

*Searsport District Middle
School*

*Handbook for Students and
Parents
2003-2004*

*Kyle R. Price
Principal*

*Don Roux
Dean of Students*

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M.S.A .D. #56 Central Office: 548-6643

"Your Attitude Will Determine Your Altitude"

Telephone Numbers:

School Superintendent & Central Office

- 548-6643

Frankfort Elementary School

- 223-5723

Searsport Elementary School

- 548-2317

Stockton Springs Elementary School

- 567-3264

Searsport District Middle School

- 548-2311

Searsport District High School

- 548-2313

MSAD #56 Special Services

- 548-2312

District School Nurse

- 548-2311 or 548-2317

Co-Curricular Director

- 548-2311

SDMS/SDHS Food Service (Sandy Sylvester)

548-2453

Dear Students, Parents and Guardians:

Welcome to Searsport District Middle School. The entire staff is prepared to make your experience at SDMS as positive as possible. We continue to work to improve all of the programs offered at SDMS and we are fortunate that we will return to the 2003-2004 school year with very few changes in our staff. The staff of SDMS continues to refine current practices and implement the “best practices” of middle level education that are based on current research. We believe our efforts are continuing to be very successful in helping us meet the needs of our students, the goals of the MSAD #56 vision statement, our SDMS school philosophy and the SDMS mission statements.

We are looking forward to our first full year in the new addition. Research indicates that school climate is one of the most important indicators of a quality school. The addition, combined with our dedicated staff and the refinement of our programs, has resulted in a very safe, comfortable school environment and positive school climate. This is supported by data indicating that the number of referrals to the office for infractions of the school rules saw a significant decrease in 2002-2003.

Roz Spear, our curriculum coordinator, and the staff have worked very hard refining our curriculum resources that we feel will improve student achievement, especially in the areas of mathematics, reading and writing. A new math program called *Math Thematics* has been selected for all three grade levels, and our math teachers have completed the training to start this exciting program. As students and parents/guardians, you will see a new textbook series and a focus of the instruction on hands-on problem solving and critical thinking skills. This program is very similar to the successful Mathland program our elementary schools implemented last year. Our staff has also received training on a new writing program called Write Traits that we feel will improve our students’ writing skills.

We provide you this handbook to articulate our goals and expectations for a positive experience at SDMS. The handbook contains most of the rules and policies that will promote a safe, positive learning environment. The first part of the handbook provides the specifics of our school programs and expectations for appropriate behavior and makes references to MSAD #56 policies. The second part of the handbook contains many of the MSAD #56 policies that are referenced in the first part. The policies are listed in order of the policy code found in the top right corner. A comprehensive table of contents is located near the front. Please note that other MSAD #56 policies as well as state laws not contained or described in this handbook may also impact certain administrative decisions.

Please take the time to thoroughly review the entire contents of this handbook. It is our belief this is the first step to a successful and productive school year. If you have any questions or concerns, please see or call either of us. Please also note there is a signature sheet that must be signed in two locations by both student and parent/guardian and returned along with other important information that was included with this handbook. This information needs to be returned to your homeroom teacher by Tuesday, September 9.

We look forward to working with you and we anticipate a great year!

Sincerely,
Kyle R. Price

Don Roux

SCHOOL PHILOSOPHY

We believe that middle level students learn best in a safe, supportive, learning environment, which encourages students to meet their personal goals. Our middle school community of students, staff, and administrators will set personal goals and design strategies and plans to achieve them.

MISSION STATEMENTS

Our middle school community of students, staff and administrators will strive to maintain an atmosphere where all members are encouraged to be responsible for their own decisions.

- Our middle school community of students, staff and administrators will continually strive to develop a safe environment of mutual respect.
- Our middle school community of students, staff and administrators will provide opportunities for the positive interaction between school and community.
- Our middle school community of students, staff and administrators will consider abilities, interests, desires and skills of students in the development of all middle school programs.
- Our middle school community of students, staff and administrators will continue to explore new ideas to improve the education of all middle level students.

ACADEMIC ACHIEVEMENT/ALL SCHOOL CITIZENS

Students who receive all 1's and 2's in Conduct, all 1's and 2's in Effort, and all 1's and 2's for Exploratory and Physical Education classes are entitled to an "All School Citizen" pass until the next report cards are issued. All School Citizens may use their All School Citizen pass (student ID card with special punch out for each ranking period) instead of the regular pass system, may be released early to lunch, eat outside when the weather permits, stay in at recess in a supervised area, may be released first at dismissal and are invited to a quarterly lunch with the Principal and the Dean of Students. With this honor comes responsibility. A student who abuses the privilege may have their All School Citizen pass revoked until further notice. Students who receive disciplinary consequences for infractions of the school behavioral expectations may also lose their All-School Citizen pass.

ACADEMIC ACHIEVEMENT/ ELIGIBILITY

Students at SDMS must remain academically eligible in order to participate in co-curricular activities. A grade of "I" (incomplete) is a non-passing grade for the purposes of establishing eligibility. If the incomplete is the result of outstanding work due to an approved planned trip or an illness, and the student was passing prior to the trip/illness, the administration may rule the student to be eligible. **For more details please refer to**

Co-Curricular Activities and Co-Curricular Eligibility as well as M.S.A.D. #56 policies JJ, JJIB, and JJIC.

ACADEMIC ACHIEVEMENT/GRADING SYSTEM

Students' grades are averaged at the end of each quarter (see the school calendar for the specific dates). Report cards are sent home with the students approximately one week after the end of each quarter. The final course grade will be the average of the four quarter grades. For the purpose of academic grades, as well as effort and conduct grades, the following standards have been established:

ACADEMIC GRADES	CONDUCT/EFFORT
A=93-100	1=Excellent
B=85-92	2=Very Good
C=77-84	3=Satisfactory
D=70-76	4=Needs Improvement
F=69 and below	5=Unsatisfactory
I=Incomplete	
P=Pass	
S=Satisfactory	
U=Unsatisfactory	

Exploratory and Physical Education classes are graded on a three point grading rubric. On progress reports and rank cards, students will receive either a number 1, 2, or 3 for their physical education and exploratory classes. A grade of 1 represents a student who was engaged in the class to in an **exemplary** fashion. A grade of 2 represents a student being engaged to a **satisfactory** degree, and a grade of 3 means that student **needs improvement** in becoming engaged in their class. Please refer to a copy of the Rubric for Exploratory Grading and a sample of the Grading Sheet for Exploratory Rubric located at the end of this handbook for more details.

Exploratory and physical education grades **WILL** be included in the honor roll calculation. For a student to receive "high honors," they have to meet all other requirements and earn an exploratory/physical education grade of "1" (exemplary). For a student to receive "honors" they have to meet all other requirements and earn a grade of at least "2" (satisfactory). If a student earned a grade of "3" in exploratory or physical education classes, they could not receive high honors, honors or honorable mention, and would be ineligible for co-curricular activities until the grade was improved to at least a "2."

ACADEMIC ACHIEVEMENT/HONOR ROLL

The Honor Roll is calculated each quarter. The following are the requirements for earning honors.

