

MADAWASKA MIDDLE SCHOOL

# Student Handbook

2011-2012



# STUDENT/FAMILY HANDBOOK

Dear Parent/Guardian:

Welcome! The administrative team, faculty, and staff at Madawaska Middle/High School have been busily preparing for yet another school year. Student rights, responsibilities, and privileges are outlined in the handbook, as well as academic and athletic guidelines, student behavior and attendance, and general information regarding school policies. Please read this handbook with your son/daughter. If you have any questions, please do not hesitate to contact me at 728-3371.

Sincerely,

*Wayne J. Anderson*

Wayne Anderson  
Principal



*An Internet version of this handbook can be found at the following web address:*

*[http://www.madawaskaschools.org/middle\\_high/index.cfm](http://www.madawaskaschools.org/middle_high/index.cfm)*

# MADAWASKA MIDDLE SCHOOL

## TABLE OF CONTENTS

Table of Contents	
STATEMENT OF PURPOSE	1
GENERAL INFORMATION	1
Purpose of Handbook	1
School Profile	1
Lockers/Search	1
Lunch	1
School Visitors	2
Evacuation Drills	2
Lost Textbooks & Other School Property	2
Honor Roll	2
Academic Awards Evening	2
Library	3
Computers	3-4
Telephone Calls	5
Student Rights and Responsibilities	5
Personal Property	5
Cell Phones	6
Plagiarism	6
ATTENDANCE	7
Compulsory Attendance Ages	7
Perfect Attendance Award	7
Absences	7-12
Make-up Work	12
Dismissal	12
Leaving School	13
Before School – Noontime and After School	13
CODES OF BEHAVIOR	13
Cafeteria	14
Gymnasium	14
Middle School Areas	14
Parking Lots & School Property	14
Snowballs and Other Objects	15
School Buses	15-16
Study Halls	17
School Dances/Gym Night	17

ALCOHOL, DRUGS AND TOBACCO	18
Alcoholic Beverage/Products with Alcoholic Contents	18
Drugs and Narcotics	18-19
Tobacco	19
Bomb Threat	19-20
OTHER REGULATIONS	20
Search	20
Dress Code	20
Gum Chewing	21
School Assemblies	21
STUDENT BEHAVIOR AND DISCIPLINE	21
After School Teacher Assigned Detention	21
Saturday Detention	21-23
Suspension	23-25
Expulsion	25-26
Weapons, Violence, and School Safety	26
Hazing	27
GUIDANCE DEPARTMENT	27
SPECIAL SERVICES DEPARTMENT	28
504 Procedural Safeguards	28-29
PHYSICAL EDUCATION	30
Policy	30
Gym Uniforms/Gym Lockers	30
ATHLETICS AND CO-CURRICULAR ACTIVITIES	31
Eligibility Rules	31-32
Procedure For Dealing With Students	33-34
Co-Curricular Activities	35
Harassment	36
Student Records	36
Rights under FERPA	37-39
Class Officers/Advisors	40
Student Council	40
Important Dates	41
Progress Notices	41
Bell Schedule	42
School Calendar	Back Inside Cover
Madawaska Middle School Overview	Front Inside Cover

## ***Madawaska Middle/High School Mission Statement***

The Madawaska Middle/High School community is dedicated to providing students the opportunity to participate in a high quality educational experience that will guide them towards the acquisition of the necessary knowledge and tools to succeed in a multifaceted world.

### **Academic Expectations**

**Madawaska Middle/High school students will:**

READ EFFECTIVELY

SPEAK EFFECTIVELY

WRITE EFFECTIVELY

SOLVE PROBLEMS EFFECTIVELY

RESEARCH EFFECTIVELY



### **Social Expectations**

PRACTICE GLOBAL AND RESPONSIBLE CITIZENRY

- \* Interact effectively and respectfully within a diverse community
- \* Participate in community through volunteerism and organizations
- \* Understand importance of accepting responsibility for personal actions and decisions

### **Civic Expectations**

DEVELOP THE SKILLS OF COLLABORATIVE AND QUALITY WORKERS

- Establish and completing goals
- Persist in improving performance and exhibiting initiative
- Demonstrate and share a quality product
- Work effectively both independently and collaboratively

**SCHOOL COLORS:** Royal Blue, White and Gray

**NICKNAME:** Owls

**SCHOOL MASCOT:** Owls

**SCHOOL SONG:** Madawaska High School,  
We sing to thee,  
Fairest of all schools,  
Give her three times cheer--Rah! Rah!  
Rah!  
Evermore to serve thee  
Love and adore,  
Here's to Madawaska,  
Forevermore, Rah! Rah! Rah!



**GENERAL INFORMATION**  
**PURPOSE OF HANDBOOK**

This handbook will help you to review some of the traditional policies of our school and to look at new policies necessary to operate in an efficient and educationally beneficial manner. It is suggested that you retain this handbook since it will contain information designed to help you understand and to remember items, rules, and regulations necessary for your conduct and adjustment to the school situation.

**SCHOOL PROFILE**

Madawaska Middle/High School is a New England Association Accredited School serving the community of Madawaska and tuition students from Grand Isle. The enrollment is approximately 297 students in grades 7-12. The professional staff is comprised of 25 full-time teachers, a guidance counselor, a library clerk, an athletic director, a special education director, an assistant principal, and a principal.

**LOCKERS/SEARCH**

Each student is assigned a locker for his/her use, **and it should be kept locked at all times**. These lockers are the property of the Madawaska Middle/High School and may be inspected at any time by the principal, or a designee. Maine State Law also gives school administrators authority to search students, provided that reasonable suspicion exists.

**LUNCH**

In order to facilitate the selling of lunch credits, on the first day of the week, students must report to their Team Time Room to buy their lunch credits. The lunch credits will be sold during Team Time on Monday. On all other school days lunch credits must be purchased from the main office prior to the start of the school day.

Students will be provided with a new lunch card every school year. If the card is lost, students will be provided with a second card free of charge. If the second card is lost, students will have to pay a \$5.00 fee for a third card and any replacement card thereafter.

## SCHOOL VISITORS

If a student wants to bring a visitor to attend classes or other activities, he/she must request permission from the principal or the assistant principal at least three (3) days before the planned visit. The student and visitor(s) must check in at the main office, secure a visitor's badge, and must adhere to the same rules and regulations, as do Madawaska students.

## EVACUATION DRILLS

Students are to follow the directions on the evacuation drill signs that are posted in each room in a quiet, orderly manner. All students are to file out in a single line to the designated emergency evacuation area.

