

MADISON JR/SR HIGH SCHOOL



Student Handbook 2023-2024

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)

MISSION STATEMENT

The mission of the Madison Jr/Sr 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.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ME ZIP CODE _____

PHONE _____

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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 Junior Senior High School (MJSHS).

- 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.

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 Americans 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, 205 Main Street, Madison, ME 04950 Tel: 207-696-3381.

MADISON JUNIOR SENIOR HIGH SCHOOL ENSURES EQUAL EMPLOYMENT, EQUAL EDUCATIONAL OPPORTUNITIES, AND AFFIRMATIVE ACTION REGARDLESS OF RACE, SEX, COLOR, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, AGE OR HANDICAP.

MADISON JUNIOR SENIOR HIGH SCHOOL
486 Main Street, Madison, ME 04950
(207) 696-3395

FACULTY AND STAFF

Jaime Ela, Principal

Andrew Haynie, Assistant Principal

Albert Veneziano, Athletic Director

Taylor Brewer, Director of School Counseling

Carol Ellingwood, Admin. Assistant to Guidance

Amber Noyes, Main Office Admin. Assistant

Cassidy Giles, Main Office Admin. Assistant

Raelene Allen, Career/Finance/Tech.

Monica Beach, Nurse

Chris Beaman, Welding Shop/SCTC

Josh Bishop, Mathematics/Science

Ted Brown, Educational Technician

Rachael Calder, Foreign Language

Crystal Cates, Special Education

Ron Chillington, Social Studies

Doris Cook, Custodian

Kate Cooley, Jobs for Maine Grads

Tammie Cowette, Educational Technician

Kiki Dill, Custodian

Leonora Ellis, English

Jonathan (Joe) Fossett, Special Education

Kelly Gehrke, Educational Technician

Mark Goodwin, Industrial Technology

Brian Greenlaw, Science/Mathematics

Kyle Gurney, Social Studies

Lee Harper, Art

Elizabeth Hatfield, Mathematics

Lily Hood, Science

Hailey Kehrli, English

Tracy Knapp, Health & PE

June Knox, Librarian

Kim Landry, Educational Technician

Tyrel Love, Science

Allison Marcoux, Educational Technician

Ashley McGowan, Educational Technician

Mary Meader, Educational Technician

Adam Meunier, Technology

Daniel Moreshead, PE & Health

Doreen Reed, Math

Amy Reichenbach, ELA

Neal Richards, Cafeteria

Aimee Roberts, Visual Art

Jerzee Rugh, ELA/Science

Heather Sadler, Nurse

Tracy Sargent, Cafeteria

Marie Shepherd, Cafeteria

Jennifer Snowman, Band

Jessica Spaulding, Educational Technician

Kimberly Stoddard, Custodian

Amanda Trahan, Mathematics

Daniel Tosch, Social Studies

Cindy Worthen, English

ACADEMICS

JUNIOR HIGH SCHOOL ACADEMICS AT A GLANCE

GRADING SYSTEM

Junior High students will be graded by a letter grade system as follows:

A - 93 – 100 D - 70 - 75

B - 85 – 92 F - Below 70

C - 76 - 84

Rank cards are issued four times a year, and although parent-teacher conferences are not regularly scheduled, they are encouraged at any time. If parents desire a conference, they are requested to call the school and make an appointment.

Student grades can be accessed by students and parents through the PlusPortal on the school webpage. Parents should help their children make progress toward academic success. Please monitor your child's performance. If you have any concerns or questions, please contact your child's teacher or the administration. We want students to be challenged and to succeed. Please let us know how we can work with you to help accomplish this.

To be eligible for the honor roll, a student must receive a "B-" or above in all subjects. This standard rule also applies to Unified Arts including but not limited to: art, health/physical education, library, industrial arts, foreign language and technology education.

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

REMEDICATION/SUMMER SCHOOL: Remediation will be offered based on student needs and availability of instructors. Courses offered will be limited to required core classes for promotion.