Highest Honors	All A's and all 1's
Honors	A's and B's, 1's and 2's
Honorable Mention	A's, B's, and 1 C, 1's and 2's

ACADEMIC ACHIEVEMENT/PROGRESS REPORTS and REPORT CARDS

It is the policy of the school district to inform students and their families of their academic progress throughout the year with progress reports and quarterly report cards. Please refer to the school calendar for closing dates for the calculation of grades for these reports. The middle school students will hand carry their progress reports and report cards home approximately one week after these closing dates with the exception of the 4th quarter report cards. These will be mailed home approximately one week after the close of school for summer vacation. Parents/guardians are invited to keep an open line of communication with the staff and administrators, and should feel free to call at any time to schedule an appointment to discuss student progress. Progress reports for exploratory and physical education classes will be provided using the same Grading Sheet for Exploratory Rubric that will be used at the end of the ranking period. Please refer to a copy of the Rubric for Exploratory Grading and a sample of the Grading Sheet for Exploratory Rubric located at the end of this handbook for more details.

ACCIDENTS

When a student suffers a serious accident the parents/guardians will be notified immediately. If parents cannot be reached the names on the emergency contact list will be notified. If there is no one available the family physician will be contacted. In the case of minor injuries, first aid will be administered by the school nurse or a designated trained school employee. Accidents that occur en route to and from school, as well as during after school activities should be reported to the office as soon as possible. All student accidents resulting in injury will be reported in writing to the school principal on the accident and injury report form.

AFTER SCHOOL STUDY

Students are encouraged to make arrangements with their teachers to stay after school for extra help when and as often as needed. Students who stay for extra help are expected to ride the late bus (the elementary buses from Searsport Elementary School) home unless other arrangements have been made through the office. **Students are not allowed to stay after school unsupervised, stay after school and leave school property without permission or loiter in the SDMS/SDHS complex.**

ASSEMBLIES

We expect our students to be polite, courteous, and appreciative during assemblies. Each student will sit with his/her homeroom teacher. Unacceptable behavior during a program presentation will result in appropriate disciplinary action.

ASSIGNMENT BOOKS

Each student is provided an assignment book for the purposes of recording daily, weekly, and long term assignments. The assignment book contains many other useful resources including a "hallway passport." The "hallway passport" is the pass system used at SDMS. All students are expected to use the assignment book to record their assignments as well as to serve as their pass (with appropriate permission and signatures). The assignment book also contains an area in each daily section for teacher and parent/guardian communication. Parents and teachers are strongly

encouraged to fully utilize this feature. Replacement assignment books or a suitable substitute will be available for a fee of approximately \$5 at the SDMS office.

ATTENDANCE

Absence from school for either part or all of a class or day, including tardiness and dismissals, will be excused provided it complies with State of Maine law. Absence can only be excused for:

➤ **Personal illness**

- Appointments with a health professional that cannot be made outside of the school day
- Observance of a recognized religious holiday when the observance occurs during the school day
- Emergency family situations
- Planned absence for a personal or educational purpose which has been approved in advance by the administration. **(Prior notification by the parent is required.)**

Students who are tardy and/or absent from school must immediately report to the office on the day of their return with a signed note from the parent/guardian indicating the reason for the tardy/absence(s) and to obtain an “admit” slip. Failure to provide a note will result in the tardy or absence to be automatically considered “unexcused” until proper documentation is provided to the SDMS office.

Any unexcused absence or tardy may result in loss of grade with no opportunity for make up; chronic absence or tardiness will result in appropriate consequences that may include strikes on the discipline ladder.

The school reserves the right to act on the validity of any student absence and to contact health professionals to verify appointments.

- **Parents and guardians are respectfully requested to call the school prior to 8:30 a.m. to notify the office when their child is not attending school or to notify the office of a planned dismissal.**
- **To insure the safety of our students, the office staff will call the parents/guardians of any absent student if the office has not received a call from a parent/guardian to report the student’s absence prior to 8:30 a.m.**

STUDENTS WHO ARE UNEXCUSED ABSENT FOR ANY PART OF THE DAY WILL NOT BE ELIGIBLE TO PARTICIPATE IN ANY CO-CURRICULAR ACTIVITY THAT DAY.

BEHAVIOR CODE

During the 2002-2003 school year, an action group comprised of administrators, teachers, students, parents, and community members came together to start work on a Code of Conduct. They established a group of six values on which M.S.A.D. #56

behavior code would be based. These are: **respect, honesty, fairness, compassion, responsibility,** and **courage**. Work on this Code of Conduct will continue in the 2003-2004 school year, and anyone interested in participating should contact the SDMS office.

School officials may employ various responses to infractions of school/district rules including student conferences, parent conferences, counseling, lunch/recess detention, after-school sessions including detention, restriction from classes either as in-school suspension or out-of-school suspension or by expulsion by the Board of Directors.

Please refer to the Comprehensive Discipline Program for SDMS/HS located at the end of this handbook.

BIOLOGICAL DISSECTION

M.S.A.D. #56 has a policy (IMBAA) regarding alternatives to biological dissection. Additional information is available upon request from the Principal or Dean of Students.

BOMB THREATS

The M.S.A.D. #56 school community believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten expectations and applicable state and federal laws.

Any student making a bomb threat will be subject to disciplinary procedures to include: mandatory 10-day out of school suspension, expulsion hearing with a recommendation for a calendar year expulsion and report to authorities for violation of Maine Criminal Code for terrorizing which may result in incarceration and/or fines or restitution. Additional information and procedure is contained in school board policies. Please refer to M.S.A.D. #56 policy EBCC located at the end of this handbook.

CAFETERIA & LUNCH HOUR

The SDMS lunch will occur by grade level between 11:20-12:30. Student behavior during lunch should be based on respect, cleanliness, and courtesy. This means that the area is to be kept clean. Students are to remain seated until they have finished eating and the duty teacher has dismissed them. There is an a la carte menu available to students. **Note: Students are expected to pay for breakfast and lunch on line at the food service cash registers. Students may also pay for lunches in advance each Monday morning at the breakfast cash register. This system has helped minimize lost money and “borrowing” of money for lunch.**

All students are eligible to apply for the free or reduced hot lunch and breakfast program. Applications are provided at the beginning of the year to every student. Applications are also available in the middle school office and in the kitchen and may be filled out at any time during the school year if family circumstances change. The free or reduced lunch status of a student does not entitle them to free or reduced a la carte, although any student may PURCHASE items from the a la carte menu.

CHEATING

Cases of cheating (giving or receiving information on anything to be evaluated as the student's own work and to count toward the student's grade; i.e. quizzes, exams, reports, compositions, homework, term papers, and projects) will result in a grade of 0 with no make up. A discipline notice form will be sent home. Additional incidents of cheating will receive progressive punishment.