## LOST TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are personally responsible for all textbooks and other school property issued to them. **All textbooks issued are to be covered.** Students must pay replacement fees for any lost or damaged items.

## HONOR ROLL

An honor roll will be computed at the end of each quarter. A student may qualify for honors or high honors.

Requirements are:

<b>High Honors</b>	All grades 93-100
<b>Honors</b>	All grades 85-100

## ACADEMIC AWARDS EVENING

To be invited to the Academic Awards Banquet, a student must achieve honors for four consecutive honor rolls or three honor rolls with one of them being high honors. The honor rolls counted are the spring honor roll of the previous school year and the first three honor rolls of the current school year. The Academic Awards Banquet also recognizes other academic achievements.

### **LIBRARY**

The Madawaska Middle/High School Library/Media Center functions as a learning and research center, which aids students to enrich their classroom experiences and personal growth.

The library is open each school day from 7:30 a.m. to 3:00 p.m. for quiet study, reading, research, and assigned work. Students are encouraged to make full use of library services before school, during study periods, and after school. **No food or drink is allowed in the library.**

### **COMPUTERS**

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources. If a Madawaska School Department user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. All users must sign a Madawaska School Department Internet User Agreement. A student user must also have the Agreement signed by his/her parent or guardian. The Agreement is legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understands their significance.

### **LAPTOP HOME USAGE COMPUTER**

File: IJNDBA

Currently, all students (6-12) at Madawaska Middle/High School are issued a laptop.

#### **Students:**

- ✓ The laptop issued to each student is an educational tool and shall only be used in that capacity
- ✓ In order to take a laptop home, parents and students must adhere Madawaska School Policies INJDB, INJDB-R, and INJDB-S. A LIABILITY FORM MUST BE SIGNED BY THE PARENT/GUARDIAN BEFORE THE LAPTOP IS TAKEN HOME.
- ✓ Students are responsible for the care of the laptop issued them Whether in or out of school..

- ✓ Students are responsible for ensuring that the laptop is charged and ready for school each day.
- ✓ Students are responsible for bringing their assigned laptop to school each day. A laptop left at home will be treated the same as if textbooks or homework were left at home.
- ✓ Vandalism, hacking, or negligence that damages or disables the laptop in any way will mean loss of access to the laptop, financial liability for repairs, and an alternative plan for learning will be implemented.

At Home:

- ✓ Parents/Guardians will have their child's login password in order to supervise student's usage at home.

Responsibility:

- ✓ If the laptop is stolen while signed out to the student, it shall be reported to the local police authorities and Madawaska Middle/High School personnel immediately.
- ✓ Replacement costs and/or the repair for damages that are not covered by the warrantee or school insurance which occur to the laptop and its carrying case while it is in the possession of the student is the responsibility of the parent or guardian who signed the liability form.
- ✓ Failure to comply with the school's policy for laptop sign out may result in your sign out privileges being revoked.  
Please contact Vincent Vanier or Wayne Anderson @ 728-3371 if interested in having your son/daughter take his/her laptop home with them.

**COMPUTER VIOLATION PENALTIES**

- 1<sup>ST</sup> Offense– loss of computer for 2 weeks
- 2<sup>nd</sup> Offense-loss of computer for 4 weeks
- 3<sup>rd</sup> Offense-loss of computer the remainder of the school year.

**\*NOTE:** A computer must be placed in its proper carrying case when not in use and/or being transported. Computers are NOT to be stored in book bags/back packs for any reason at anytime. Any violation to this rule will result in immediate confiscation of the computer.

### TELEPHONE CALLS

**Students will not be called from class or study hall to receive a call, nor may they leave a class or study hall to make a call.**

### STUDENT RIGHTS AND RESPONSIBILITIES

All students shall have the right to hold office, to vote in student class elections, and in student council elections. Student council members represent the student body, and through time, views about school policies and curriculum may be expressed to school officials. Any grievances should be processed through these elected members.

Students may freely express their points of view provided that they do not seek to coerce others to join them in their mode of expression and that they do not otherwise intrude upon the rights of others during school hours. Students will also abide by the classroom standards set by individual teachers.

It is the responsibility and duty of all school personnel to protect the personal privacy of students and their families against undue invasion in the collecting, handling, and disseminating of student information. School officials will also allow a student a fair opportunity to have his/her side of a controversy openly considered.

### PERSONAL PROPERTY

Do not leave valuable or personal belongings in the hallways, classrooms, or unlocked lockers. Madawaska Middle/High School is not responsible for lost belongings. **CD walkmans, radios, hand-held video games, digital cameras, MP3 players and items of this nature are not allowed at school. Violation of this rule may result in disciplinary consequences.**

## CELL PHONES

Cell phone usage is prohibited at Madawaska Middle/High School between the hours of 6:30 a.m. and 2:44 p.m. The following consequences will be implemented for cumulative violation of the rule:

**1<sup>st</sup> Offense:** Cell phone is confiscated and may only be picked up by parent – student receives verbal warning.

**2<sup>nd</sup> Offense:** Cell phone is confiscated and may only be picked up by parent – student receives Saturday detention.

**3<sup>rd</sup> Offense:** Cell phone is confiscated and may only be picked up by parent – student receives a suspension.

**4<sup>th</sup> Offense:** Cell phone is confiscated and may only be picked up by parent – student referred to the superintendent

## Plagiarism

In school courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge; quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

*See the following web site for more info on plagiarism:*  
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

The consequences for plagiarism are a "0" grade on the assignment plagiarized and a Saturday Detention. Repeat offenses will be viewed as blatant and will be dealt with accordingly.

**ATTENDANCE**  
**COMPULSORY ATTENDANCE AGES**

(Refer to File: JEA)

Maine State law requires regular attendance at school sessions for all children between their seventh and 17th birthdays, with the exception of those who graduate from high school before the age of 17, and with certain other exceptions allowable by law.

**PERFECT ATTENDANCE AWARD**

Madawaska Middle/High School recognizes "Perfect" attendance at the end of each school year with a certificate and pin. Perfect attendance is defined as being in school every scheduled school day, with no tardiness or dismissals. Students, who are dismissed for school-sponsored events such as band, sports, or drama, are excused.

**ABSENCES**

Daily school attendance is one of several factors necessary for student achievement. Makeup work is never sufficient to correct for the loss of class time.

The primary responsibility for a student's regular attendance rests on the shoulders of the student and the family. School personnel cannot force attendance; we can only provide a positive educational environment that is conducive to creating academic gains for each student. The rest, including maintaining high standards for punctuality and attendance, is up to the individual student and his/her parents/guardians.