SCHOOL ISSUED SUPPLIES: School issued supplies (textbooks, technology, etc.) become the responsibility of the student. If lost or damaged students are responsible for replacement costs. Outstanding debts will prevent a student from participating in graduation activities.

PROGRESS REPORTS: Student grades will be posted and updated online. Either student or parent/guardian with the appropriate login and password can access these grades. 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.

TEACHER COMMUNICATION: Students and parents/guardians are encouraged to communicate with teachers by phone and through email. An in-person meeting may also be requested. If a parent/guardian 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.

HIGH SCHOOL ACADEMICS 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 the intended course of technical college study.

The **VOCATIONAL PREPARATORY** program prepares students for the successful entry and performance in a 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 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	4 credits in Electives
4 credits in Mathematics	2 credits in Health and Fitness
3 credits in Science	2 credits in Fine Arts
3 credits in Social Studies	1 credit in Personal Finance
8 hrs. per year Community Service*	1 credit in Career Prep (or JMG)

*All hours must be completed 1 week Prior to Graduation in order to participate in activities

FINE ARTS COURSES INCLUDE:

Full Year

Video Production
Art I
Digital Photography

Semester

Publications	Metals
Creative Writing	Public Speaking
Woods	Foods

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 into the district will be required to earn hours coinciding with years in attendance at MJSHS.

Earning Hours: Students are recommended to earn 8 hours of community service per year. Students are required to attend fall and spring community service days organized by MJSHS, 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 MJSHS 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 MJSHS. Students are expected to have a positive attitude, be respectful of property, and represent MJSHS 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 the administration.

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.

TO BE CONSIDERED A FULL-TIME STUDENT:

To be considered a full time student Freshman, Sophomores, and Juniors must be enrolled in 7 courses each semester. Seniors must be enrolled in 6 courses each semester

TO BE CONSIDERED A SENIOR, A STUDENT MUST HAVE ACCUMULATED SIXTEEN

(16) CREDITS: Twenty-four 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 *seven* 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.

CLASS DUES

1. Class dues are set at \$120 for graduation expenses; students may pay \$30 per year. Dues may be adjusted by the MJSHS 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 MJSHS principal. Students requesting a waiver will be expected to participate in class fundraising.
4. If a student moves, dues can be refunded.
5. If a student graduates early, all dues will be transferred to the graduating class.
6. Traditional fundraisers to contribute to class funds include:
 - ~ Junior year spring sports booth
 - ~ Senior year fall sports booth

~ Senior year Pine Cone Tournament

7. 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.
8. 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.

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

REMEDICATION/SUMMER SCHOOL: Remediation will be offered based on student needs and availability of instructors. Courses offered will be limited to required core classes for promotion.

SCHOOL ISSUED SUPPLIES: School issued supplies (textbooks, technology, etc.) become the responsibility of the student. If lost or damaged students are responsible for replacement costs. Outstanding debts will prevent a student from participating in graduation activities.

PROGRESS REPORTS: Student grades will be posted and updated online. Either student or parent/guardian with the appropriate login and password can access these grades. 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.

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 MJSHS, students will be responsible for covering the costs associated with those courses.

TEACHER COMMUNICATION: Students and parents/guardians are encouraged to communicate with teachers by phone and through email. An in-person meeting may also be requested. If a parent/guardian 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.

HIGH SCHOOL CO-CURRICULAR ACTIVITIES

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 CO-CURRICULAR

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 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 limitations 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.

HIGH SCHOOL ATHLETICS

RESPONSIBILITIES OF AN M.S.A.D. #59 ATHLETE

Being a member of a M.S.A.D. #59 athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition has been developed by the hard work of many people over the years. As a member of an interscholastic squad of M.S.A.D. #59, you have inherited a great tradition. Your actions will reflect not only on those you are associated with now, but those who have contributed so much to our school in the past.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletics, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

RESPONSIBILITIES TO YOURSELF

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your athletic experiences. Your studies, your participation in other extra curricular activities, as well as in athletics, prepare you for your life as an adult.

RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume as a squad member is to your school. M.S.A.D. #59 cannot maintain its position as having outstanding schools unless you do your best in whatever activity you wish to participate in. By participating in athletics to the maximum of your ability, you are contributing to the positive reputation of your school.

RESPONSIBILITIES TO OTHERS

You have a responsibility to your parents to always do the best that you can. When participating on an athletic team, we sometimes feel that we have failed if we have not won. By trying the best that you can and following all rules set up by your squad, you can feel justifiably proud of yourself no matter what the win-loss record indicates.

Younger students look up to you and it is your responsibility to set a good example for them. They will copy many of the things that you do just to be a member of your group. They need attention and guidance, so always take a few minutes to encourage them in whatever way possible.

REQUIREMENTS FOR PARTICIPATION

Remember that as an athlete you are not eligible to participate in any sport or practice until the following items have been complied with:

- Completed application for permission to participate is on file with the Student Activities Director.
- All academic eligibility requirements have been satisfied.
- Completed physical examination form is on file with the Student Activities Director.
- Proof of Insurance
- Signed Equipment/Uniform Contract by student-athlete and parent on file with the Student Activities Director.

HIGH SCHOOL ATHLETIC OPPORTUNITIES

FALL	WINTER	SPRING
Football	Basketball	Baseball
Girls Soccer	Wrestling	Softball
Cross Country	Competition Cheerleading	Track and Field
Golf		Tennis
Cheerleading		

The Madison High School Student Athlete Handbook is available from the athletic director and participants will receive them from individual coaches.

SCHOOL POLICIES & PROCEDURES

ATTENDANCE

M.S.A.D. #59, following the guidelines of Maine Law (Policy 5112) and Title 20A - Section 5003, 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.

A. EXCUSABLE ABSENCES

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

- Any illness extended or continued illness must be 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:

1. Telephone call, fax, or e-mail from the parent/guardian the evening before or the morning of the absence.
2. The student, prior to the absence, brings a note from the parent/guardian to the principal's office.
3. The parent/guardian comes to the principal's office with the student on his/her return to school after the absence.
4. The student may bring in a written note signed by the 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.

IN ALL CASES THE REASON FOR THE ABSENCE MUST BE STATED

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 composed 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 unexcused absences or 7 consecutive school days of unexcused 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 parent/guardian. 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 the first period has started, he/she must report to the office. Only reasons that legally excuse an absence will be accepted as an excuse for tardiness. Students will receive an office detention after being tardy 3 times to school. The student privileges will be revoked if tardiness becomes habitual.

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 of absence.

Total of 11-15 occurrences equals 2 days of absence.

Total of 16-20 occurrences equals 3 days of absence.

Total of 21+ occurrences equals 4 days of absence.

B. TARDINESS TO CLASS (After First 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 incidents, a detention will be issued and served with the teacher.

C. MAKE-UP PROVISIONS FOR EXCUSED ABSENCES

Student attendance is extremely important. **The time limit for makeup work is limited to five days.** A student who is absent from school longer than one day shall have an additional day for each day absent. In other words, the maximum time that a student should have to do makeup work if absent 3 days would be 7 days: 5 days for the first day and one additional day for each day beyond the first day.

D. TUTORING 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.

G. HALL PASSES

The purpose of classes is learning and the purpose of study halls is to provide time to support that learning. To fulfill these purposes, students must be engaged in learning, not wandering the hallways. With the exception of unusual circumstances, only one student at a time may leave class or study hall to go to lockers, bathrooms, health center, guidance office, main office, etc. Passes will be issued primarily for students to obtain needed work and for the bathroom, health center, etc. In order for students to leave study halls they need to obtain a pre-signed pass from the teacher they are going to see. In general, students may not leave their assigned area during the first and last 10 minutes of the period. Except between class periods, students are not to be in the corridors, bathrooms, or outside without a permission slip from a teacher or the office. Teachers will grant permission to leave the classroom for necessary reasons only. Students who are feeling ill must report to the school nurse or main office.

