office detention or make-up assigned for days when no detention is held (snow days, etc.) will be served on the next available day. The same applies if a student is absent or serving a detention for a teacher. Teacher detentions have priority over office detention.

SUSPENSION

School suspension is administered for serious school offenses. Students will be informed of the charges and given a chance to respond to the charges. Length of suspension will be determined by the school principal and will reflect the offense committed. Parent or guardian will be called and/or notified in writing of the action taken. Parents or administrators may request additional conferences. It is in the student’s responsibility to make arrangements with individual teachers to make up work and tests missed during suspension.

While suspended, students are ineligible to attend MSAD #59 school functions or be on school grounds except by expressed, prior permission from the principal. The administration reserves the right to determine that part or all of a suspension may be served in-house. After three (3) suspensions, or one (1) 10 day suspension the student may be required to meet with the Superintendent or School Board to determine further disciplinary action.

The following offenses could warrant possible suspension and/or expulsion at the discretion of the Principal:
ELIGIBILITY FOR CLASS OFFICERS/STUDENT GOVERNMENT

Students who pursue nominations for class officers or student government must be academically members of the class in which they are running for office. They also must adhere to the academic eligibility policy as determined by the school board that applies to all co-curricular programs.

ELIGIBILITY FOR EXTRA-/CO-CURRICULAR

It is the goal of M.S.A.D. #59 to provide our student participants with a fair and equitable means of attaining and maintaining academic eligibility. With this procedure, adults significant to our students are provided with the opportunity for early intervention on behalf of those students in academic difficulty. Student-participants are ultimately responsible for maintaining their own eligibility.

a) Students must be enrolled as full time student.
b) Students must not fail more than one class.
c) Academic eligibility will be checked at the end of the first quarter, mid-year, third quarter and the final average (cumulative, which will count for the next school year.)
d) If student participants do not pass the minimum five classes at the checkpoints, the following consequences will occur.
   • Students will be allowed to practice, but will not be able to participate in any game, contest, meet, match, performance and/or debate until grades are reviewed during one of the checkpoints.
   • Students may appeal at the time of progress reports to become eligible.
e) Summer school is an option for students to regain eligibility.
f) Transfer students must meet these guidelines to be eligible for Co-Curricular Activities.

For the purpose of these guidelines, Co-Curricular Activity is defined as any school sponsored activity, which does not award a grade or credit and entails sustained commitment of time and energy from its participants. Such activities include, but are not limited to any MPA-sponsored interscholastic activity, marching band, drama productions, civil rights team, senior mentors, and academic competitions. (See Extra-/Co-Curricular Handbook)
SOLICITING FUNDS FROM AND BY STUDENTS

All schools shall earnestly seek to educate pupils in the services performed by the humanitarian agencies and shall encourage pupils to participate in their financial support as a social and community project. Soliciting funds in the schools by outside groups from students for any cause is not allowed.

The school committee believes that reasonable control must be exercised over student distribution of non-school materials, solicitation of funds or operation of sales campaigns to finance school activities. All proposed fundraising activities, which involve school sponsored organizations or the use of school owned materials and property must be approved by the superintendent in advance. The superintendent may approve only those activities which lead to educational and social benefits for students. Requests to the superintendent shall be in writing, shall be endorsed by the group advisor and the building principal, and shall specify the use of any proceeds from the activity.

The superintendent shall exercise discretion in approving requests and may impose reasonable limitation to ensure that the frequency of these activities will not have a negative impact on the relationships between the school and the community.

The advisor of a group may appeal the superintendent’s decision to the school committee. A list of all approved fundraising activities will be maintained at the Superintendent’s Office. The school committee encourages student fundraising which develops aspiration, teaches that rewards can be earned through work, and bolsters self-esteem in accomplishing a goal.

DISTRIBUTION/POSTING OF MATERIALS

The principal or designee must approve any material that a student desires to distribute to fellow students before distribution is undertaken. The same approval method applies to any posters or notices that are to be attached to the school or school material: i.e. posting of information on lockers or hall walls, sending out school wide e-mails, surveys, etc.