CHEMICAL HEALTH POLICY

Students are prohibited from using, possessing, giving, buying or selling chemicals (including tobacco) or illegal paraphernalia while in school, on the school grounds, and at school functions. Disciplinary action includes a suspension of 5 days for possession/use and 10 days for furnishing/selling for the first offense. In the case of tobacco products, students may also be required to participate in 5 smoking cessation classes in addition to suspension. **For more details please see policy JFCI- M.S.A.D. #56 Chemical Health Policy for Students**

CHILD FIND

Do you know of any child with a handicap who is not in school, or a young child (0-5 years old) who is handicapped and in need of services? M.S.A.D. #56 is obligated by state law to find unserved handicapped children within the district. The handicap may be physical, emotional, or mental; there might be a problem with vision, hearing or speech. Once the children are identified, the information can be used for instructional planning to meet their needs when they enter school and to help families find necessary pre-school services.

The person to call with information about a child is:

Sharon Goguen
Director of Special Services
M.S.A.D. #56
Searsport, ME 04974
1-207-548-2312

M.S.A.D. #56 8/90

CIVIL RIGHTS TEAM

The Attorney General of the State of Maine supports a school based preventative program to combat hate, violence, prejudice, harassment, and bias in schools.

In addition to disciplinary action administered by the school, the State of Maine has a civil statute (law) which may initiate legal action against anyone who commits a threat of violence, and/or property damage against a person because of their race, color, religion, sex, ancestry, national origin, physical, or mental disability, or sexual orientation.

SDMS has a Civil Rights Team that any student may join. The Guidance Counselor and the Dean of Students are the co-advisors for the Civil Rights Team.

“The Mission of the Civil Rights Team at SDMS is to increase the safety of Middle School students by reducing the incidence of bias-motivated harassment and violence.”

CO-CURRICULAR ACTIVITIES

Students have the opportunity to participate in several activities and sports. Athletic opportunities include the following: boys and girls soccer in the fall, boys and girls A and B team basketball in the winter, and softball and baseball in the spring. These activities are contingent on the hiring of qualified coaches/advisors. All students who try out will be part of a team. Other activities may include drama, chess club, student council, newsletter, and yearbook.

In order for a student to participate in co-curricular activities they need to be in attendance for the entire school day with no unexcused tardiness or dismissal.

Please note that all school rules apply at any school sponsored or Maine Principals' Association (MPA) sponsored activity or event. Generally, placement on the discipline ladder is not connected to co-curricular eligibility unless the infraction occurs while participating in the co-curricular activity. There may be specific rules and expectations that coaches and advisors of co-curricular activities will enforce. Serious behavior infractions (such as harassment, bullying and negative behavior that requires suspension) may result in ineligibility for a period longer than the suspended day(s) as determined by the SDMS administration.

Students are required to use district transportation when provided for “away” activities. Students are also required to return to school on district transportation unless the student is going home with the student’s parent/legal guardian and the parent/guardian informs the coach/advisor in person. If a parent/guardian wishes to allow their child to return home with another individual, a note signed by the parent/guardian must be countersigned by the Principal or Dean of Students prior to the departure from school for the activity.

If there are any questions about athletic or co-curricular programs or offerings please feel free to contact the SDMS office at 548-2311. **For more details please refer to Co-Curricular Eligibility as well as M.S.A.D. #56 policies JJ, JJIB, and JJIC.**

CO-CURRICULAR ELIGIBILITY

Before participating in any athletic program, the following completed forms must be returned to the coach: An Interscholastic Athletic Activity Participant contract for the specific activity, proof of an annual physical examination, proof of health/accident insurance, and a completed emergency contact and release form.

While there are many co-curricular opportunities available, the top priority of all staff is helping students achieve their academic best. It is the responsibility of the students and their families to maintain a balance between schoolwork and extracurricular activities, with the understanding that certain academic standards must be maintained. **For more details please refer to Co-Curricular Activities as well as M.S.A.D. #56 policies JJ, JJIB, and JJIC.**

Eligibility to participate in interscholastic athletic activities is based in large part on maintaining satisfactory academic achievement. A monitoring process will be implemented in order to ensure that participants continue to earn passing grades throughout the season. Whenever a participant loses eligibility to practice/play in an athletic activity, the participant is prohibited from attending practices, wearing the uniform, traveling with their team or being seated on the bench during games. The monitoring process is described as follows:

Academic Eligibility Guidelines for Athletic and Co-curricular Activities

M.S.A.D. #56 policy (file: JJIC) states: **“To be eligible to participate in interscholastic activities, a student must maintain a passing grade in all subjects. Guidelines for determining eligibility will be implemented by the individual school administrators and subject to review of the Superintendent of Schools.”** The following procedure will be used to monitor student progress in an effort to provide the necessary communication between the students, teachers and coaches/advisors to minimize the number of student participants that would become ineligible due to failing grades. SDMS students are eligible to try out for any athletic activity regardless of current academic achievement. When a student has been selected for an athletic activity, passing grades must be earned in all courses in order to remain eligible. SDMS will be monitoring the academic progress of student athletes every two weeks beginning at the first two-week interval following the official start of the season. On each Monday or closest regular school day (due to school cancellations or holidays) that falls on the two-week cycle, the Athletic Director (or coaches by direction of the Athletic Director) will give all teachers a copy of our sports team rosters. Teachers will be asked to indicate with an “F” students who are failing. Only those weeks that school is in session will be counted in the two week rotation (skip vacation weeks). This information will be returned to the Athletic Director no later than two days following the issuance of the rosters (Wednesday, 2:30 p.m.), who will then notify the coaches of the report. The coaches will be responsible for notifying any players who are ineligible due to failing grades. The point in time it is a known fact that a player is failing a course becomes the date of notification and the player will become ineligible for a period of seven calendar days. The player is eligible at the end of the seven day ineligible period provided they have successfully documented they are passing **all** courses using the Academic Progress Monitoring Form that will be provided by the coach. If a player is still failing at the end of the first seven days, the monitoring will continue on a weekly basis until the player is passing all classes and the player remains ineligible until they can successfully document a passing status in all classes.

This process will be repeated every two weeks. The quarter in effect when teacher documentation is requested will be the quarter used for eligibility determination. In the event a regular mid-quarter progress report or an end-of-quarter report card indicate a student athlete is failing, the same seven day ineligible period will apply and the date of notification will be the date the grades have been reported and verified in the principal’s office. Eligibility at this point in time will be determined by the quarter grades. The athletic director and the coaches will again be responsible for monitoring these reports and notifying the student athletes. A grade of “I” (incomplete) is considered a non-passing grade for the purposes of determining eligibility. If the incomplete is the result

of outstanding work due to an illness or an approved planned trip, and the student was passing prior to the illness/trip, the administration may rule the student to be eligible.

A similar policy applies to all co-curricular non-athletic activities as specified by M.S.A.D. #56 policy. Please direct any further questions regarding student athlete, co-curricular eligibility, and academic eligibility to the administration at SDMS.

Please note that the 4th quarter grades for grade 8 students will be used to determine the eligibility requirements for the fall co-curricular activities in high school. Failing or incomplete grades will result in an ineligibility period of 7 calendar days at the start of school.