It is our belief that a student cannot receive full benefit from the programs at Madawaska Middle High School unless he/she is in full attendance. Although the faculty realizes occasional absences from school are necessary, these instances should be kept to an absolute minimum.

**A. Excused Absences**

Under Maine State Law the only excusable absences from school are:

1. Personal illness
2. Appointments with health professionals that must be made during the regular school day.
3. Observance of religious holidays when the observance is required during the school day.

4. Family emergencies
5. Planned absences for personal or educational purposes, which have been approved. (Absences need to be approved in advance by submitting an Educational Absence Application (shown on page 9) with the attendance office.)
6. If a student is going to be absent, parents/guardian have two options to make the absence excused (in accordance with state law, see items 1-5 above). Parent/guardian should call 728-3371 Extension: 401 (leave a message) prior to 7:50 a.m. on the day of absence. If phone notification is not made, a note explaining the absence is required no later than the following day the student returns to school. No note or phone notification will be considered an unexcused absence.

**MMHS**  
**Educational Absence Application**

Student \_\_\_\_\_ Date \_\_\_\_\_

Please excuse \_\_\_\_\_ from school from \_\_\_\_\_ to

\_\_\_\_\_.

Describe the reasons for the absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_

I have checked with my teachers and have received my assignments:

Period	Subject	Teacher Signature
--------	---------	-------------------

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

D \_\_\_\_\_

E \_\_\_\_\_

F \_\_\_\_\_

G \_\_\_\_\_

Student's Signature \_\_\_\_\_

Request Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal

If the request is denied, please attach a sheet giving the reasons for the denial.

**B. Unexcused Absences**

Students who have an unexcused absence will be required to make up all class work and time missed by attending Saturday detention.

**C. After School Activities**

Students who are absent at the end of the school day will not participate in after school activities on that day.

**D. Exceptions**

Students in school-sponsored activities, i.e., band, sports, field trips, guidance approved college visits etc. are considered to be in attendance.

**E. Tardiness**

All homerooms will be unlocked by 7:45 a.m. Any student not in homeroom by 8:00 a.m. is tardy. In order to discourage students from coming to school late, penalties are set up for unexcused tardiness. Half-day absence may be assessed depending upon the time that a student is admitted to school. Assessed absences will be proportionate with the time missed from school.

1. **The first offense** will result in the student being kept by the homeroom teacher for 15 minutes.
2. **The second offense** the teacher will keep the student for 30 minutes; **also the teacher will make contact with the parents to discuss a solution to this problem.**
3. **The third offense** the student will be referred to the Principal, who will assign the students a Saturday detention.
4. **Subsequent offenses** will result in multiple Saturday detentions and/or suspensions. The Principal will contact the parents in an attempt to resolve the problem. At this time a letter will be sent home explaining that further consequences may be taken.

Students with excessive absences will be dealt with in accordance to Madawaska School Department Policy JHA as follows:

**Excessive Absence:**

Excessive absence is defined as an absence in excess of five days per ranking quarter in any class for any reason. Participation in a school or school-sponsored event will not be counted as part of the five days. Students who have a planned absence and fill out the educational absence form prior to leaving will be exempted from the EXCESSIVE ABSENCE POLICY. A doctor's note will also exempt students from excusive absence consequences.

**Consequences for Excessive Absence:**

- Any student who is absent for more than five days per ranking quarter in any class for any reason will have the credit for that class withheld.
- Credit will be granted only after the student has made up the lost time at the rate of one day of attendance at Saturday detention for every day missed beyond the five days and when the student has completed all assignments given during the absence.
- Because the School Committee understands that there may be circumstances where a student cannot avoid being absent for more than five days in a ranking quarter, the following procedure is available:
- The student may present evidence that the absence could not be avoided to an Appeals Committee made up of the Principal, a Guidance Counselor and a teacher. If the evidence is accepted and all assignments are complete, credit will be granted.
- A student who misses more than five days per ranking quarter who does not take advantage of either of the above options within ten days of the beginning of the next quarter will:
  - A. Be referred to the Attendance Coordinator.
  - B. Be required to develop and adhere to an Attendance Contract developed by the student, the parent/guardian, and the school.

- Any student who is absent more than five days in any two ranking quarters or who shows any other pattern of consistent absence will also be referred to the Attendance Coordinator and will be required to develop and adhere to an Attendance Contract developed by the student, the parent/guardian, and the school.
- Any student who does not fulfill the Attendance Contract will:
  - A. Be required to meet with the Superintendent of Schools (with his/her parent/guardian).
  - B. If attendance still does not improve, the student and his parent/guardian may be required to appear before the School Committee. When a student and his/her parent are required to appear before the School Committee, a referral may also be made to law enforcement. Under Maine Law, an adult having a person of compulsory school age under his/her care shall cause the person to attend school.

### **MAKE-UP WORK**

**Make-up work is the responsibility of the student.** Students must see **all their teachers** (blue & white) for makeup work the first day of their return to school, regardless of whether it is a Blue Day or a White Day. Students will be allowed the same amount of time to make up work as they were absent from school.

### **DISMISSAL**

If it is necessary to leave at any time during the school day, a student must obtain a special excuse slip from the main office **before** school starts. A student who becomes ill during the day and wishes to leave school must report to the school nurse. If the nurse is not available, a special excuse slip may be obtained from the main office. **Leaving school without proper authorization is the same as skipping school and will be treated as such.**

## **LEAVING SCHOOL**

Any student unable to complete the school year for one reason or other must turn in all books, locks, and other school material to the principal the day prior to his/her leaving school.

## **BEFORE SCHOOL - NOONTIME - AFTER SCHOOL**

(Bus students included)

Students are restricted to the school building and/or school grounds during the school day (7:25 A.M. - 2:44 P.M.). The privilege for going outside may be revoked if it is abused (i.e. leaving school ground, standing across the street, in the parking lots, and standing in an area hidden from view.)

## **CODES OF BEHAVIOR**

Good behavior is expected of all students. Students are expected to walk and not to run, to push, or to scuffle within the building. No petting or kissing of any type is allowed in the building or on school grounds during school hours and school activities. Respect for school property, the school staff, and fellow students are a must for all. Hats will not be worn in school, unless special permission has been granted.

Students guilty of infractions of good school citizenship may be immediately suspended from school at the discretion of the principal. Examples of behavior that might result in this action are: threats to persons or property, rudeness, disrespect to school staff, swearing, fighting, smoking, defacing school property, making black marks on the floor, intentionally skipping school, refusing to remain after school, failing to follow teachers' instructions, cheating, and plagiarism. Students sent to the principal's office are to report to that office and remain there.

