

## Message from the Principal

Dear Parent/Guardian:

On behalf of the entire staff at Main Street Middle School - Welcome Back! I look forward to the many magnificent experiences we have in store for you over this coming school year.

This handbook is provided to assist you in the following three areas:

**Academically** – Research supports that students who are organized perform better academically. Parents/guardians are encouraged to become an integral part of their child's organization effort. PLEASE check with your child daily to see if he/she has homework. Teachers will, upon request by you or your child, initial assignments daily as a communication tool between home and school.

**Socially** – School should be a safe environment conducive to learning. This book outlines behavioral expectations and consequences for inappropriate behavior. Disruptive students will be disciplined as outlined in the section of the handbook called Discipline. It is noted that periodically the School Board does change/update board policy. Any changes in Board policy will supersede this document. If you should have any questions please contact me concerning these standards.

**General Information** – This section is intended to provide answers to questions you might have like: "How do I contact my child at school? Where can I turn for school cancellations?" etc.

Parent/guardian support and involvement is one of the keys to insuring success as the staff at Main Street Middle School works to educate the children of MSAD #59. My door will always be open to students, parents/guardians, and staff; **I believe open communication is the foundation of a good school.**

Thank you in advance for parent/guardian and community support.

Should you have any questions or concerns please do not hesitate to call.

Respectfully,

Ryan Arnold, Principal

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**Main Street Middle School ensures equal employment, equal education opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, age or handicap.**

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**Educational agencies and institutions to which Family and Educational Rights and Privacy Act (FERPA) applies must maintain education records consistent with the requirements of FERPA. In brief, FERPA requires those agencies or institution to provide parents and eligible student access to records directly related to the students; to permit parents and eligible students to challenge those records on the grounds that they may be 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 records to other than organizations or individuals described in statutory exceptions; and or notify parents and eligible students of these rights.**

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### **Jurisdiction**

The jurisdiction of the Student Code of Conduct covers offenses that occur on school grounds, on school buses or in other school vehicles, during school-sponsored field trips, when connected with school- related events and activities. Specific consideration will be given, for example, when the incident involves the student's proximity to the school, the length of time elapsed since the student was on school premises, whether there is a connection to an on-premise altercation or confrontation, whether there is a disruption to the school environment or orderly operations of the school, whether the student stopped at a restaurant or store on the way home, and whether the student has returned to the custody of his/her parents.

## Core Values

A student who shows **COMPASSION** of others and self

**Does:**

Help others  
Consider the feelings of others  
Show concern  
Demonstrate kindness toward others

**Does not:**

judge others  
refuse to listen to others  
tease others  
put others down

A student who exhibits **HONESTY** in academic endeavors and interpersonal relationships

**Does:**

Tells the truth respectfully  
Complete his/her own work  
Exhibit fairness

**Does not:**

lie  
steal from others or cheat  
ask other to lie for him/her

A student who shows **RESPECT** in dealing with self and others

**Does:**

Consider other people's feelings and property  
Show courtesy  
Treat others the way he/she would like to be treated

**Does not:**

intentionally hurt others  
  
exhibit rude behavior  
ignore others

A student who demonstrates **RESPONSIBILITY** for personal actions as an individual and as a member of the community

**Does:**

- ▶ admit to making mistakes
- ▶ accept consequences for his/her behavior
- ▶ prepare for classroom and assignments
- ▶ take care of self and belongings

**Does not:**

- ▶ make excuses for unacceptable behavior
- ▶ blame others for his/her behavior
- ▶ allow others to negatively influence him/her
- ▶ take risks with the personal safety of self or others

A student who demonstrates **UNDERSTANDING** of self and others

**Does:**

- ▶ accept feelings of others
- ▶ know everyone makes mistakes
- ▶ offer support to others

**Does not:**

- ▶ assume others feel the same way as he/she does
- ▶ make fun of others
- ▶ intentionally ignore others

## ATTENDANCE

### Start:

- Early Arrival **7:15am \*\*\*** (Subject to change)
- School opens **7:45**
- Students will be marked “Tardy” **after 8:05 (School Starts at 8:05)**

### Dismissal:

- Parent Pick up **2:05pm**
  - Parents will enter the main entrance (Main street side of building). ONLY Adults listed on the emergency card will be allowed to sign out your child.
- Walkers **2:10 pm**
- Bus Students **2:25pm**
  - Meet in the school cafeteria and will be dismissed as their bus arrives

### Excusable Absences:

M.S.A.D. #59, following the guidelines of Maine Law, 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 school age under that adult’s control shall cause the person to attend school as provided in Title 20A – Section 5003.

A student’s absence is excused when it is for the following reasons:

1. Personal illness – An extended or continued illness must be confirmed in writing by a physician.
2. An appointment with a health professional that must be made during a regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.

To determine excused absences one of the following procedures must be followed. Non-compliance will result in an unexcused absence.