COMMUNITY SERVICE AND COUNSELING for the POSITIVE RECOGNITION DISCIPLINARY LADDER

Students who have been placed on the discipline ladder may decrease the length of time they will be required to spend on the discipline ladder by performing community service and/or counseling.

Community Service:

- The service must be provided for a non-profit organization or individuals with a need that cannot otherwise be met.
- Must be **pre-approved** by Mrs. Baker, Mr. Price, or Mr. Roux.
- Must be supervised by a non-relative
- Unpaid
- After-school hours
- Documentation must use the Community Service form provided by the school.

Counseling:

- Counseling must be provided by a certified counselor.
- Documentation must use the Counseling form provided by the school.

Students who wish to decrease the length of time on the discipline ladder for the purpose of becoming eligible for dances, game nights, or positive reinforcement trips must return to step 0 one week prior to the scheduled event.

CRISIS INTERVENTION TEAM

The C.I.T.'s focus is on suicide prevention, education and awareness for the school community. The team is also responsible for stabilizing the impact of any death in the school community regardless of cause, and providing assistance and resources to those in crisis.

CUSTODY

A custodial parent/guardian who wishes the school to comply with the provisions of a court order to restrict access to a child is responsible for providing a copy of such court order to the school office.

DETENTION PROCEDURES

Detention is a consequence imposed by teachers, support staff or administration for breach of school rules. Students assigned detention will be detained from 2:10-2:55 p.m. Students who receive detention will be given at least a one day notice to serve the detention. Students may serve the detention on the day it is assigned (foregoing the 24 hour notice) with parent approval. Students who serve detention are expected to:

1. Report to the duty teacher promptly on the scheduled day. Failure to report to detention will result in further disciplinary action, as determined by the Principal or Dean of Students.
2. Students must come prepared with school work and study materials, or to perform service to the school.
3. A student absent on the day of a scheduled detention is expected to serve the detention on the day that he/she returns to school.
4. **No activity supersedes detention.**

****While district transportation is generally provided for after school activities, it shall be the responsibility of the parent to provide transportation for the student when there is no district transportation available, or in the event that the student's transportation privileges on district school buses have been suspended.****

ELECTRONIC DEVICES

The possession and use of electronic devices (i.e. Walkmans, CD players, Gameboys, pagers, cell phones, laser pointers, etc.) is prohibited during the school day.

EMERGENCY CLOSINGS/ SNOW DAYS/ DELAYS

In the event that school will be closed or delayed due to inclement weather or other emergencies announcements will be made on the following radio and television stations:

WKSQ -94.5 FM, WQCB -106.5 FM, WBFB-104.7, WQSS -102.5, WLBZ-Channel 2, WABI-Channel 5, and WVII-Channel 7. No school activities will be scheduled on days that school is canceled.

Please note the new plan to use a delayed start (likely to be 1 hour) to help avoid a cancellation. Parents/guardians of students who walk or are delivered to school by private transportation are requested to NOT allow students to arrive at school any earlier than 20 minutes prior to the delayed start.

EMERGENCY INSTRUCTIONS

A public address announcement will be made or the fire alarm will sound in the form of a continuous buzzer whenever an emergency arises when school is in session. All students and staff will leave the school immediately by walking in single file next to the wall on the right and proceeding to the designated exit. Corridors, doorways, and exits are to be kept clear at all times. The school is to be evacuated according to the following plan:

Fire Drill: Exit through the closest clear passage (as indicated by the emergency exit sign in each classroom) and assemble away from the building with your teacher. Do not return until the all-clear signal has sounded.

Emergency Evacuation: An announcement will instruct you to exit the building and assemble at the announced location with your teacher. Students and staff are expected to follow the school evacuation plan unless other instructions are provided.

Remember:

- If an exit is blocked, then proceed to the next closest emergency exit.
- **STUDENTS ARE NOT TO GATHER THEIR BELONGINGS, OR GO TO THEIR LOCKERS.**
- **ALL** school policies, rules and regulations will remain in effect at the evacuation site even though they may not technically be on school grounds.
- **STUDENTS AND STAFF** are to remember that they may be required to occupy other buildings used for special purposes and to treat all areas and equipment with care and respect.
- **DO NOT RE-ENTER THE SCHOOL BUILDING FOR ANY REASON ONCE THE EVACUATION HAS BEGUN!**
- Students will not be allowed to leave the designated site without approval of the SDMS principal (or the designee in charge of the situation).

FIELD TRIPS

School trips for educational purposes as well as positive reinforcement trips will be sponsored throughout the school year. At the start of the school year a general permission slip (included with the emergency contact information form) will be sent home to give permission for students to be transported by school bus or walk with a supervisor. Occasionally a class assignment is given, requiring school personnel to accompany the class to a local place of business or venue. This “generic” permission slip also covers these activities. All field trips are considered to be part of the curriculum and school day. Students are expected to attend school on the day of the field trip. All SDMS rules and M.S.A.D. #56 policies apply during field trips.

FITNESS ROOM PROCEDURES AND RULES/PARENTAL PERMISSION AGREEMENT

It is a privilege to use the Fitness room. Please follow all procedures and rules carefully to insure your safety and continued use of this facility. Please refer to **FITNESS ROOM PROCEDURES & RULES** and a **PARENTAL PERMISSION, WARNING NOTICE OF RISK, AND AGREEMENT** located at the end of this handbook for more information.

GAME NIGHTS AND DANCES

The administration and staff, in conjunction with the parent group, will organize and schedule three dances and three game nights for the school year. Dances are open to eligible SDMS students **ONLY**. Students on the discipline ladder are not allowed to attend game nights or dances. Students who are absent from school, in-school

suspended or out-of-school suspended the day of the dance will not be allowed to participate in the afternoon or evening activity. If a student leaves the dance or activity before its conclusion, they will not be allowed to reenter; their parents will be contacted and the student will not be permitted to attend the next scheduled dance/activity. If a student demonstrates inappropriate behavior during a dance or game night activity, they may not be allowed to attend future dances and activities in addition to disciplinary consequences imposed by the administration.

GUIDANCE

The purpose of the guidance program is to help each and every individual to achieve his or her highest growth mentally, emotionally and socially. Anything said to a counselor will be held in the most extreme confidence and will not be relayed without permission unless the student is at risk of causing harm to self or others and/or is at risk of being harmed by others. In such instances, parents or others will be notified in accordance with state law and M.S.A.D. #56 policy.

GUM CHEWING

Gum is not allowed at SDMS.

HAZING/HARASSMENT/BULLYING POLICY

M.S.A.D. #56 recognizes the right of each student to perform in an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. **Hazing, harassment or bullying of any type will not be tolerated.** Bullying is most commonly defined as a student's being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and being intentionally excluded. Bullying implies an imbalance in power or strength in which one child is victimized by others. If your child feels he/she is being hazed, harassed, or bullied he/she needs to report such harassment to a teacher or administrator immediately. **For more details please refer to M.S.A.D. #56 Policies ACA, and JFCF and the Comprehensive Discipline Program for SDMS/HS.**

HEALTH CURRICULUM

The Education Reform Act of 1984 mandates a comprehensive K-12 Health Curriculum for all students in the State of Maine. This curriculum must include instruction in ten different areas. The areas include community health, consumer health, environmental health, personal health, nutritional health, family life education, growth and development, prevention and control of diseases, safety and accident prevention, and substance use and abuse.