## CAFETERIA

Good manners and proper use of cafeteria equipment are expected of all students. Any student causing a disturbance in the cafeteria at noontime may have this privilege taken away temporarily, may be given a school task to perform, or may be sent to Saturday detention. In some cases, a student could be given all three consequences. Examples of unacceptable student behavior are: screaming, tossing food, pushing, jumping the line, and defying or talking back to cafeteria staff.

## GYMNASIUM

Students must wear sneakers during play activities on the gym floor. Because of insurance restriction, the gym may be used only when properly supervised by a teacher. For scheduled practices, the teacher/supervisor must be with the students at all times. To eliminate practice groups in the main building, students will use Exit G hallway and remain only in the gym during practice. **No students will be allowed in the building or gym after 3:30 p.m., unless they are properly supervised.**

## MIDDLE SCHOOL AREAS

Middle School students are to be extremely quiet when walking through High School hallways on their way to Phys. Ed., Band, etc. Middle school students disrupting High School classes will be disciplined accordingly. High school students are not to enter or exit the middle school section of the building during regular school hours (7:00 a.m. to 3:30 p.m.).

## PARKING LOTS AND SCHOOL PROPERTY

The parking lot and all areas around the school have been designated as a closed campus during regular school hours. To visit any of these areas, one must get a pass from the principal.

## **SNOWBALLS AND OTHER OBJECTS**

Due to danger of serious personal injury, students are not to throw anything unless it involves a supervised activity.

## **SCHOOL BUSES**

Being a passenger on a school bus carries serious responsibilities. Misconduct or disturbance of any kind can be extremely distracting to the bus driver and, thus, pose a serious danger to the occupants of that vehicle. Therefore, the principal may exclude from the school bus any pupil exhibiting any form of misbehavior or disturbance.

### ***STUDENT CONDUCT ON SCHOOL BUSES***

***Students who ride school buses will be expected to:***

1. **Be ready on time.** STUDENTS MUST BE READY in the morning when the school bus arrives. Delays could cause problems.
2. **Wait for the bus in a safe place.** Students must never stand in the roadway or in other unsafe places while waiting for the school bus,
3. **Get on the bus in a safe manner.** Students must always wait until the school bus comes to a complete stop before approaching it or attempting to enter.
4. **Remain seated when the bus is in motion.** Students are to go directly to a seat after boarding the bus. **The bus driver is authorized to assign seats.** Students must not stand, extend arms out of the windows or move about when the school bus is in motion.
5. **Behave in the school bus.** Do not distract the driver. Students must avoid shouting, vulgar language and gestures, and rough, noisy behavior. They must not throw paper or other objects.

6. **Leave other people's things alone.** Students must keep hands off books, dinner pails, musical instruments, or other articles which do not belong to them.
7. **Help to keep the school bus clean.** Students are expected to:
  - Put all litter in the proper place
  - Not eat or drink anything in the bus
  - Not damage or write on the seats or other surfaces in the school bus
  - No smoking
8. **Cooperate with the bus drivers.** Students must address their driver courteously, and obey him promptly and cheerfully. The bus driver is in full charge of the school bus and the pupils who are his passengers.
9. **Get off the bus in a safe manner.** Students will remain in the seat until the bus stops. If a student must cross the road after leaving the school bus, he must follow these three steps:
  - wait for the driver to signal that it is safe to cross the road
  - make certain that the road is clear
  - cross the road in front of the school bus
10. **Get off the bus at the regular school bus stop.** Students may not get on or off the bus except at the assigned school bus stop. If a student must make another arrangement, he will need a note from the principal.
11. **Obey the school bus rules.** The bus drivers are authorized to enforce these regulations. Pupils who do not obey the school bus rules will be reported to the principal and parents, and may be dismissed from riding in a school bus.

## STUDY HALLS

1. Study halls are for the purpose of study.
2. Students must bring work and if they have none, the teacher may assign some.
3. Study halls will be quiet as much as possible. A limited amount of group work may be allowed but be at a minimum.
3. No games of any kind will be allowed; i.e., playing cards.
4. Students are not to leave the study halls unless there is an emergency. The clinic is available for these students. If students leave they must have a pass.
5. Classrooms should be kept orderly, and if need be, students will take time to pick up papers, to straighten and to clean desks.

## SCHOOL DANCES

Middle School students are not allowed dances, but, as an alternative, middle school students do have Gym Nights available to them.

## GYM NIGHT

Gym night forms must be completed and submitted to the Principal a week before the gym night is to take place. Proper lighting will be provided (i.e. kitchen lights, exit lights, stage lights, and hallway lights). **No high school students will be admitted to middle school gym night.** Once in the building, students must remain there. Anyone who leaves will not be permitted to return.

# ALCOHOL, DRUGS AND TOBACCO

## ALCOHOLIC BEVERAGES/PRODUCTS WITH ALCOHOLIC CONTENTS

There will be no possession or consumption of alcoholic beverages on school grounds at any time. No student shall be allowed on school grounds if he/she is under the influence of alcoholic beverages.

## DRUGS AND NARCOTICS

(Refer to File: JICH)

The Madawaska School Committee and staff of the Madawaska School Department support a safe and healthy learning environment for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Committee endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education, intervention and discipline. The Superintendent is responsible for coordinating development of appropriate administrative procedures, curricula and programs to implement this policy.

### **Prohibited Conduct**

No student shall distribute, dispense, traffic, possess, use, or be under the influence of, any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, buy, sell, receive, possess, traffic, use, or be under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be in controlled substances.

These prohibitions further apply to any substance that can affect or change a student's mental, physical, or behavioral pattern, including, but not limited, to volatile material such as glue, paint, or aerosols, when possessed for the purpose of inhalation, or steroids. Drug paraphernalia and implements used for distribution or consumption of any prohibitive substance, are also prohibited.

### **TOBACCO**

(Refer to File: JICG)

Students are not permitted to smoke, use, or possess any tobacco products in the school building, on school grounds, or school parking lots at any time. Students are not permitted to possess any tobacco products or cigarette paper on school property.

**First offense** – Five (5) day suspension. If under age 18, student will be reported to police for prosecution.

**Second offense** – Ten (10) day suspension from school. If under age 18, student will be reported to police for prosecution.

**Subsequent offenses** - will be referred to the Superintendent for further action. If under age 18, student will be reported to police for prosecution.

Note: Maine State Law requires a minimum fine of \$100.00 for first prosecution, \$200.00 minimum fine for the second prosecution and a minimum fine of \$500.00 for any subsequent prosecutions.