1. The student prior to the absence brings a note from the parent/guardian to the office.
2. The parent/guardian comes to the office with the student on his/her return to school after the absence and a note given.

3. The student may bring in a note signed by the parent/guardian. Should a note not be received within five days from the date of absence – the student will be marked as unexcused. The school will no longer make repeated attempts to collect notes. This will be the responsibility of the parent/guardian and the child.

**\*\*NOTE\*\*** A student that is frequently absent may be required to provide notes from an attending physician. The Truant Officer may be asked to assist in enforcing State Statute, Title 20A - Section 5003.

### **Make-up Provisions for Excused Absences:**

For excused absences, make-up assignments and tests are to be completed at the earliest convenience of the teacher. Parents are encouraged to call the school in the morning to request their child's assignments for pick up at the end of the school day. Make up work will not be accepted after a reasonable amount of time.

### **Unexcused Absences:**

Absences are determined to be unexcused when they are not approved by the appropriate school official and also when these absences do not conform to Maine Law for excusable absences. Students who have an unexcused absence will only be allowed to make up the work missed during school detention or in-school suspension. Multiple offenses will be turned over to the truant officer and/or Superintendent of Schools.

### **Early Dismissal:**

Early dismissal of a student from school will be recognized as excused for the same legal reasons allowable for excusable absences. Procedures to be excused are the same as absences. Students are not permitted to leave school for any reason unless the student has the permission of the Administration. A parent/guardian must come into the school to get a child. Under no circumstances will a child be allowed to leave the school unaccompanied. This is to ensure their safety and well-being.

### **Tardiness:**

Students are expected to arrive at school between **7:45** and **7:55**. They must be in their homeroom/Classroom by **8:05**. If late, your child must report to the office with a note from a parent/guardian verifying the tardiness. The school day starts promptly at **8:05** A.M. Tardiness will be addressed on an individual basis starting at **8:05** A.M.

### **Perfect Attendance:**

Perfect attendance for the purpose of award recognition will mean attendance of each day during the quarter/year from **8:05** a.m. to **2:25** p.m.

## BICYCLES

- **Students are allowed to bring their bicycles to school at their own risk.**

Bicycles must be walked onto / off the school grounds and placed in the bicycle rack for storage at the school entrance on Nichols Street. They cannot be used during the day. After school, bicycles must be walked off school property and across the street. This is for safety purposes, since buses and cars use Nichols Street at this time. Violation of these rules will be grounds to deny a student the privilege of bringing a bicycle to school. rules also apply to skateboards, roller blades, and scooters. However, during the school day, these must be left in the office.

## BOOK BAGS:

Book bags, pocketbooks, and knapsacks are a convenient way of transporting schoolbooks and supplies; however, they are to be left in the lockers during the school day. These will not be allowed in classrooms. Students will be asked to remove all dangling attached items like stuffed animals, key chains, charms, etc. This is for safety purposes.

## BUS TRANSPORTATION:

Transportation is provided for all students who require it. Students are expected to adhere to the rules set forth by the **Transportation Director, Chris Roy** as well as the rules set down in this handbook. A copy of the transportation rules can be obtained by calling **Mr. Roy at 696-3323 Ext. 4305.**

- When students are dropped off at school, they are to enter the building immediately

## CAFETERIA:

Both breakfast and lunch are served in the cafeteria. We also have, after first period, fresh fruit & veg, second chance breakfast for those that missed morning breakfast.

### Conduct:

Students are expected to be on their best behavior while eating. For safety and hygienic concerns, throwing, flicking, spitting food at, or wiping food on another student may result in assigned seating, detention, or a suspension. **(We are also asking students to not share food with other students because of sometimes unknown food allergies)**

**Outside beverages:** Students who bring in morning coffee, energy drinks, hot chocolate, etc. will be ask to leave it in the office and can have it at the end of the day after dismissal. If not picked up at that time it will be discarded.

**\*\*\* We also encourage that students don't bring Candy or Soda to school. \*\*\***

## **CANCELLATION OF SCHOOL:**

School may be delayed, closed early or canceled for a variety of reasons. The most common reason is the threat of severe weather conditions. The school department will send out a phone/email/text blast in order to inform parents and the general public. Please familiarize your child with what they should do upon arriving home after one of these unscheduled closings.

Should you have questions contact the Superintendent's office 696-3381.

## **CONTACTING YOUR CHILD:**

If you have an **emergency** message for your child, please let us know that we are dealing with an emergency situation, and we will get your child to the telephone immediately. If the message is of a more routine nature, please give us sufficient time to contact your child. We will not interrupt classes, but when regular announcements are made we will ask the student to come to the office at an appropriate time.

- For the protection of your child, only the parents/guardians and those people listed on a Student's Emergency Card are permitted to contact said student., including signing of the child out.  
(See Emergency/Informational cards)



## **FUN NIGHTS:**

Over the course of the year, Dance/Fun Nights and Movie nights are held at the Main Street Middle School. **They are for Main Street Middle School students only.** These fun nights provide an ideal setting for students of varying ages to socialize in an informal, yet supervised setting.