The current health curriculum was adopted by the Board of Directors in the 2002-2003 school year. Middle and High School students take regularly scheduled courses in health.

Some topics included in this curriculum which affects the mental and physical health and safety of students and the community can be controversial in nature. They include sex education, AIDS and other sexually transmitted diseases, birth control, adoption,

abortion, parenting, and child abuse. These topics are put into the context of the grade level and age of the students. All student questions are answered in an honest and forthright manner suitable for their age. From time to time guest speakers may be scheduled as additions to the curriculum to address various topics.

If you would like to know more about the health curriculum, please call the Health Instructor, Ms. Kristin Tripp, at Searsport District Middle School at 548-2311.

HOMEWORK

Homework is considered an important component of the learning process and will help instill the skills necessary to being a life-long learner. **Please refer to M.S.A.D. #56 policies IKB and IKB-R**

IMMUNIZATION OF STUDENTS

File: JLCB

All students who enroll in M.S.A.D. #56 schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

1. The parent(s)/guardian(s) provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
2. The parent(s)/guardian(s) provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
3. The parent(s)/guardian(s) state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

LEGAL REFERENCE: 20-A MRSA § § 6352-6359 Ch. 126, Me. Dept. Of Ed. Rules

CROSS REFERENCE: JRA, Student Educational Records

Adopted: January 10, 1995

Revised: July 8, 2003

INCLUSIVE VISION STATEMENT

File: IGBAD

We recognize and value that all students* have diverse and varied abilities that contribute to the school and community.

Students have a right to learn in a climate of acceptance and collaboration with their primary membership in a regular classroom.

Inclusive classrooms acknowledge and provide for each student's emotional, physical, social, and intellectual strengths and needs.

Inclusive schools foster ownership for the education of each individual by all students, parents, staff, and community members.

*student is defined as a lifelong learner

Adopted: June 13, 1995

INTEGRATED PEST MANAGEMENT PLAN

Please refer to a letter from the superintendent located at the end of this handbook outlining new legal reporting and your right to know requirements as it pertains to your safety and the control of pests.

LATE BUS

A late bus is provided for SDMS students Monday through Friday. This opportunity is made possible by riding the elementary buses home from Searsport Elementary School. It is especially important that the conduct of SDMS students is exemplary. Misconduct on the late bus will result in more severe consequences. First offense: suspension from late bus for 30 days. Second offense: suspension from late bus for remainder of the year. Students will be notified by an intercom tone of dismissal for the late bus at approximately 2:53 p.m. Students need to be prepared to board the late bus at the 2:55 p.m. tone in front of SDMS. Students staying after school for extra help from teachers, supervised student activities, or detention may ride the late bus home. A "late bus pass" issued by the SDMS personnel supervising the activity is required each time the late bus is to be used for transporting SDMS students.

LEAVING ASSIGNED AREAS

Students are not permitted to leave assigned areas, classes, or school grounds during regular school hours without permission of appropriate personnel. Failure to comply will result in disciplinary action. Students must obtain and carry a pass when out of assigned areas with permission.

LOCKERS AND DESKS

Lockers and desks with storage compartments are school property assigned to students for their use and may be inspected by the school administration whenever deemed necessary. **NO** materials are to be attached to the outside of lockers and any materials attached to the inside are to be removed at the end of the year. Locker-room lockers and combination locks are issued by the coaching staff for storage of gym and team clothing. This clothing should be washed frequently. Valuables are **NOT** to be left in any locker. These items are to be turned over to a supervisor or to the office for safe

keeping until the activity or school day is over. This is especially important for physical education class as no locks for the lockers are provided for general physical education classes.

MEDICATIONS

Medications in grades 6-12 that must be taken during school hours in order to maintain a student's health may be self-administered. Students are required to notify the school nurse or principal of any prescribed medications they must administer. Students and parents shall be responsible for the appropriate management and security of medications taken during school hours. Students are expected to carry no more than a one-day dose of any required medication that is stored in an original, clearly labeled container. Violations of this policy may result in disciplinary action as prescribed by the M.S.A.D. #56 Chemical Health Policy for Students, policy JFCI. **For more details please see M.S.A.D. #56 policies JFCI and JHCD.**

OBSERVANCE OF THE FLAG

Daily morning announcements will include the Pledge of Allegiance. Students and staff are expected to follow this observance as specified by school board policy.

PARENT/GUARDIAN and SCHOOL/TEACHER COMMUNICATION

Parents are urged to contact the school whenever need arises. Teachers may be contacted by sending a note or calling the office. If you call during the school day the teacher will be notified to return your call. If you wish to have a conference with your child's teacher or team, please make an appointment by contacting the office.

All students will receive an assignment book. We urge you to check the assignment book daily and use the space provided to share important information with your child's teacher. A monthly newsletter will be mailed home to help keep students, parents and guardians informed of school-wide activities and achievements. We also have a very active Parent Teacher Group (PTG) that plans to meet the second Thursday of each month. The location, time, and any changes of meeting dates will be listed in the monthly newsletter.

PHYSICAL EDUCATION

Physical education is required of all students. A reasonable written parental excuse will be honored for occasional absences from active participation. Alternative activities may be assigned, or make-up classes may be required to maintain satisfactory academic achievement. If there is a need for continued absence from Physical Education class, a statement from a health professional must be presented to the office. Injuries that prohibit participation in P.E. class must also be confirmed by a health professional, outlining the nature of disability or injury, and the date the student is expected to return to class. All students are expected to change into appropriate gym attire (i.e. loose clothing and sneakers).

POSITIVE REINFORCEMENT TRIPS

The purpose of a positive reinforcement trip is to recognize appropriate behavior and academic success. SDMS plans to have four positive reinforcement trips scheduled

during the school year. Students are not eligible for trips if they are on the discipline ladder or are failing one or more subjects at the previous progress report. ALL students, whether eligible for the trip or not, are expected to attend school on the day of the trip.

PROMOTION AND RETENTION OF STUDENTS

M.S.A.D.#56 has a policy on the retention and promotion of students. Students are expected to master basic academic skills specific to their grade level and demonstrate an appropriate level of maturity for promotion to the next grade level. Specific procedures are to be followed for any student identified who is experiencing difficulty achieving success in school. Retention is just one of many options that may be considered. Parents will be invited to be included in any meetings that may consider retention. Parents may also request more information regarding the services available if your child is not achieving as you feel they should. Please contact the Principal, the Dean of Students, the School Counselor, or your child's teacher to receive more information.

PUBLIC DISPLAYS OF AFFECTION

While we recognize that the middle school is a place to grow and learn, it is also a place to meet friends. The emphasis will be on healthy and safe relationships for all students. Handholding, walking arm in arm, kissing and hugging are not allowed.