### **BOMB THREATS**

(Refer to file: EBCC and EBCC-R)

If a bomb threat is found or received by any student or school employee, whether verbal or non-verbal, the principal, assistant principal and school district officials are to be notified immediately, and the fire drill alarm will be sounded. The fire department and local police will be called to help search the school building and investigate the bomb threat. Students will be moved to a safe location away from the school, under supervision of the staff, until the building is declared safe for reentry. Persons

who make such threats, or are accomplices to such threats, violate state law and will be expelled from school and charged with a criminal offense carrying severe penalties. Students under the age of 18 who make bomb threats will be expelled from school and will be referred to local Juvenile Court.

## **OTHER REGULATIONS**

### **SEARCH**

Maine State Law gives school administrators authority to search students provided that reasonable cause exists. The law allows lockers to be searched, as they are school property.

### **DRESS CODE**

The following guidelines are established for student dress in an effort to encourage neatness, cleanliness, good health practices, and good grooming.

- Shorts of Mid-thigh length and longer will be permitted. Girls' dresses and skirts must meet the same requirement.
- Hats may *not* be worn in school.
- Students must not wear apparel advertising suggestive statements and/or mind-altering drugs, alcohol, etc.
- Students' apparel should, at all times, be clean and be of a nature as not to disrupt, to be hazardous, or to disturb the usual decorum of the school.
- Spandex shorts/pants, shirts exposing the mid section, and undergarments worn as exterior clothing will not be allowed.
- Halter-tops, tank tops, crop-tops, and open back shirts will not be allowed.

If students' dress is not in accordance with the above, the faculty will send students to the Main Office and the principal or whoever is designated will determine if dress is proper. The principal will determine any exception to the above.

## GUM CHEWING

There will be no gum chewing in the school building, or on school grounds, at any time. The reasons for this certainly are quite obvious. It causes damage to school property and clothing; it clogs drinking fountains, and it creates sanitation and cleaning problems. Violation of this rule will result in disciplinary action.

## SCHOOL ASSEMBLIES

Proper manners and etiquette are expected of all students during school assemblies. Any student causing a disturbance during an assembly will be immediately removed, may have this privilege temporarily taken away, and will be subject to Saturday Detention.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **AFTER SCHOOL TEACHER ASSIGNED DETENTION**

Any student receiving a teacher assigned detention must report no later than 2:44 p.m. and have work to do; otherwise, the teacher will assign work to the student. Students reporting tardy will be assigned an additional hour of detention. Students failing to cooperate with the teacher or failing to show up will be referred to the principal for Saturday Detention. Teacher assigned detentions will be as follows:

**First offense:** 15 minutes

**Second offense:** 30 minutes

**All subsequent offenses:** Automatic referral to principal for Saturday detention.

### **SATURDAY DETENTION**

Saturday detention is from 8:00 a.m. - 11:00 a.m. A five-minute break will be allowed at 9:30 a.m., however, students are not to leave the immediate area of the detention classroom other than to use the restroom or get a drink of water. No access to vending machines will be allowed at anytime. Students are not allowed to bring food or drink to Saturday detention unless otherwise

authorized by the assistant principal. Students are required to bring work to do. If a student does not bring in enough work, the teacher in charge will assign a writing assignment. Students arriving late will not be admitted and will be referred to the assistant principal for a three-day suspension. Students asked to leave due to poor behavior will also be referred to the principal for a three-day suspension. If a student is suspended in conjunction with a Saturday detention (for any reason), the student must still make up the Saturday detention.

**RULES** (For Saturday Detention)

1. No student will be allowed to enter after 8:00 a.m.
2. A quiet study hall atmosphere will prevail. No communication with other students will take place (oral, written, or visual).
3. A five minute break will be permitted at 9:30 a.m. At this time, the students will be restricted to the immediate corridor area. No other breaks will be allowed.
4. A student who fails to attend or is removed for disciplinary reasons from Saturday detention will serve three days of out of school suspension.
5. Upon the request of a parent, one week will be allowed for a pupil to arrange for a substitute on his/her job.
5. Parents will be notified by letter or phone.
6. Participation in extra-curricular activities is not an acceptable reason for postponements.
8. Transportation to Saturday detention is the responsibility of the students and their parents.
9. Students who are absent from Saturday detention due to illness must produce verification by a doctor.
10. Saturday detention will not be held the day after school has been closed due to bad weather.

## OFFENSES FOR SATURDAY DETENTION

Depending on the degree of severity and repetition, these are samples of the types of offenses that may earn a student Saturday Detention:

1. Smoking
2. Unauthorized absence from class/study hall
3. Excessive tardiness to school
4. Fighting/Insolence
5. Continued disturbances in classroom (after being formally disciplined by the teacher for this offense)
6. Insubordination
7. Leaving school grounds without permission
8. Theft
9. Vandalism
10. Skipped teacher detention
11. Computer policy violations
12. Other behavioral/academic violations as deemed appropriate by administration (cheating, plagiarism, etc.).

\*Some of these offenses may also result in additional discipline, such as suspension.

## SUSPENSION

Suspension is used in the more serious cases of misconduct and violations of school regulations. It is also used when previous warnings or less severe penalties have not been successful.

Building administrators may suspend students for one to ten days. Parents will be notified by a phone call and/or followed up by a letter.

**First suspension:** student may be re-admitted by the assistant principal after the assigned suspended days.

**Second suspension:** the principal, parents/guardians, and the student will meet concerning student's behavior.

**Third suspension:** the student must meet with the superintendent of schools, along with the parents/guardians to discuss the student's behavior.

In all cases of suspension, the pupil is responsible for all class work missed. Students will be allowed the same amount of time to make up work as they were suspended from school. The pupil is also subject to after-school make-up as determined by teachers. ***Suspended students are not permitted to participate in or attend any school activity or be on any school grounds during the suspension.***

**STUDENT DISCIPLINE** (Refer to File: JK-R)

It is the intent of the School Department that our schools help students achieve maximum development of individual knowledge, skills, and competence and that they learn patterns of behavior which will enable them to be responsible, contributing members of society. The ultimate responsibility for a student's behavior rests with the student and parents/guardian; students not under the authority of a parent or guardian assume full responsibility for their behavior. School rules are not established for every situation that takes place during the school day; however, some rules are basic to good order. These rules of conduct shall be in effect during the school day, on school buses, on school grounds immediately before, during, and after school hours, at all school activities, functions and events. These rules exist to assure the rights and welfare of all students and are designed to prevent the disruptive few from interfering with the education of all.