The Fun Nights will be held in the evening from **6:00 – 7:30 P.M. (time subject to change)** Students are asked not to arrive before 6:00 P.M. and to arrange a ride home directly at 7:30 P.M. There will be an admission charge. Any refreshments purchased will be extra. Sneakers must be worn for participation in gym games (volleyball, relay races, tug of war, basketball, etc.) Student council provides music in the cafeteria.

Students enter through the Nichols Street lobby doors. These doors will be locked after 6:30 P.M. The front entrance will be open throughout the night for visitors. Parents/guardians are cordially invited to attend or help chaperone.

Conduct expected is the same as at any school-sponsored event. Violation of school rules will be dealt with as outlined in the “Discipline” section of this Handbook. Unruly students will be brought to the office and the parents/guardians will be called to come for them immediately. They will also not be allowed to attend the next dance held during the school year.

Students absent the day of the Fun night(s) are not permitted to attend, unless authorized to do so by the Administration.

Students are expected to stay for the full duration, once they arrive at 6:00. If they are to arrive later or must leave early, a staff member must be notified by the parent/guardian. Students arriving late or leaving early without authorization will not be allowed to attend future events, and parents will be notified.

Students requiring disciplinary action during regular school hours may have their privilege of attending Fun nights revoked.

## **School Parties**

Individual parties held during the school day are discouraged, as instructional time is the priority. During the holidays, teachers will have classroom parties at the end of the day so as to not disrupt large chunks of instructional time. If your child is having a party and only inviting a selected few students, please mail these out so as not to hurt a child’s feelings. We ask that you not have gifts, flowers, or balloons sent to the school as we cannot give them to children until the end of the day. Balloons and breakable containers cannot be brought on the bus for safety reasons.

## DISCIPLINE:

It is expected that all students behave in a positive, respectful and responsible manner. This is of the utmost importance in order to ensure a safe, smooth, uninterrupted educational environment.

Students who violate classroom or school rules will be subject to disciplinary action. This includes behavior at all extracurricular school – sponsored activities and when riding on a school bus.

If parent/guardian refuses the consequences for the student; the parent/guardian needs to meet with the Principal prior to the student returning to school.

Depending on the severity and frequency of specific violations the following disciplinary actions may be taken:

1. **DETENTION** – A STUDENT MAY BE ASSIGNED A DETENTION EITHER WITH A TEACHER OR IN THE OFFICE, TO LAST FROM 2:35 – 3:30. If necessary, students will be given a 24-hour notice to arrange for transportation. A student will be issued a detention notice that must be signed by his or her parent/guardian and returned to the staff member issuing the detention. Any student requiring disciplinary action during this time will be asked to leave immediately, the parents/guardians will be notified, and an out-of-school suspension will be assigned.
2. **MULTIPLE DETENTIONS** – Office Detention(s) are cumulative. For example, should a student skip a detention two office detentions will be assigned.
3. **REVOCATION OF EXTRACURRICULAR PRIVILEGES** – Assemblies, dances, field trips, sports, drama, band, chorus, student council and a variety of other functions occur regularly at MSMS. Attendance at these is a privilege that may be revoked due to behavioral concerns during the regular school day.
4. **IN-SCHOOL SUSPENSION** – a STUDENT'S ACADEMIC NEEDS ARE BEST SERVED WHEN IN SCHOOL, therefore an in-school suspension will sometimes be invoked. It may be of any duration. The parents/guardians will be notified by telephone and receive a letter from the Administration. Students will be expected to complete work assigned by the teachers and comply with standard disciplinary expectations. It is the responsibility of the student to hand in the work at the end of the day. Participation in extra-curricular activities will be suspended until completion of the suspension.
5. **OUT-OF-SCHOOL SUSPENSION** – **For certain offenses**, a student may be suspended out of school, or have his/her educational program changed for up to 10 days. Parents/guardians will be notified by telephone and receive a letter from the Administration. Students will be provided their assignments for the day(s) they are suspended and are expected to submit the work for assessment upon returning. Reasonable requests for extension of time will be honored. Participation in extra-curricular activities will be suspended until completion of the suspension.

**\*\*NOTE\*\*** Detentions or Suspension not held due to cancellation of school (snow days, etc.) will be held on the next available day.

6. **EXPULSION** – A student who demonstrates behavior that is dangerous or detrimental to the staff, students or him/herself may be brought before the School Board with the recommendation for expulsion. Repeated suspension may also result in expulsion. Expulsion means the student may not attend school for as long as the Board determines and may return only under conditions set by the Board.
7. **CONTRACT** – A student who violates School Board Policy may, as a condition for his or 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 the student's ability to be successful while ensuring the safety of the student and others.