REFERRAL PROCESS FOR SPECIAL EDUCATION

1. Initial school staff referrals

Students about whom professional employees have concern(s) that the student may have a disability that could require special education intervention will be referred to the Pupil Evaluative Team (PET) through the pre-referral process unless the student is in crisis (injury, illness, onset of severe, sudden mental/emotional problems). Students in crisis will be immediately referred to the PET.

2. Referral from screening

A student who is screened out at kindergarten registration or who transfers to the district as an identified student will be referred immediately to the PET. If the student has an Individualized Education Plan (IEP) it will be followed as closely as possible until the PET is held.

Transfer students who are not identified but whose records indicate some concern will be taken through the pre-referral process.

3. Parent referral

If parents suspect their child has a disability that could require special education intervention, they may refer their child by contacting their child's teacher, the building principal, or the Special Services Office at 548-2312. Parents will be encouraged to follow the pre-referral process in cooperation with their child's teacher(s) whenever feasible. Parents may request an immediate referral but will be asked to complete the pre-referral checklist.

4. Referral by others

Individuals, agency representatives or preschool coordination site personnel with knowledge of a student may make a referral by contacting the Director of Special Services. They may be required to participate in the pre-referral process in coordination with the student's teacher(s), depending on the nature of the referral (refer to #1).

SCHOOL BUS CONDUCT

Only students regularly enrolled in M.S.A.D. #56 will be transported on district buses. Riding the bus is a privilege and students are expected to conduct themselves appropriately. Drivers and/or the transportation director will report any misconduct to the Principal or Dean of Students. Continual and/or serious problems will result in suspension of bus privileges. During that time the parent/guardian will be responsible for providing all transportation to and from school. **Middle school students will NOT be allowed to ride the elementary buses or the late bus during suspension of bus privileges.** For more details please see M.S.A.D. #56 policy EEAE - Student Conduct on School Buses

SCHOOL BUS SAFETY

File: EEAE

In all cases, transportation provided shall conserve the comfort, safety and welfare of the pupils transported and shall be in charge of a responsible driver who shall have the control over the conduct of the pupils while they are being transported. Pupils will not be discharged from a bus other than at the established bus stop or school unless the pupil has a note from a parent/guardian giving permission to get off the afternoon bus run at a different stop than their own.

ADOPTED: April 8, 1986

REVISED: October 10, 2000

****SDMS students are required to have their parent notes countersigned by SDMS office personnel for the afternoon bus run home.****

SCHOOL INSURANCE

Insurance may be purchased by all students. Students will receive a pamphlet at the opening of school from the school insurance company, or they may purchase insurance at a later time during the school year. The school does not provide insurance for individual students. There are programs available to provide insurance such as Maine Care to any student who cannot afford the cost of insurance. Please contact the SDMS office for more details.

SKATEBOARDS/ROLLER BLADES

The use of skateboards and/or roller blades on school property is strictly prohibited.

SKILLS MANAGEMENT PLAN

Occasionally there are students who are required or encouraged, for one reason or another, to participate in a Skills Management Plan (SMP). This program is designed to help the student become more focused, to target areas of needed improvement, and to strive to make the changes needed for the student to become more successful in school. Students who are required or recommended to be on an SMP will have a conference with grade level teachers and parents/guardians will be contacted prior to a student's placement on the SMP. Student progress will be monitored and the parents/guardians will be involved with decisions regarding SMP revisions.

STUDENT ADVOCACY PROGRAM

Research has clearly demonstrated that every student should be well known by at least one adult. Each middle school student will meet weekly with an adult advisor. Through small-group advisories, staff members can become mentors and advocates for students as well as the primary contact for parents. Advisors will provide a variety of activities based on student needs and interests.

STUDENT APPEARANCE

School policy does not allow the wearing of any apparel that advocates or advertises the use of tobacco, alcohol, or other drugs. **(Please see M.S.A.D. #56 policy JFCI Chemical Health Policy for Students)** Along with that, we require that the clothing worn to school be appropriate for an academic environment. Pants with excessive or ill placed holes, muscle shirts, shirts or blouses which show your midriff, tank tops, spaghetti straps and short shorts or mini skirts are all inappropriate attire for school. We also request that all people remove their headgear when they enter the building. Headgear is defined as hats, bandanas and/or other head covering. This applies to all school functions, i.e. dances, open house and sports awards ceremonies.

STUDENT COMPUTER AND INTERNET USE: SCHOOL BASED RULES

M.S.A.D. #56 provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and the learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future access. At the same time, the unregulated availability of information and communication of the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. There are very specific guidelines that the student must be aware of in order to maintain compliance with M.S.A.D. #56 policy and avoid disciplinary consequences.

The following list, while not exhaustive, serves as some basic guidelines when using a school computer:

- 1) No instant messaging of any kind.
- 2) No personal communication, including but not limited to: email for personal use; no use of communication programs (sending or receiving of messages) unless directly fulfilling a class assignment or a school sponsored program.

- Every student should have permission from a teacher/adult school sponsor and the librarian when using a library computer for such use.
- 3) No games unless a student has teacher permission and the “game” is related to school programming. This includes games that have come loaded onto the machines. If in the library, the student also needs permission from the librarian.
 - 4) No downloading of songs, games, etc ...
 - 5) No altering of the desktop that is already loaded onto the computer. If this happens for some reason by mistake, let the adult in charge know immediately.

Breaking any of these or other computer/Internet rules will be dealt with on a case-by-case basis, but the discipline can escalate to include complete suspension of computer access, school suspensions, and other appropriate discipline.

Please refer to M.S.A.D. #56 policies IJNDB; Student Computer and Internet Use and IJNDB-R; Student Computer and Internet Use Rules. Please also note that before a student will be allowed to use school computers and the Internet services, the student and the student’s parent/guardian must sign and return the Handbook Acknowledgment Form.

STUDENT RECORDS

Educational records must be sent to a school unit to which a student applies to transfer. Prior consent of the parent or guardian is not required. **Please refer to M.S.A.D. #56 Policy: JRA-E.**

STUDENT SEARCHES

Please refer to M.S.A.D. #56 Policies: JIH, JIH-R. Students who refuse to submit to a required search will be disciplined for defiance and at the level of consequence(s) that would be applied for the suspected violation of school rules and/or laws.

SUSPENSION

Student conduct contrary to school rules, which disrupts class, school procedures or activities, may be considered cause for suspension. These inappropriate behaviors may include, but are not limited to the following: harassment, threatening, fighting, defiance, profanity, theft, damage to school property, unsafe behavior, rudeness, or disrespect. Lab safety rules that are not followed could also lead to suspension. The length of suspension will be determined by the administration and will be guided by the Comprehensive Discipline Program for SDMS/HS, M.S.A.D. #56 School Board Policy and state law. In all cases, the reason for and length of suspension shall be communicated to the parent/guardian by telephone when possible and also by mail. A conference will be arranged between the Principal, Dean of Students, parents and the student to discuss conditions for reinstatement to school.

Students suspended from school shall not be permitted access to the Middle School/High School building, grounds, or any school-sponsored activities any time during the period of suspension, including after-school activities, nights, weekends, holidays and school vacations. The number of days of suspension

refers ONLY to those days school is in session. For more details please see Comprehensive Discipline Program for SDMS/HS and M.S.A.D. #56 policy JKD; Suspension.