DANCE POLICY

In order that conduct at school functions, such as dances, shall be a credit to the school and to the communities of the area, students are asked to abide by the following rules: (All behavior is subject to the Student Code of Conduct)

1. Students are to do all tasks necessary for planning, preparing, and cleaning before and after the function. Chaperones must be secured one week in advance along with administrative approval.
2. Doors will close at 9:00 P.M. except for students who work and arranged beforehand for a late entry. Anyone who leaves the building during the dance must leave the school campus and will not be readmitted.
3. A guest (grades 9-12) accompanied by a Madison High School student is welcome. The guest must be signed-in in advance, and the student with the guest is responsible for that guest and should remain with the guest as long as the visitor is in attendance --NO EXCEPTIONS.
4. Once a student leaves a social function, he/she must leave school grounds and the general school area.
5. Dance groups must keep their band or record sound down to a level deemed reasonable by the chaperones. Music must be appropriate and not glorify drugs, sex, or be demeaning in any way. Groups who ignore the request of the chaperones will be asked to stop performing.
6. Only students operating the equipment are to be on the stage.
7. Students absent from school the day of the dance **will not** be allowed into the dance.
LIBRARY PROCEDURES

Students going to the library from classes must have a task-specific pass issued by that classroom teacher. If the student leaves prior to the end of the period, he/she must have a pass to return to the class. Instruction time for the students remaining in the classroom must continue.

STUDENTS MUST:
1. Have a pass to go to the library.
2. Not leave the library for other destinations.
3. Have permission to use copier. Students may be able to make up to six copies for class assignments with permission. Additional copies and non-school related copies would cost ten cents per copy.
4. Have permission to make graphic pictures.
5. Return library material within four weeks. Renewing for another four weeks is an option.
6. Not remove RESERVED material from the library.
7. Not borrow library materials until overdue material is returned.

LOCKERS: SCHOOL/GYM

All students will be assigned a locker for their individual use during the school year. Since all lockers are school property, they are subject to random or non-random searches by administration at any time without reason. All personal items and books, when not in use, are to be kept in lockers. Use only the locker assigned to you and keep it locked at all times. Do not tamper with another locker or give your combination to another person. The school is not responsible for articles left in student lockers. If lockers are damaged in an attempt to eliminate the locking mechanism, the student will be responsible for locker replacement. All lockers must be cleaned at the end of the school year, or a cleaning fee may be assessed.

Any material from magazine pages and other sources that expose drugs, alcohol, and tobacco or are sexually explicit or demeaning are prohibited from school and thus cannot be displayed on the outside or inside of lockers. A public display of vulgar or sexually suggestive material constitutes harassment and violates the school’s core value of respect. Therefore, students may not display in lockers or in any other area material that may offend others. Students must immediately remove from lockers any materials that administration or staff deem inappropriate to the school environment. Failure to remove such materials will result in disciplinary action.

ELECTRONIC DEVICES

CELL PHONES

Cell phones are not to be used in the school building during the day except at their locker between classes. If found being used during class time, at assemblies, or at lunch, the cell phone will be confiscated and given to the office. No pictures are to be taken at any time of any students, teachers, or other school personnel. Failure to give the cell phone to a staff member on request will result in a three (3) day out of school suspension for insubordination.

The following is the infraction list of the penalties for having a cell phone in school:

1st offense: 1 hour detention confiscate cell phone may pick up after the detention is served.
2nd offense: 2 hour detention parent notified – may pick up cell-phone upon the completion of the 2nd hour detention.
3rd offense: 3 days out of school suspension.
4th offense: 5 days out of school suspension/school board notification.
5th offense: 10 days out of school suspension/school board hearing.

Kindles, cameras, and I-pods, and other computer-generated music devices are not to be used in the school
building during the day unless for class purposes. All such equipment is to be left in your locker. If found being used during and/or in possession of during the day, the electronic device will be confiscated and given to the main office. You will receive a detention notice, based on the number of the offense, and the device will be confiscated and kept in the office. Disciplinary action will follow the same guidelines as the above list with cell phones.

TELEPHONE USE

The office telephone is not for student use except in case of emergency (sickness or injury at school). Students will not be called to the office telephone during classes except in cases of emergency. Students will not be excused from class to use the telephone. Parents may leave an important message with the office personnel.