## **SPECIFIC VIOLATIONS:**

- This is only a few of the prohibited behaviors as outlined by the Student Code of Conduct. These behaviors are the behaviors most frequently exhibited by students warranting teacher and or administrative actions. The Code of Conduct provides a range of consequences with the understanding that each school needs the flexibility to determine appropriateness of consequences. For the behaviors listed below the MSMS staff has identified consequences we feel to be appropriate to ensure a safe learning environment.

## **OFFICE REFERRALS FOR DISCIPLINARY MATTERS**

- Main Street Middle School teachers and support staff helps our students learn to get along, follow rules and take responsibility for their own decisions. Most of the time this is done as a normal course of our work on playgrounds, in classrooms, in the lunchroom and hallways. At times, MSMS staff may decide to refer a student to the principal because of the seriousness of the behavior or to help the student make better decisions in the future.
- When a student is referred to the principal, you can expect that the principal will start by talking with the student about the importance of telling the truth and taking responsibility. Then the principal will investigate the situation thoroughly and will aim to turn the concern into a learning opportunity. Most often, the student will be given an opportunity to reflect and will be challenged to take responsibility for choices and come up with a plan to apologize or make restitution.
- The principal will communicate actions taken with the teacher and will communicate with the parents when it is appropriate.

## **CLASSROOM BEHAVIOR – Detention.**

The teacher or educational technician will handle behavior problems that arise in the classroom and assign detentions when appropriate. This may be for any behavior that disrupts the learning environment. An office detention may also be invoked.

## **DEFACING OR DESTRUCTION OF SCHOOL PROPERTY – Detention or suspension.**

The school is a public facility. To intentionally damage or destroy any part of it or its contents is vandalism. This includes writing or carving on walls or furniture. The student is also responsible to pay for all repair replacement and labor costs.

## **DISRESPECT TO A STAFF MEMBER – Detention or suspension.**

Rude or disrespectful behavior toward any staff member will not be tolerated. This may include, but is not limited to, back talk, kicking or slamming objects or other flagrant actions. Similar disrespect to guests at MSMS will be treated the same way. Guests to our schools deserve the utmost respect and courtesy. Any comments or actions perceived otherwise will not be tolerated.

## **FIGHTING – Suspension.**

Any student who physically assaults or attempts to assault another student by slapping, punching or kicking is endangering the safety of both him/herself and others and will receive a minimum three day suspension. Students involved in a shoving match may be suspended. Students inciting a fight will be reprimanded with a detention or suspension. Should a staff member intervene and incur an injury due to the disturbance, or should a student directly assault a teacher, a suspension of not less than 10 days, and a possible expulsion hearing before the School Board will result. The Police may be notified. Random acts deemed overtly malicious will be dealt with on an individual basis.

## **LEAVING SCHOOL WITHOUT AUTHORIZATION**

A student may not leave the building or grounds during the school day without authorization from the office. The police will be notified.

## **REFUSAL TO SERVE DETENTION – See DETENTION section**

If a student cannot serve a detention on the assigned date, a parent/guardian should notify the teacher and office in advance, and arrange an alternative time.

## **SIGNS OF AFFECTION – Teacher/Administrator discretion.**

Showing signs of affection publicly is unnecessary.

## **STEALING – Detention**

Taking another person's property or possessions without consent is illegal. This includes students' personal items and anything belonging to a staff member or the school. Legal action may ensue.

## **THREATENING – Counseling, detention or suspension.**

Any threat of physical harm directed toward another student will not be tolerated. This includes any drawings, notes, or any action perceived to be gang related. Any threat of physical harm directed toward a staff member will result in an immediate 10-day suspension and request for a possible expulsion hearing before the Board. The Police may be notified.

## **THROWING OBJECTS – Detention or suspension.**

Any objects thrown in the classroom, hallways or cafeteria present a safety hazard and will not be tolerated. This includes objects used or thrown with malicious intent in Physical Education class.

## **VULGAR LANGUAGE/GESTURES – Detention or suspension.**

Vulgar language or gestures of any form directed toward a staff member is blatant disrespect and will result in a suspension of not less than 5 days. Flagrant or additional offenses will result in a 10-day suspension and possible expulsion hearing before the Board. Vulgar language/gestures directed toward another student will result in detention or suspension.

## **INTERNET POLICY – Loss of privilege, detention or suspension.**

The Internet is provided by the district for research purposes under the supervision of a classroom teacher. Misuse of the policy will not be tolerated.

## **MISCELLANEOUS – *Detention or suspension.***

Any random acts that endanger the safety of themselves or another student (i.e. – pulling a chair out from under) or compromise hygiene (i.e. – spitting) will not be tolerated.

Length and duration of detentions and suspensions, unless specifically stated above, is up to the discretion of the Administration.

Suspensions will be cumulative. Depending on the infraction, repeat suspensions will increase in a hierarchy of 1,2,3,5,7 and 10 days, with a request for a disciplinary hearing before the Board to accompany the 10-day suspension.