TELEPHONE USE

The office telephones are for school business only and available to students in case of an emergency. Students will be called out of class only in the case of an emergency to receive telephone messages. Messages about changes of schedule or transportation issues can be left in the office and will be delivered to the student before the end of the day. The public telephone may be used during the day with teacher permission and a hall pass at appropriate student breaks.

TEXTBOOKS

All textbooks, periodicals, classroom books, AlphaSmarts, computers and other school property are on loan to students for their use during the school year. Any damage to these items may result in disciplinary action. The school district also requires students to pay for any lost or damaged items. This obligation must be satisfied prior to the close of the school year.

TOBACCO FREE SCHOOL & GROUNDS

M.S.A.D. #56 school board policy prohibits the use of tobacco products in any form either in the school buildings or on school property. This policy applies to all individuals (including the general public) and all activities that occur in or on school property. Please refer to M.S.A.D. #56 policy ADC. for full notification and additional information.

VIDEO CAMERA USE ON SCHOOL PROPERTY

Video cameras are installed inside Searsport District High School and Middle School for the purpose of providing for a safe educational environment. The cameras will cover every hallway in the middle and high schools along with both the front and rear entrances and parking areas. They will not be in any room (classroom, bathroom, or other rooms). While disciplinary action may be taken based on a viewed or recorded incident, the camera's primary use is for the security and safety of all students and staff inside the two schools.

M.S.A.D. #56 will comply with all applicable state and federal laws related to video recordings. When determined by M.S.A.D. #56 and following state/federal regulations, such recordings will be considered for retention as a part of the student's behavioral record. Such records will also be subject to established district policies and procedures regarding confidential student records, including access, review, and release of such records.

CAMERA USE:

1. Video cameras are installed to monitor all hallways along with front and rear entrances and parking areas.

2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

VIEWING PROCEDURES:

1. The Superintendent and/or school administrator may view recorded tapes when questions arise concerning a pertinent incident. A teacher/staff member involved may review a tape when more information is needed to determine actual events that may have occurred in certain situations.
2. Parents/guardians will submit written requests for viewing any tape through high school/middle school administrators or Superintendent's Office. The written request will state the purpose of the request, and will relate to their child only. Only the portion of the video addressing the request, concerning a specific incident(s), will be made available. The actual viewing may be limited to a ten (10) second segment of the recording. All efforts will be made to ensure the privacy of other students.
3. Approval/denial of a request will be made in writing to the requesting individuals(s) within three (2) workdays of receipt of said request. If either the administrator or the Superintendent denies the request, reasons will be given for the denial.
4. Upon approval of the request for a tape viewing, an appointment will be made within three (3) workdays of the approval. Viewing will be permitted at either the administrative offices or the Superintendent's Office, or as required by law.
5. Viewing of the tape will be done in the presence of the building administrator and/or the Superintendent.
6. A written log will be maintained, to include:
 - A. The written request by the parent/guardian
 - B. The written response by the building administrator and/or the Superintendent.
 - C. The date of the tape viewing, signatures of those present, the date of the recorded incident(s), and identification of the tape itself.
7. All video recordings will remain the property of M.S.A.D. #56 and will only be reproduced in accordance with state and federal regulations and M.S.A.D. #56 policies and procedures.

VIDEO CAMERAS ON SCHOOL BUSES

File: EEAEF

The M.S.A.D. #56 Board of Directors recognizes the school unit's responsibility to ensure the safety of staff and students on district transportation vehicles. In response to the need for discipline and safety, the M.S.A.D. #56 Board supports the use of video cameras on these vehicles. Video cameras may be used to monitor student behavior during transport to and from school and extracurricular activities. Notice of the use of video cameras in district vehicles will be provided to students, parents, and staff on an annual basis. A notice of the presence of video equipment will be posted in each vehicle.

If incidents are reported or if a video reflects student misconduct which results in disciplinary action, parents/guardians will be notified and given an opportunity to view the tape of their child. All efforts will be made to ensure student privacy in these cases. Recordings used in disciplinary proceedings will be retained as part of the student's disciplinary record. The video record will be maintained in the same manner and for the same duration as other such documentation.

The Superintendent will be responsible for the development of procedures for the review of video recordings made on district vehicles. These regulations will address the retention of videotapes, the security of equipment and recordings, the scheduling and placement of cameras on transportation vehicles, requests for viewing of videotapes and any necessary follow-up.

ADOPTED: July 14, 1998

VIDEO CAMERA USE ON SCHOOL VEHICLES ADMINISTRATIVE PROCEDURE

M.S.A.D. #56 will comply with all applicable state and federal laws related to video recordings. When determined by M.S.A.D. #56 and following state/federal regulations, such recordings will also be considered for retention as a part of the student's behavioral record. Such records will also be subject to established district policies and procedures regarding confidential student records, including access, review, and release of such records.

NOTICE POSTINGS:

1. M.S.A.D. #56 will annually provide a copy of Video Camera Use on School Vehicles - Administrative Procedure to students, parents, and staff.
2. The following notice will be placed on all school vehicles which transport district students:

“This bus is equipped with a video/audio monitoring system.”

CAMERA USE:

1. Video cameras will be used on all school buses which are transporting students to and from school, curricular, co-curricular, and extra-curricular activities at the discretion of the Director of Transportation.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

VIEWING PROCEDURES:

1. The Director of Transportation, Superintendent, and/or school administrator may view recorded tapes when questions arise concerning a pertinent incident. The driver of a bus may review his/her tape when more information is needed to determine actual events that may have occurred in certain situations.
2. Parents/guardians will submit written requests for viewing any tape through the Director of Transportation or the Superintendent's office. The written request will state the purpose of the request, and will relate to their child only. Only the portion of the video addressing the request, concerning a specific incident(s), will be made available. The actual viewing may be limited to a ten (10) second segment of the recording. All efforts will be made to ensure the privacy of other students riding district buses.
3. Approval/denial of a request will be made in writing to the requesting individuals(s) within three (3) work days of receipt of said request. If the request is denied by either

the Director of Transportation or the Superintendent, reasons will be given for the denial.

4. Upon approval of the request for a tape viewing, an appointment will be made within three (3) work days of the approval. Viewing will be permitted at either the office of the Director of Transportation, the Superintendent's office, at the student's school office, or as required by law.
5. Viewing of the tape will be done in the presence of the Director of Transportation and the student's building administrator.
6. A written log will be maintained, to include:
 - A. The written request by the parent/guardian.
 - B. The written response by the Director of Transportation and/or the Superintendent.
 - C. The date of the tape viewing, signatures of those present, the date of the recorded incident(s), identification of the vehicle in which the recording was made, the driver's name, and the tape itself.
7. All video recordings will remain the property of M.S.A.D. #56 and will only be reproduced in accordance with state and federal regulations and M.S.A.D. #56 policies and procedures.