CARS, SNOWMOBILES AND OTHER VEHICLES

Students are advised that all vehicles are TO BE PARKED IN THE BACK PARKING LOT at their 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. Entering through the teacher's parking lot and/or passing a stopped school bus are unacceptable.

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:

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 30 minutes after the start of the dance/event. except for students who work and arrange 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 Jr/Sr 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.

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 emails, surveys, etc.

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 specifically showing any parts or the breasts, belly, buttocks, or undergarments are not permitted.
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, fish hooks, bullet-like cylinders, sunglasses, 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.

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
- 2nd offense: 2 hour detention parent notified
- 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, 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.

FOOD AND BEVERAGES

No food or drink (except water) is allowed in the academic areas/gym. WATER contained in closed and clear containers (no glass containers) may be consumed in the academic area. Food is only allowed in the academic wing with teacher approval.

LAPTOPS

Laptops are school property and are to be used appropriately at all times. Students are not allowed to bring personal laptops to school. Students are allowed to bring school laptops off school property. Students are liable for all damage that occurs to the laptop not covered by insurance. If damage occurs it must be reported to the technology dept. 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.

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 from the librarian to go to the library.
2. Not leave the library for other destinations.
3. Have permission to use a copier.
4. Return library material within four weeks. Renewing for another four weeks is an option.
5. Not remove RESERVED material from the library.

LOCKERS: SCHOOL/GYM

All students will be assigned a locker for their individual use during the school year. Gym lockers are not for academics. 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.

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 and brief hugs are inappropriate. Violators will be documented and forwarded to the office.

SEARCHING/QUESTIONING OF STUDENTS

If school personnel have reason to believe that a student is in possession of illegal substances/weapons 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 discipline as if guilty. Both the 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.

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.

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 principles, 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 of conduct 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.

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, and the student will serve a 4-hour Saturday detention. (No make up work or assessments offered to compensate for the zero.)
- Third offense: call home, letter, zero, student will serve two 4-hour Saturday detentions, suspension from extra-curricular activities. (No make up work or assessments offered to compensate for the zero.)
- Fourth offense: same as Third offense, plus suspension from school for five days.

ALCOHOL AND DRUGS

Madison Junior Senior High School supports a "No Use" philosophy dealing with tobacco/alcohol/drugs. 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 where tobacco smoking is prohibited. No vaping is permitted within the facilities of Madison Jr/Sr 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/>)

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

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 detention for a teacher. Teacher detentions have priority over office detention.

HARASSMENT

MJSHS 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.

1. Referral to administration for disciplinary action if harassment has continued and cannot be resolved.
2. Referral of all involved to the district's affirmative action officer.
3. Discipline could result in expulsion from school.

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. Violation of a person's civil rights is a federal crime.

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 the problem.*

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. An expulsion hearing before the school board may be recommended. The principal will determine if the police should be notified.

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.

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/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:

Offenses

Use or possession of prohibited substances (drug paraphernalia, hookahs, e-cigarettes, e-pens, vape apparatuses, etc.)

Fighting—including pushing, shoving, punching, physical contact

Vulgarity or verbal/physical abuse to a staff member

Vulgarity or verbal/physical abuse to a peer

Harassment or Bullying to a peer

Theft—charges filed with local authorities
Vandalism—charges filed with local authorities
Insubordination—refusal to cooperate with school staff
Forgery of absence documentation, of teacher/staff signature
Leaving school building/grounds without authorization
Pranks-actions that cause disruption, damage and/or injury
Chronic/repeat offenses

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.*

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.

SCHOOL SAFETY INFORMATION

VISITORS

Parents/guardians 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 the Superintendent and relocation center.
- Teachers and staff should:
 - **(C) Confront** the shooter if necessary, in order to evacuate and distract, by throwing classroom 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)
 - Communicate through email once in a safe location, to alert the crisis team names of students and final location.

Primary Relocation and Reunification Center

Madison Electric
6 Business Park Dr. Madison, ME 04950
Phone: (207) 696-4401

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 person 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.

Aiding Other Student in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or **communicating a bomb threat shall be subject to the disciplinary consequences described above.**