# **Extremely Rare, Though Possible Flagrant Violations**

**The following constitute violations of School Board Policy that would most likely be rare, or non-existent, at MSMS. However, they have been included for your information**

## **ALCOHOL VIOLATION – *Counseling and Suspension, and a mandatory Board Hearing.***

Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.

## **DRUG VIOLATION – *Counseling and suspension, and a mandatory School Board Hearing.***

Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.

## **HARASSMENT - *Counseling, counseling and detention, or counseling and suspension.***

A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. **(see Policy at the end of the handbook)**

## **TOBACCO USE/POSSESSION - *Counseling and suspension, and a possible School Board Hearing.***

Possession or use of any tobacco or tobacco products (including, but not limited to, cigarettes, cigars, hooka, dip, chew, snus, vape pens, etc.) including possession with the intent to sell, give, deliver, or distribute.

## **WEAPONS - *Counseling and suspension, and a possible School Board Hearing.***

Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon. It is imperative to note that any object that could be perceived, or used, as a weapon will be subject to the same guidelines and consequences (i.e. toy weapons, scissors, pencils, piece of wood from outside.)

## **BOMB THREATS - *Suspension and/or Expulsion (see policy EBCC)***

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 § 1001(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 § 1001 (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 Students 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.

## ACTIVE SHOOTER/EVACUATION/REUNIFICATION CENTER

### *ALICE Protocol for Main Street Middle School*

- **(A) Alert** - Call 911 AND Principal calls for **(L) Lockdown** and communicate 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 Town Office)
  - Use cell phone or 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 Town Office  
26 Weston Ave, Madison, ME 04950  
Phone: (207) 696-3971

## 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 and will answer student questions as needed.
- Teacher's will take attendance by class 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.

## DRESS CODE

A definite relationship exists between good dress habits, good work habits, and proper school behavior and spirit. Any type of attire, which attracts undue attention to the wearer, or is judged, to be in questionable taste is contrary to school goals. This includes:

1. Clothing, which is judged to be excessively worn/torn.
2. Styles which present a safety problem or which cause maintenance problems to school property.
3. Styles deemed blatantly immodest. (i.e. **tank tops and short shorts**)
4. Styles, which are contrary to sensible standards of health.
5. Styles, which portray or promote alcohol, tobacco, or other drugs.
6. Styles judged to be gender and sexually demeaning.
7. Any article of clothing perceived to symbolize affiliation with a gang.
8. Sunglasses may not be worn in the building during the school day.
9. Caps, hats, bandannas and other headwear are generally not in good taste for the classrooms. Therefore, students are requested to remove them upon entering the building at the beginning of school.

Teachers and the Administration will address questionable attire. Students wearing articles of clothing deemed inappropriate will be allowed to call home for a change of clothes, or will be sent home. Continued disregard of these guidelines will result in disciplinary action.

## ELECTRONIC DEVICES / CELL PHONES / SMART WATCHES

**All electronic devices (not school issued)**, are not to be used in the school building during the day unless for class purposes and with permission from either a teacher or the Administration. Thus, they are not to be brought to school. If any electronic devices are used during the day, and taken from the student by a staff member or administration, the parent/guardian will have to come to the office to have the item returned.

**\*Cell phones/smartwatches are to be placed in school locker on silent till the end of the school day.**

## ELEVATORS

One elevator is located in the academic wing, and a second elevator is located in the gymnasium area and is available to anyone requiring it for medical reasons. Parents and the student must contact the office prior to use. Otherwise, students will use the stairways and specifically the front stairway when going between floors. Unauthorized use of the elevator will result in disciplinary action.

## EMERGENCY/INFORMATIONAL CARDS

Each parent/guardian is required to fill out and sign an Informational Card, to be kept on file in the office. This is imperative in the event we may have to contact you during the school day, due to illness, emergency or disciplinary concern. **Please note that only those people listed on the card can be contacted.** If you wish to add/delete names during the course of the year, you may do so. Please update as necessary.



## **EMERGENCY EVACUATION - FIRE DRILL PROCEDURE**

In the event of an emergency evacuation and practice drills for emergency evacuations of the building, the following procedure must be followed: Students must exit at a designated door. They must do so quickly. They must also do so quietly so that everyone will be able to hear any instructions given. Exits are posted in each room. Drills are important and must be taken seriously by all involved.

## **EXPENSES INCURRED**

All textbooks and calculators are purchased by MSAD #59 and are loaned to students free of charge. Students are expected to take proper care of them. Books should be covered to preserve them and should never be written in. The student, through the office must pay for books or calculators lost, damaged or destroyed.

Expenses incurred through the library, computer class, or regular classes must be paid.

Unpaid bills may result in possible revocation of privileges involving extracurricular functions, events and programs. Unpaid bills follow students through the grades.

If you have any questions regarding unpaid bills or wish to make an individual arrangement for compensation, please contact either the school or district office.