SEARCHING/QUESTIONING OF STUDENTS

If school personnel have reason to believe that a student is in possession of illegal substance/weapon or other items that have been banned from the school environment then said student is subject to a personal search by the school personnel. Refusal to be searched will assume guilt and will be subjected to the discipline as if guilty. Both law enforcement agency and parents will be notified. The student will not leave the administrative area for safety reasons until the law enforcement agency has arrived and appropriate action has been taken.

PUBLIC DISPLAY OF AFFECTION

There is a “time and a place for everything”. The academic setting of school is the “wrong time and the wrong place” for signs of affection. Signs of affection beyond holding hands are inappropriate. Violators will be documented and forwarded to the office.

VISITORS

Parents are welcome to visit school and/or attend classes. Only under special circumstances, and with at least 24 hours prior approval of an administrator, are other visitors permitted. All visitors must report to the office immediately after entering the school.

ACTIVE SHOOTER/EVACUATION/REUNIFICATION CENTER

ALICE Protocol

- **(A) Alert** - Call 911 AND Principal calls for **(L) Lockdown** and communicates as much information to staff as possible.
- Principal **(I) Initiates** evacuation procedures and notifies Superintendent and relocation center.
- Teachers and staff should:
  - **(C) Confront** the shooter if necessary, in order to evacuate and distract, by throwing classrooms objects such as books, staplers, backpacks etc.
  - **(E) Evacuate** the building through any means possible, doors, windows, etc. and make your way to the evacuation center. (Madison Electric Company located in the business park)
  - Use the Crisis Go App, or communicate through email once in a safe location, to alert the crisis team names of students and final location.
PROTOCOL AT RELOCATION/REUNIFICATION CENTER

- Establish a management post at the off-site evacuation location (command post).
- If an administrator is not present, Lead Teachers will handle the overall organization of students at the relocation center (separating them by groups 9th, 10th, 11th, 12th) and will answer student questions as needed.
- Teacher’s will take attendance by class (9th, 10th, 11th, 12th) using a list from the office emergency folder, once at the relocation center OR if the list is not present students should list their names on a piece paper.
- Crisis team sends Alert Now to parents, students and staff.
- Notify Bus Transportation Coordinator for alternate bus schedule.
- Cancel all sporting and after school events
- After attendance has been taken, students may call parents/guardians to be picked up.
- Sign-out will occur with the lead teachers or administration.
- Parents/Guardians arriving to sign-out students may only sign-out their own student
- Students will not be allowed to return to the school or school property until told it is safe to do so by emergency personnel.
- Complete Crisis Response Documentation Form.

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Conduct Prohibited
No personal shall make, or communicate by any means, whether verbal or nonverbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

Student Disciplinary Consequences
Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 101(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A MRSA § 101(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.
### Regular Day
8:00 am Warning Bell

<table>
<thead>
<tr>
<th>Time</th>
<th>Block</th>
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<tbody>
<tr>
<td>8:05—9:20 am</td>
<td>Block A/E</td>
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<tr>
<td>9:24—10:39 am</td>
<td>Block B/F</td>
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<tr>
<td>10:39—11:09 am</td>
<td>Lunch/Advisory</td>
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<tr>
<td>11:09—11:39 am</td>
<td>Lunch/Advisory</td>
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<tr>
<td>11:43—12:58 pm</td>
<td>Block C/G</td>
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<tr>
<td>1:02—2:17 pm</td>
<td>Block D/H</td>
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### Early Release Day
8:00 am Warning Bell

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<tr>
<td>9:04—9:59 am</td>
<td>Block B/F</td>
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<tr>
<td>10:03—10:58 pm</td>
<td>Block C/G</td>
</tr>
<tr>
<td>10:58—11:28 am</td>
<td>Lunch/Advisory</td>
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<tr>
<td>11:28—11:58 am</td>
<td>Lunch/Advisory</td>
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### One Hour Delay
9:00 am Warning Bell

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<tr>
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<tr>
<td>12:13—1:13 pm</td>
<td>Block C/G</td>
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### Two Hour Delay
10:00 am Warning Bell

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<tr>
<td>10:54—11:39 am</td>
<td>Block B/F</td>
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<tr>
<td>11:39—12:09 pm</td>
<td>Lunch/Advisory</td>
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<td>Block C/G</td>
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<td>1:32—2:17 pm</td>
<td>Block D/H</td>
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Revised 8/19/20