The Principal may suspend, either in school or out of school, a student who violates one or more of the following standards of conduct (this is not an all inclusive list). Repeated or serious violations may result in a recommendation to expel the violator. (See list on next page)

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- Causing or attempting to cause physical injury to another person except in self-defense;
- Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law. Suspension or expulsion will be mandatory, in accordance with state law;
- Violation of criminal law;

- Violation of the district's policy on dangerous weapons in the school. Suspension or expulsion will be mandatory for possession of a deadly weapon, in accordance with state law;
- Violation of the district's alcohol use/drug abuse policy. Suspension or expulsion will be mandatory for sale of drugs or controlled substances, in accordance with state law;
- Violation of the district's smoking and use of tobacco policy;
- Throwing objects outside of supervised school activities that can cause bodily injury or damage property;
- Directing profanity, vulgar language or obscene gestures toward other student, school personnel or visitors to the school;
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence;
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
- Lying or giving false information, either verbally or in writing, to a school employee;
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work;
- Violation of school building rules listed in the student handbooks;
- Continued willful disobedience or open and persistent defiance of proper authority; and
- Behavior which is detrimental to the welfare, safety or morals of other students or school personnel.

Each principal will post copies of these rules in a prominent place in each school and will distribute a copy to each student. Copies will also be available to any patron of the district upon request.

### **EXPULSION**

The School Committee's responsibility in cases of expulsion cannot be delegated to the Superintendent or a single Committee member. Expulsion requires personal investigation of the student's behavior by the entire School Committee.

No pupil shall be expelled from school except by action of the Committee. Under the law, the Committee shall expel any student

who is deliberately disobedient or deliberately disorderly or for infractions of violence or possession, furnishing or trafficking of any scheduled drug as defined in Title 17A, Chapter 45, after a proper investigation of the student's behavior, and due process, if found necessary for the peace and usefulness of the school.

The Committee also has the power to restore an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur.

### **WEAPONS, VIOLENCE, AND SCHOOL SAFETY**

(Refer to file: JICIA)

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school property, while in attendance at school or at any school sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of objects commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such objects include, but are not limited to: firearms, ammunition, explosives, cross bows, "brass" knuckles, switchblades, butterfly knives, chains, clubs, Kung Fu "stars" and nunchucks.
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm, and/or to threaten, intimidate, coerce or harass another person. Examples of such objects include, but are not limited to: bats, belts, laser pointers, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons;
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or distract the school program

## HAZING

It is the policy of the Madawaska School Committee that injurious hazing activities of any type, either on or off school property by any student, staff member, or group, or organization affiliated with the schools are inconsistent with the educational process and shall be prohibited at all times.

## **GUIDANCE DEPARTMENT**

The primary function of your guidance counselor is to help you obtain maximum benefits from your middle/high school years.

These services are designed to help the student make realistic choices affecting their educational and vocational goals. Guidance Services include:

1. **Counseling.** Discussions are held in strict confidence relative to either personal or academic concerns. Students needing assistance with drug/alcohol problems/concerns may see one of the counselors for assistance and information. All inquiries will be held in strict confidence.
2. **Testing.** This helps you determine interests, skills and abilities for making realistic plans for future careers. Achievement tests are given to help determine how well you have done in various subjects. The results of testing should help you in deciding on a career consistent with your interests and abilities.
3. **Placement.** Your counselor will help you plan what you intend to do in high school (classes, etc.).
4. **Records.** Your middle/high school records (grades, attendance, conduct) are extremely important. A copy of your record is essential. Your counselor keeps a complete cumulative record. These records include results of all tests, grades, teacher referrals, and other pertinent information.

## **SPECIAL SERVICES DEPARTMENT**

Madawaska School Department offers a Free Appropriate Public Education to all students. We are responsible for identifying, locating and evaluating all students within our jurisdiction who are in need of special education and the supportive services necessary to benefit from that special education. If this process indicates that a student may require assistance, that student shall be referred either to the Student Assistance Team or the Pupil Evaluation Team to determine what interventions are needed.

Any student who is found to have a disability will, to the maximum extent appropriate, be educated with their peers in the general education classroom. Separate class or school placements only occur when the student requires interventions beyond classroom accommodations or modifications in order to succeed in their educational environment.

If you feel your student is in need of interventions in order to be successful in school, please contact the Special Services Department at your earliest convenience.

### **NOTICE OF PROCEDURAL SAFEGUARDS** **Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by the Rehabilitation Act (Section 504) to parents and their children who are identified as disabled. The school district is obligated to inform you of decisions about your child and of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice from the school with respect to identification, evaluation, educational program or placement of your child;

4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations necessary for your child to benefit from his or her educational program
5. Have your child educated in comparable facilities and receive comparable services to those provided non-disabled students;
6. Have evaluation, educational and placement decisions based upon a variety of information sources, and made by persons familiar with the student, the evaluation data, and placement options;
7. Have re-evaluations of your child, to the extent necessary, when deciding upon significant changes in your child's educational program;
8. Have your child receive an equal opportunity to participate in extra-curricular school activities;
9. Examine all relevant educational records relating to decisions regarding your child's identification, evaluation, education program, and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
13. File a grievance through local grievance procedures regarding any alleged violation of the Rehabilitation Act or request an impartial hearing on decisions or actions regarding your child's identification, evaluation, educational program or placement.
14. Have the decisions made by hearing officers or others reviewed in state or federal court;

## **PHYSICAL EDUCATION POLICY**

- No chewing gum will be allowed in the gym or in locker rooms.
- No jewelry will be allowed during class **at any time** (watches, rings, ear rings, necklaces, body piercing jewelry, etc.).
- It is strongly recommended that students use the shower facilities and maintain proper health habits.
- Classes missed due to health reasons (excused absences) must be made up after the third missed class. Classes missed due to failure to be properly dressed for class (unexcused absences) results in a zero for that class period. After the second zero, the student must make up the time with after school detention.
- Students must have a change of clothing for Physical Education classes. Attire must be appropriate for activities (indoor and outdoor) and all attire must be acceptable by the standards set forth in this handbook.
- Students must wear appropriate footwear (i.e., non-marking sneakers [cleats may be worn for some outdoor activities], and white sock).

### **GYM UNIFORMS**

As state above, students must have a change of clothing for Physical Education classes. Attire must be appropriate for activities (indoor and outdoor) and all attire must be acceptable by the standards set forth in this handbook.

Students must wear appropriate footwear (i.e., non-marking sneakers [cleats may be worn for some outdoor activities], and white socks).