**Recess Rules** Students who go outside at recess or any other time are receiving a privilege that may be revoked. Appropriate behavior is expected.

**Speak with Kindness and Use Good Manners:**

- Respect the feelings of others at all times
- Use encouraging words during play (good job, nice play, etc.)

**Take Responsibility for your actions:**

- Report all incidents to playground supervisors and follow supervisor's direction
- Walk back to your classroom line immediately when the bell rings
- Play within playground boundaries (Rule of thumb, should be able to hear playground supervisors voice)

**Always do your best**

- Play Fairly
- Try to include all others in games and activities

**Respect Yourself, other and the Environment:**

- Keep your hands and feet to yourself and abstain from fighting, wrestling, tripping and / or rough play.
- Respect Nature: Do not throw rocks, sticks, pinecones or snowballs
- Leave all rocks on the ground.

**Personal Items**

- It is permissible for students to bring personal sports equipment from home for use during recess. Examples included basketballs, soccer balls and jump ropes.
- The school assumes no responsibility for the care of these items. Personal items must be clearly marked. Selling, bartering, borrowing, and trading of collectable items and cards are not permitted at school. This includes Pokemon, baseball, and other trading items.

**Dress for Weather**

- During cold weather all children should have hats, mittens and boots. Students must have snow pants or double pants and a jacket to play; otherwise they must stay inside.

## EXTRACURRICULAR ACTIVITIES

The extracurricular activities offered at Madison Junior High School are designed to help students develop strength of character through teamwork. A combination of academics and participation in extracurricular activities contributes to the growth of a well-rounded young adult, physically, emotionally and socially.

Being involved in extracurricular activities is a privilege that requires a student's responsibility to self, school and others. One should always conduct him/herself with integrity, as a representative of your home and your school. Any conduct of either participants or student spectators at extracurricular events requiring disciplinary action will result in revocation of the privilege to attend future events.

### Offerings

Drama ( Spring) Gr. 3-6	Yearbook. Gr. 6 <sup>th</sup>
Student Council Gr. 3-6	Track and Field Gr. 5-6
Cross Country Gr. 5-6	Boys' Basketball Gr. 6
Girls' Soccer Gr. 5-6	Golf Gr. 5-6
Girls' Basketball Gr. 6	Civil Rights Gr. 3-6
Band/Chorus	Gaming (D&D) Gr. 3-6
100 Mile Club Gr. 3-6	Math Team Gr. 3-6

\* Exception - grade 6 students who are not eligible for Cal Ripkin or ASA Softball because of an age cut-off

### Requirements for Participation:

#### Permission Slips – All extra-curricular activities.

This states that the participant knows the rules and will abide by them. It gives parental consent to participate. For athletic activities, it allows for an injured player to be attended to by either a qualified coach/trainer or physician should an injury occur.

#### Physicals – Athletics Only.

For athletic activities a physical examination is required **every 2 years**. It is up to the individual family to arrange for it. These must be kept up-to-date and written proof of such must be kept on file in the office.

### Transportation

Students are responsible for their own transportation from practices or when any activity runs late. When an event is held at another location, a bus will transport students back to the junior high. Parents/guardians should arrange to promptly meet them there.

\* If a student wishes to ride home with his/her parents from an event held at another school, parents must verbally confirm this with the coach at the event and give written permission. If a student wishes to ride home with another parent, written permission from his/her own parents must be given to the coach along with written verification from the transporting parent.

## **Attendance**

Students who are absent the day of a game or other event will not be allowed to participate unless extenuating circumstances for the absence are cleared with the Administration prior to the activity. The same applies to practice sessions. Participants who regularly come in late the day of and or the day after a game or event may have his or her privilege revoked for a period of time.

## **Violations of Substance Abuse Policy**

It is expected students will be chemical free at all times. Students who are referred or refer themselves to the office and are found to be in violation of the M.S.A.D. #59 Substance Abuse policy will be held to the consequences outlined in the policy. The privilege to participate in extra-curricular activities will be suspended. The length of suspension will be outlined in a contract with the M.S.A.D. #59 Board of Directors or their designee (building principal)

## **Academic Eligibility**

The specific requirements for maintaining eligibility are outlined below:

### **Academic Eligibility for Sports and Extra-curricular Activities:**

It is the goal of MSAD #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. Be enrolled as a full-time student, or if a home school child must present copies of a state approved educational plan.
- b. Academic eligibility for athletes will be monitored every four weeks and continue throughout the season. The eligibility will also be checked at the end of each quarter, and the final average (cumulative).
- c. If student participants are failing one or more classes at the junior high level (grades 5 – 8), 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, etc.... until grades are reviewed after 2 weeks.**
  - **If a student fails to regain eligibility (after 2 weeks) they will be removed from the team for the season.**
- d. Summer school is an option for students to regain eligibility.
- e. Transfer students must meet these guidelines to be eligible for Co-Curricular Activities.