It is the intent of M.S.A.D. #56 to only use recording equipment to enhance the safe transport of its students while riding district vehicles. Disciplinary action may not be taken against any of its employees after review of any recordings.

VISITORS

ALL visitors including parents/guardians must report to and register in the main office. All visitors will be issued a visitor's badge, and are subject to all district policies and school regulations. Visitors will **ONLY** be permitted on school grounds in order to observe specific programs or activities, review school facilities in the case of student transfer, or to conduct business with the school. Visitors are encouraged to not bring small children into the building for reasons of safety and potential disruption. Student visitors will not be permitted on school grounds unless they are of middle school age, enrolled in school, and visiting with the approval of their school's administration. A visitor's pass must be obtained no later than 24 hours in advance of the visit. Issuance of passes is at the sole discretion of the Principal or Dean of Students, and may be revoked at any time with the visitor having to leave school grounds immediately.

WEAPONS & DANGEROUS OBJECTS

Students shall not possess any object that can cause bodily harm to others or self, damage school property, or interrupt the educational process. Possession or use of any weapon, or any object that can be used as a weapon, will result in disciplinary action, which may include recommendation for expulsion. If appropriate, law officials will be notified. **For more details please see M.S.A.D. #56 policy JFCJ.**

A FINAL WORD

We believe that Searsport District Middle School is a great place to be. We love to see visitors, volunteers, parents, school board members, and community members in our building, but we especially love to see students. It is through the cooperative spirit of family and school that students are encouraged to grow and learn to their full potential.

Comprehensive Discipline Program for Searsport District Middle/High School

Principles:

- All students deserve to be educated in a safe, secure, orderly and respectful environment.
- All students are responsible for the decisions they make and need to be held accountable for their behaviors.
- All students deserve to have their long term good behavior honored, their misbehavior discouraged and any serious or repetitive misbehavior disciplined.
- All students deserve the right to due process, which includes an opportunity to hear the evidence against them and a chance to explain their point of view.
- All members of the school community bear responsibility for creating a safe, secure, orderly, and respectful environment.

Positive Recognition:

The school shall recognize, reinforce, and celebrate healthy student behavior. This shall include whole-school activities and motivators as well as classroom-based positive discipline. It should also include reminders, standards, and peer group efforts to support the highest ethical and moral behavior. Teachers are expected to create (or work with students to create) recognitions, games, classroom rules, and rewards that are consistent with prevailing theory for promoting healthy student decision-making and for extinguishing negative behaviors.

Principles of the Disciplinary Ladder:

- A. Students always start the year on step *zero* of the disciplinary ladder. Each offense is a strike on the disciplinary ladder, and the second strike will move the person to the next step on the ladder, increasing the severity of the consequence.
- B. If a person maintains 10 straight school days without a disciplinary referral, he or she moves down the ladder one step.
- C. The time period for moving down the ladder MAY be shortened by the administration if the student takes positive steps toward self-improvement such as participating in counseling or community service activities. Example: Two hours of community service or two hours of counseling may reduce the time by five days.
- D. If a student commits an offense that has a recommended consequence (such as fighting or threatening) he or she is moved immediately to the corresponding step on the disciplinary ladder.
- E. If a student is on the ladder and commits an offense that would normally be dealt with on a lower step than the one which they are currently placed, the lesser offense will still take them from their current step placement and move them up the ladder from that point.

Disciplinary Ladder:

Step	Consequence
Step 0	Verbal warning, teacher detention, informal consequences, time-out, etc.
Step 1	One office detention, letter to parents.
Step 2	Two detentions or Friday detention*, letter to parents.
Step 3	1-day in-school suspension**, phone call and letter to parents.
Step 4	1-day out-of-school suspension, phone call and letter to parents.
Step 5	3-day in-school suspension**, phone call and letter to parents.
Step 6	3-day out of school suspension. Conference required for readmission.
Step 7	5-day out of school suspension, letter and phone call to parents, student/parent conference with administration required for readmission.
Step 8	7-day out of school suspension, letter and phone call to parents, student/parent conference with administration required for readmission. Behavior plan required for readmission.
Step 9	10-day out of school suspension, superintendent of schools is notified. Certified letter mailed to parents.
Step 10	10-day suspension and referral to superintendent of schools/school committee with a recommendation for extended suspension or expulsion from school.
Step 11	Expulsion from school.

*If a Friday detention room monitor is available.
**If an in-school suspension room monitor is available. If a monitor is not available then out-of-school suspension is imposed.

The administration may escalate the student by more than one step, depending on the nature of the infraction. The following are consequences for serious infractions.

1. Disrespect	Step 1-3
2. Disrupting the learning of others	Step 1-3
3. Offensive language/gestures	Step 3
4. Harassment, Hazing or Bullying	Step 3-10
5. Defiance, refusal to cooperate or confrontational language	Step 4
6. Lying	Step 4-6
7. Damage to school or personal property	Step 5 (and financial restitution)
8. Stealing	Step 5
9. Unsafe Behavior	Step 0-5
10. Rudeness	Step 1-5
11. Blatant disrespect to authority figures (profanity, obscene gestures, etc.)	Step 6
12. Fighting, Assault	Step 7
13. Possession/use of prohibited chemical substance or drug paraphernalia (to include tobacco and smoking)	Step 7
14. Threatening authority figures	Step 8

Violations of the Chemical Health Policy (JFCI) are not on the disciplinary ladder, but are summarized below. Other consequences also apply, so consult the policy.

1. Possession/Use (First Offense)	5-day out of school
2. Possession/Use (Second Offense)	10-day out of school
3. Possession/Use (Third Offense)	10-day out of school with recommendation of expulsion
4. Furnishing/Selling (First Offense)	10-day out of school
5. Furnishing/Selling (Second Offense)	10-day out of school with recommendation of expulsion

Disciplinary Actions for Off-Campus Behavior

In keeping with the MSAD #56 Vision, the SDMS Philosophy and SDMS Mission Statements (page 1 of the Parent/Student Handbook, specifically: *Our middle school community of students, staff and administrators will continually strive to develop a safe environment of mutual respect*), Students may be held accountable for their behavior or actions that occur outside of school when the behavior or action causes a substantial disruption or

creates a threat of danger that negatively impacts the safety and welfare of students and/or staff members or the school administration reasonably believes such a disruption/threat would occur. The Comprehensive Discipline Program for SDMS/SDHS also known as the Discipline Ladder located in the Parent/Student Handbook will be used as a guide for determining the appropriate disciplinary consequences.

The following are examples of such off-campus behavior that may result in disciplinary action taken at school. Please note these are only examples and other behaviors may also apply:

- Assault or other criminal acts
- Attending a party where drugs and/or alcohol were served
- Making offensive remarks about students or school employees
- Threatening or defaming students and/or employees on the Internet (this is to include inappropriate use of instant messaging and/or websites)

The use of the Internet to threaten, defame, bully, harass or haze students, their families or school employees may result in disciplinary actions following the MSAD #56 harassment and hazing policies and the Comprehensive Discipline Program for SDMS/SDHS. The privilege to use the district's computers and Internet system may also be removed for a period of time as determined by administration.