### **GYM LOCKERS**

**Locks and lockers are provided for the storage of your personal belongings during gym classes. The school is not responsible for lost, misplaced, or stolen articles.**

**ATHLETICS AND CO-CURRICULAR ACTIVITIES**  
**Madawaska Middle School Eligibility Rules**

For a student to participate in extracurricular activities, the student must not fail any subjects or must maintain an 80 average with no more than one failure. Any student not meeting eligibility standards at the time of an academic status report/report card will be ineligible to compete in any extra curricular activities. ***If grades are brought back to eligible standards 10 school days after report cards, a student may return to the team. If requirements are not met, the student may not compete and/or practice until the next report/report card. (If a student fails coursework at the end of the school year, the 10 school day eligibility clause will begin with the first day of school the next school year).***

**RULES AND REGULATIONS**

- There is to be no smoking, no drinking of beverages containing alcohol, and no unauthorized use of drugs. For more information on Policies and Procedures on Drug and Alcohol use and abuse for athletics, see the coaches' handbook or the Athletic Director.
- General conduct in and out of school shall be such as to bring no discredit to the athlete, his/her parents, the school, or the team.
- Profane language will not be tolerated.
- **Disrespect and lack of cooperation towards any staff member will lead to student disqualification in extracurricular activities.**
- Hair shall be neat and cut in a manner so as not to interfere with the performance of the athlete.
- Unless an athlete has special permission, he/she must be home by 10:00 P.M. on the night prior to a school day or game day, and this includes Sunday. In the event of an athletic contest played out of town on one of the above-mentioned nights, the athlete is to be home no later than forty-five minutes after leaving school.
- All athletes are required to travel to and from out of town contests with the squad. An athlete may be released directly to his/her parent for certain necessary reasons.
- In order to participate in a game or practice, an athlete must be in school the day of said game or practice. It is also mandatory that he/she be in school the day following the previous day or evening game or he/she forfeits his/her right to participate in the next scheduled contest.

- Athletes, who are ill the day immediately following a game, must be excused by the school nurse. Failure to receive an excusal from the school nurse will result in the athlete forfeiting the right to participate in the next game.
- An unexcused absence from practice will suspend a player from the squad for the next contest.
- An athlete may not quit one sport and go out for another during the same season unless both coaches involved agree to the change.
- No athlete shall report to practice until he/she has seen to the following: permission slip, insurance, and physical examination.
- All equipment must be returned or the athlete must pay what the replacement cost will be.
- Practice and game uniforms are to be worn only for practice and games.
- Athletes are expected to be neatly dressed when traveling to out of town contests. Appearance is important. The athlete is representing the school, his/her parents, and the community.
- Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying or being under the influence of prohibited substances. Students are also prohibited from attending student driven social functions (pit parties, etc.) or establishments (bars, clubs, etc.) where alcoholic beverages and/or other prohibited substances are present. Students attending such functions or frequenting such establishments will receive the same consequences as those consuming alcohol or other prohibited substances. A suspension from co-curricular activity ends with the completion of the activity and/or school year. Co-curricular participants are encouraged to "finish the year in good standing" by staying chemical-free. Because the period between the last activity and the final awards banquet is one of high risk, it is recommended that anyone caught using prohibited substances during this time lose his/her letter or award and will be subject to policy stipulations for the upcoming sports season.
- All rules apply to all the members including managers, trainers, cheerleaders, and other individuals representing a team from this school. Coaches and advisors have the responsibility of checking the above rules and enforcing them when there is a violation.
- The above rules also apply to all other co-curricular activities sponsored by Madawaska Middle/High School.

**PROCEDURE FOR DEALING WITH STUDENTS  
USING/POSSESSING ALCOHOL/CONTROLLED  
SUBSTANCE**

**First Offense**

- Verify incident;
- Notify administration and follow procedures outlined in Policy JICH-A also (JJIEA-R);
- Discuss incident with student;
- Notify parent(s) and/or guardian(s);
- Suspend student from co-curricular activity for the remainder of the season (unless the student willingly and cooperatively agrees to be evaluated by a substance abuse counselor in which case the season suspension will be changed to suspension for two (2) athletic games; or two weeks, excluding vacations, whichever is greater).

**Second Offense**

- Verify incident;
- Notify administration and follow procedures outlined in Policy JICH-A also (JJIEA-R);
- Discuss incident with student;
- Notify parent(s) and/or guardian(s);
- Suspend student from co-curricular activity for the season;
- Require student to meet with parent(s) and/or guardian(s), counselor and administration for continued participation in activity;
- Recommend student to attend awareness/educational group and/or recommend services before participating in another activity;
- Encourage parent(s) and/or guardian(s) to attend an educational program on alcohol and other drug abuse.

\*\*NOTE #1

A suspension from co-curricular activity ends with the completion of the activity and/or school year. Co-curricular participants are

encouraged to “finish the year in good standing” by staying chemical-free. Because the period between the last activity and the awards banquet is one of high risk, it is recommended that anyone caught using alcohol and/or a controlled substance during this time lose their letter and/or award.

**\*\*NOTE #2**

These policies are to be in effect anytime during the entire school year, including part of summer vacations where soccer and golf practices begin.



**CURRICULAR ACTIVITIES**

BAND  
PEP BAND

STUDENT COUNCIL  
DRAMA  
MATH TEAM  
ART CLUB

GIRLS' SOCCER  
BOYS' SOCCER  
BOYS' SKIING  
GIRLS' SKIING  
BOYS' BASKETBALL  
GIRLS' BASKETBALL  
BASEBALL  
SOFTBALL  
NORDIC SKIING

## **HARASSMENT**

The Madawaska School Department recognizes the right of each student to perform in an atmosphere that is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, the employees of the Madawaska School Department will not engage in harassment of students and students should not harass other students or employees, where harassment is based on race, color, gender, religion, national origin or handicap. Acts of this nature are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

1. Unwelcome sexual advances, gestures, comments or contact.
2. Threats
3. Offensive jokes
4. Ridicule, slurs, derogatory action or remarks
5. Basing employment or academic decisions or practices on submission to harassment.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Coordinator at the earliest opportunity. Students who believe that they are victims of harassment should report such occurrences to the Affirmative Action Coordinator.

## **STUDENT RECORDS**

Pupil records are collected and maintained to promote the instruction, guidance and educational progress of the pupil and for legitimate educational research. Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act (FERPA). A complete copy of Madawaska School Department's Student's Records Policy, as well as FERPA regulations, may be obtained by contacting the building Principal.

**RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the Madawaska School Department receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Madawaska School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Madawaska School Department decides not to amend the record as requested by the parent or eligible student, the Madawaska School Department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Madawaska School Department discloses education records, including special education records, without consent to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Madawaska School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

5. The Madawaska School Department may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: name, the student's participation in officially recognized activities and sports, height of student athletes and grade level in school of students in extracurricular activities, date of attendance at Madawaska schools, and honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools Office, 328 St. Thomas St., Suite 201, Madawaska, ME 04756.