### **Attendance for Student Participating in Extra-curricular Activities**

Students who wish to participate in extra-curricular activities must attend school on a regular basis. Students who are not in attendance at school the day before an event, the day of or part of the day of an event or the day after an event will not be able to participate in that event and or the next event. Exceptions are made through the administration only. The administrator will determine whether the reason for the absence is excusable.

## GRADING SYSTEM

Main Street Middle School has a letter grade system as follows:

A - 93 – 100

B - 85 – 92

C - 76 - 84

D - 70 - 75

F - Below 70

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.

**Progress Reports are no longer issued.** Parents and students will have access to their child's grades daily by accessing their PlusPortal on the school webpage. Parents should help their youngsters 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, Physical Education, MultiMedia, Music.

## ACADEMIC HONESTY

Students are expected to be true to themselves, their parents and their school. It is the responsibility of students to conduct themselves with dignity and integrity. Any form of academic dishonesty is unacceptable. Plagiarism, copying word for word someone else's work and submitting as their own, is unacceptable as well as against the law. Teachers and the administration will handle individual incidents. Consequences may result in a zero on the given paper, notification of parents/guardians and possible disciplinary action.

## **HOMEWORK / HOMEWORK CLUB**

- Students, Parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experience
  - Student Responsibility
    - Get homework assignment
    - Take homework home
    - Complete homework to classroom standard
    - Return Homework on time
  - Parent Responsibilities
    - Provide quiet workplace
    - Establish consistent homework time
    - Sign and return paperwork on time
    - Read information sent home
    - Review / Discuss homework and correct work
    - Communicate questions, concerns, or kudos to student and parents.
- Homework Club is available **Monday thru Thursday from 7:15 AM to 7:55 AM** and may be assigned as a mandatory part of your child's schedule to receive additional assistance with academics. Students not utilizing time productively will be asked not to participate. **Parent/guardian will be responsible for transportation.**

## **INSURANCE**

Student insurance is offered for a small fee. All students wishing to participate in extra-curricular activities must provide proof of health insurance coverage or purchase the insurance available through the school district.

## **LIBRARY**

Students should familiarize themselves with the library rules. They should be respectful and responsible. It is a place for quiet reading and research. If a student is disruptive, disorderly or disrespectful, the use of the facility may be restricted or revoked. This is up to the discretion of the librarian and the Administration. In addition, if a student is struggling academically and not utilizing the library for specific research purposes, the librarian may restrict the reading of magazines or other material, or the use of computers, if it is unrelated to course work.

## **LOCKERS**

Each student will be given a locker and is to use only the one assigned to him/her. All personal items and books, when not in use, are to be stored in them. The school is not responsible for articles left in student lockers. Access to lockers is allowed only during specified breaks. Students are not to be at them either during or between classes unless they have a pass. Lockers should be kept neat and orderly. The homeroom teacher will make periodic inspections. Material posted in them that espouses drugs, alcohol, and tobacco or is sexually explicit is prohibited.

## **LOST & FOUND**

- To prevent loss of property, parents are encouraged to label all children's clothing, bookbags, personal items, et. w/ their child's name. Over the years, thousands of dollar's worth of unclaimed clothing has been left at school. Lost items are kept in the lobby on a table/bin. Parents and students may check for lost items before or after school. Clothes not claimed before vacation periods or long periods of time are donated to charity.

## **MEDICAL INFORMATION**

### **The School Nurse**

M.S.A.D. #59 has one registered school nurse to attend to the medical needs of its three schools. The office of the district nurse is located at Main Street Middle School. The phone number is 696-3381. The nurse has a weekly schedule to service each building. This schedule is subject to change due to emergencies and other job requirements. If you need to see the nurse when he or she is not in the building, please leave a message in the office with the administrative assistant. Emergency services will be carried out in individual circumstances.

### **Health Records**

To provide appropriate health care for students, health records are vital. They contain information regarding health concerns, limitations, and medications. Please contact the school nurse each fall to update your child's records, if necessary. (Ex: new allergies, recent immunizations, diseases, medications, etc.)

### **Health Screening**

At some point during the school year your child may have the following health screenings:  
Grades 5 & 7 - vision and hearing You will be notified only if there is a concern with the results of the screening.

### **School Medication Policy**

It is the policy of M.S.A.D. #59 to discourage the dispensing of medications. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all doses at home. If medication must be administered in school, non-licensed personnel under the supervision of the school nurse may dispense it.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician/dentist for a particular student.

Before any medication is administered to a student in school, the School Board requires the following conditions be met:

1. A written request by the parent/guardian to give consent for the administration of the medication, including the fact that non-licensed personnel may administer or supervise the self-administration.
2. A written and signed order of the prescribing physician, which must include:
3. Name of child.
4. Name of medication.
5. Reason for medication.
6. Dosage.
7. Times to be administered.
8. Possible side effects.
9. The medication must be in a prescription container with a pharmacist's label designating the patient's name, instructions, name of the medication, and name of the physician.