**ADDITIONAL:**

Federal law permits military recruiters to request and receive the names, addresses and phone numbers of high school students upon request, unless the student's parent specifically notifies the school that he or she does not want such information released. Such information will not be disclosed if the parent of the student or an eligible student notifies the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information should not be released without consent. Any such notice should be sent to the Superintendent of Schools at the above address.

Under Maine law, Madawaska School Department shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' name.

The Madawaska School Department maintains a more extensive policy on education records. That policy can be obtained by contacting the building principal.

References: 34 C.F.R. § 99.7; Federal Register, Vol.61, No. 226, at 59297 (Nov. 21, 1996); Section 9528 of the No Child Left Behind Act; 20-A M.R.S.A § 6001.

## **CLASS OFFICERS**

### **8<sup>th</sup> Grade—CLASS OF 2016**

**Class Advisor:** Mrs. Theresa Cyr  
**President:** Nathaniel Nadeau  
**Vice President:** Lucas Gendreau  
**Treasurer:** Mandie Morin  
**Secretary:** Katie Hebert

### **7<sup>th</sup> Grade—CLASS OF 2017**

**Class Advisor:** Mrs. Merilda Plourde  
**President:** Gabriella Cyr  
**Vice President:** Paige Brown  
**Treasurer:** Colby Albert  
**Secretary:** Kathryn Bosse

## **MIDDLE SCHOOL STUDENT COUNCIL**

**Advisor:** Ms. Tracey Deschaine  
**8<sup>th</sup> Grade:** Aspen Cote  
Alexis Levesque  
Jill Thibeault  
  
**7<sup>th</sup> Grade:** Abigail Gonneville  
Tabitha Nadeau  
Tobie Plourde


## IMPORTANT DATES

August	15-16	Teacher Workshop
	17	Classes Begin - Students Report
Sept.	5	Labor Day – No School
Sept.17-Oct.	2	Harvest Recess – No School
	16	Teacher Workshop – No School
Oct.	3	Classes Resume
	10	Columbus Day – No School
	25	Early Release
Nov.	4	1 <sup>st</sup> Quarter Ranking Ends
	10	Parent Conference – No School
	11	Veterans Day - No School
	23	Early Dismissal
	24-25	Thanksgiving - No School
Dec.	6	Early Release
	22	Early Dismissal
Dec.23-Jan	2	Christmas Break- No School
Jan.	3	Classes Resume
	16	Martin Luther King Day -No School
	20	2 <sup>nd</sup> Quarter Ranking Ends.
Feb.	20	Presidents’ Day - No School
	21-24	Mid-Winter Vacation - No School
	27	Classes Resume
March	15	Early Release/Parent Conference
	16	Teacher Workshop – No School
	30	3 <sup>rd</sup> Quarter Ranking Ends
April	6	Early Dismissal
	16	Patriots Day - No School
	17-20	Spring Vacation - No School
May	1	Early Release
	28	Memorial Day - No School
June	3	Senior Banquet & Mass
	7	Graduation Day
	8	4 <sup>th</sup> Quarter Ranking Ends
	8	Last Day of School *

\*tentative due to make up days

NECAP Testing .....TBA (October)

**BELL SCHEDULE - GRADES 7-8**

 <u>Madawaska Middle/High School</u>		
7:55 A.M.	<u>First Bell</u>	
8:00-8:30	<i>Channel One/Team Time (TT)</i>	
8:33 – 9:12	<i>Block I (78 min.)</i>	<u>Period 1</u>
9:12 – 9:51		<i>Period 2</i>
9:54 – 10:33	<i>Block II (78 min.)</i>	<i>Period 3</i>
10:33 – 11:12		<i>Period 4</i>
11:12 – 11:15	<i>(3 min.)</i>	<i>Period 5 (Transition)</i>
11:15 – 12:05	<i>(50 min.)</i>	<i>Lunch</i>
12:05 – 12:44	<i>Block III (78 min.)</i>	<i>Period 5</i>
12:44 – 1:23		<i>Period 6</i>
1:26 – 2:05	<i>Block IV (78 min.)</i>	<i>Period 7</i>
2:05 – 2:44		<i>Period 8</i>

**NOTICE**

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, the Madawaska School Department reserves the right to make changes at any time without prior notice. The Madawaska School Department provides the information herein solely for the convenience of the reader as a resource and guide, and to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

# *Please Sign & Return*

Dear Parent/Guardian:

Welcome! Please read this handbook with your son/daughter. If you have any questions, please do not hesitate to contact me at 728-3371.

Please sign the bottom portion of this page and return this form as soon as possible to your Team Time teacher.

Sincerely,

*Wayne J. Anderson*

Wayne J. Anderson  
Principal

I have read and understand the policies and procedures of this Student/Family Handbook. Consequently, I take responsibility for those policies and procedures as well as the responsibility for textbooks and other school items issued during the 2011-2012 school year. If any book, laptop, or school item is lost, damaged, or destroyed, I agree to pay such loss.

STUDENT  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Address:** 135 Seventh Avenue  
Madawaska, ME  
04756

**School Phone:** 728-3371

**School Fax:** 728-3636

**Towns Served:** Madawaska,  
St. David, and Grand Isle  
Mr. Yves Dube (Chair)  
Mr. Roger Thibodeau (Vice)  
Mr. Walter Desrosier  
Mr. David Morneault  
Mr. Keith Theriault

**Superintendent of Schools**

Mrs. Terry Wood

**Principal:**

Mr. Wayne J. Anderson

**Office Personnel:**

Mrs. Kim Deschenes

Mrs. Susan Blanchette

**Special Services Director:**

Mrs. Diane Castonguay

**Special Services Personnel:**

Mrs. Mary Ann Daigle

**Guidance Counselor:**

Mrs. Ari Kelly

**Guidance Personnel:**

Mrs. Sonia Tardif

**School Nurse:**

Mrs. Lynn Wetmore

**Student Enrollment:** 290

**Total Staff:** 25

**School Year:** 182 days

**Accreditation:**

New England Association of  
Schools and Colleges

**Athletic Affiliation:**

Aroostook League & Eastern  
Maine

**Vocational Status:**

St. John Valley Technology Center

**School Colors:**

Royal Blue, White, and Gray

**School Mascot:** Owl

**School Web Page:**

[www.madawaskaschools.org](http://www.madawaskaschools.org)