10. Medication to be administered on a long-term basis may be brought to school by the parent/guardian or designated adult. This would consist of one week's supply of medication.
11. Medication to be administered on a short-term basis may be brought to school by students. It would consist of one dose brought each day.
12. Medication in the form of pills will be counted, recorded, and dated on the medication sheet upon receipt.
13. The parent/guardian will be responsible for informing the school in writing of any changes in the child's health or medication.
14. If continuous medication is administered, the family will see a physician on a yearly basis.

Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question.

Students shall be permitted to carry and self-administer prescription medication in school under very special circumstances, as requested and described by the student's physician and parent/guardian (such as in the case of an adequately instructed asthmatic/allergic student with an inhaler or bee sting kit).

A parent/guardian may choose to come to school to administer a medication to their child.

All medication will be appropriately maintained and secured by the school Administration, school nurse, or school secretary.

## **Medical Emergencies**

In the case of students prone to suffer from an acute or life-threatening condition (i.e. allergic reaction to insect stings) the following guidelines should be followed:

1. Appropriate school personnel will be made aware of the student's condition.
2. A clear emergency procedure will be outlined on the child's health record. The school nurse will inform all teachers of the procedure.
3. The student will be encouraged to wear a medic-alert emblem indicating his/her condition.
4. Medication provided by the parent will be kept in a predetermined place at the school and all personnel involved with child will know its location. In the event of a field trip, the medication kit must be transported with the student.
5. Prior to a field trip or extracurricular event, at least two staff members from the junior high, as well as the bus driver will be instructed in the administration of said medication.

## **PASSES**

Students are not to be out of their assigned classes without a pass. Passes are obtained from the teacher whose class the student is attending. If a student wishes to see another teacher or needs to utilize the library to work on a project assigned by another teacher, that teacher must sign the pass.

## **RETENTION**

M.S.A.D. # 59 Board of Directors has a policy governing retention. In order to aid staff in their discussion and decision-making process about retention at Main Street Middle School, the following guidelines will be considered:

1. A student who receives a failing grade in one subject for the year, as averaged over all four ranking periods, is eligible to be promoted to the next grade.
2. A student who receives a failing grade in two or more subjects for the year, as averaged over all four ranking periods, will be considered for retention. During our discussion and decision process we will consider the following for promotion:
  - A. Attendance and successful completion of an approved summer school program(TBD) to make up at least one of the two failures. The parents will assume the cost. The program of study must be approved by the Administration in advance and proper documentation of progress and results must be given.
    1. It should be noted that summer school may not happen for lack of participation or staffing
  - B. Successful completion of an approved summer school program to make up at least one of the two failures utilizing a private tutor. The program of study must receive prior approval by the school.

Classes meeting daily will be considered as one subject. Specials meeting once or twice each week - Art, Physical Education, Multi-Media, Music - will be considered half subjects.

## **SUBSTITUTE TEACHERS**

When a regular staff member is out and replaced by a substitute teacher, students are to conduct themselves responsibly and respectfully. A substitute teacher has the same authority as the classroom teacher. Substitutes will follow prescribed lesson plans left by the teacher, in order that continuity of programs is not interrupted.

## **TELEPHONE**

A telephone in the office is available for student use but is limited to the following:

1. Emergency
2. Illness
3. Detention
4. Change in after-school activities
5. Other circumstances confirmed by the secretary or Administration.

With the exception of an emergency or illness, students may use the phone only before and after school, during homeroom break or lunch break. They will not be allowed to use it during classes or study halls.

## **VISITORS**

Visitors are welcome at Main Street Middle School at any time. You are asked to please check in with the office upon entering the building. If you wish to visit a particular classroom or speak with a particular teacher, you should make arrangements with both the teacher and administration prior to your visit.

### **Acknowledgement of Main Street Middle School Handbook**

We, the undersigned have read and understand the behavioral and academic expectations as outlined in the handbook portion of the Main Street Middle School Handbook. We understand the handbook provides guidelines for appropriate disciplinary action to be taken by the staff to ensure each child grades 3 through 6 will have access to an education in a safe environment.

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Grade/Homeroom**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

### **STUDENT INTERNET USE ACKNOWLEDGEMENT FORM**

No student shall be allowed to use the internet until the student and parent/guardian have signed and returned this acknowledgement to the school.

Student:

I have read policy INJDB-Student Internet Use and IJNDB-R-Student Internet Use Rules and agree to comply with them.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

Parent/Guardian:

I have read policy IJNDB-Student Internet Use and IJNDB-R Student Internet Use Rules and understand that my son/daughter's use of school computers is subject to compliance with these rules.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

Adopted: 10/16/00  
Revised: 12/19/05  
Revised : 4/13/17  
Revised : 5/10/17  
Revised : 7/15/19  
Revised : 7/20/20  
Revised : 5/18/22  
Revised: 5/30/23

## Appendix C