

SKOWHEGAN AREA MIDDLE SCHOOL

SAMS Values

$$A^2 + B^2 = C^2$$

$$\text{Attitude}^2 + \text{Behavior}^2 = \text{Commitment}^2$$

**Respect
Pride**

**Curiosity
Perseverance**

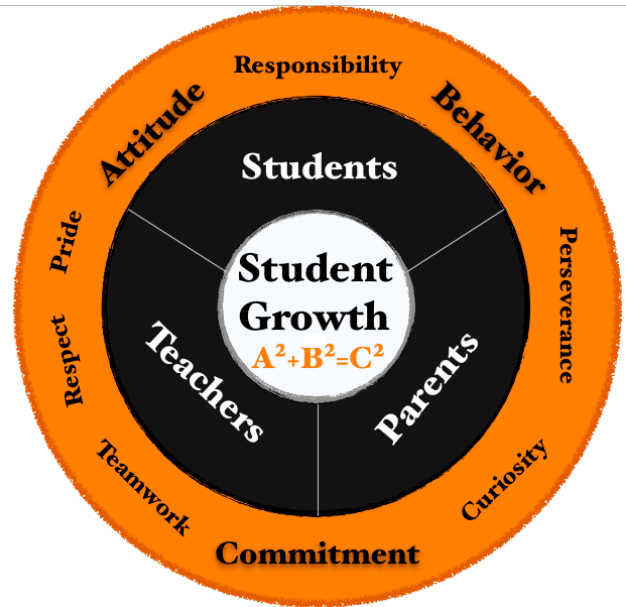
**Responsibility
Teamwork**

WELCOME

The entire staff of S.A.M.S. welcomes you to an exciting 2017-2018 school year! We will work very hard to give you the best educational experience possible. In return, we ask you to work your hardest and get involved in school activities. This handbook outlines the guidelines we need to follow in order to keep our school a safe and enjoyable place to learn. Please read it carefully, and if there is any way we can help you during the school year, be sure to speak up. Have a great year!

2017-2018 SCHOOL YEAR

August	28	Teacher Workshop	May	28	No School-Memorial Day
August	29	Teacher Workshop	June	15	Early Release Day/Last Day of School
August	30	First Day of School	June	22	Report Cards Mailed Home
September	4	Labor Day			
September	20	Early Release Day			
October	6	Progress Reports Issued			
October	9	No School-Columbus Day			
November	9	Grades Close for Trimester 1			
November	10	No School-Veterans Day			
November	20	Parent Teacher Conferences			
November	21	Parent Teacher Conferences			
November	22-24	Thanksgiving Break			
December	22-29	Holiday Vacation			
January	1	New Year's Day			
January	15	No School-Martin Luther King Day			
January	19	Progress Reports Issued			
February	7	Early Release Day			
February	19-23	Winter Vacation			
March	9	Grades Close for Trimester 2			
March	12	Teacher Workshop Day			
April	16-20	April Vacation			
May	4	Progress Report Issue			
May	16	Early Release Day			



SKOWHEGAN AREA MIDDLE SCHOOL SCHOOL WIDE RULES

School rules are merely common sense. They are designed to facilitate the smooth and safe operation of the school. Following the rules of the school will help to insure that each student receives the maximum educational opportunity from Skowhegan Area Middle School. Generally speaking, treat others as you would like to be treated.

Definitions:

1. Tardiness – Arriving late to class or school unexcused. *Students who are tardy (unexcused) more than three times will be assigned an after school detention from the office administration. For each unexcused tardy thereafter, office administration will assign an additional after school detention.*
2. Unexcused Absence – Any absence that has not been excused by the Principal or Assistant Principal.
3. Insubordination – Refusal to comply with reasonable requests by any school official. A student is immediately insubordinate when he or she refuses to obey the teacher and/or openly defies school authorities. A student is also insubordinate when the student persistently refuses to change his or her behavior after repeated reprimands for the same violation of the discipline code. During crisis situations, a student shall be considered insubordinate if he or she refuses to cooperate with a person of authority.
4. Theft – Taking, giving, or receiving property or services not belonging to you.
5. Forgery – Writing false information to school officials.
6. Alcohol or drugs – The use, possession, or sale of illegal drugs or look-alike drugs including alcohol, marijuana, cocaine, and/or others.
7. Fighting – Having or threatening physical contact with another person with the intent to inflict harm.
8. Vandalism – Intentional destruction of objects or materials belonging to the school, school officials, or other persons.
9. Tobacco – The use or possession, sale or distribution of tobacco and tobacco products/paraphernalia in any form.
10. Abusive Language – Language that is disruptive to the educational environment of school, including swearing, obscenity, vulgarity, threatening, disrespect.
11. Bullying – Any physical threatening or intimidation that causes a person to feel uncomfortable will be reported to teachers, guidance counselor, principal, and or assistant principal.
12. Paraphernalia – lighters, matches, rolling papers, pipes, etc.

Corrective Measures:

Students violating behavioral expectations will be subject to one or more of the following actions:

Teacher/Team Level:

Disciplinary action will be enforced at classroom and/or team level.

Example: After school detention, lunchtime detention, loss of team activity time or student centered time, etc.

Administrative Level:

Disciplinary action has moved beyond the classroom/team level. The administrative level will include the following:

- Administrative Detention: Assigned by Administration. Unexcused absences from Administrative Detention will result in In-School Suspension and/or Out of School Suspension.
- In-School Suspension: Assigned by Administration to be served in a designated area for length of school day. The student may not participate in school functions. Parents will be notified.
- Out-of-School Suspension: Assigned by Administration to be served out of school for up to 10 days. The student may not participate in school functions during the duration of the suspension. Parents will be notified.

- Expulsion: The student will be suspended from school immediately and a recommendation of expulsion will be made to the Superintendent of Schools. Parents will be notified.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board 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 behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

In the event of a bomb threat:

1. Administration will verify that a threat has been made.
2. Police and Fire departments will be notified.
3. Student(s) responsible will be subject to suspension and expulsion from school.
4. Student(s) will be charged by the police.
5. Student(s) and their parents may be held accountable for the costs of the evacuation.

In the event of a bomb threat or other emergency evacuation:

1. We will move students to the high school gym.
2. We will remain at the high school for the remainder of the day and continue with classes.
3. Students will be able to have lunch at the high school.
4. Students will ride home on regular bus runs at the regular time. Busses will depart from the high school.
5. We will run additional busses from the high school to various places in town for walkers.
6. PARENTS ---- please understand that our access to telephones is very limited at the high school. It is important for you to develop a plan with your child in advance. If you had planned to pick them up after school, you can direct your child to stay at the high school for pick up. We ask that students do not use cell phones during this process.
7. When we dismiss from the high school, your child simply needs to let Mr. Longyear, Mr. McEwen or one of their teachers know what plan they are following. Please understand that having your child call you may not happen due to the limited access to phones and the time factor.

MEDICATION POLICY /MEDICAL TREATMENT AT SCHOOL

Medications will be given at school only when it is absolutely necessary. If at all possible, we encourage medications to be given at home. For example, if a medication is to be given three times per day, please give before school, directly after school, and at bedtime.

1. Medication is only to be given by school personnel with written permission from the parent and a written order from a licensed physician. A medication should always be in a properly labeled bottle to include student's name, name of drug and dosage. No other medication will be accepted in any other container but the original prescription bottle. This policy applies to all prescription and over the counter medications.
2. The school will provide no medication.
3. At no time shall a student have medication in his/her possession in school unless the physician states an inhaler or epi pen needs to be with the student at all times.

The school nurse is on duty in our school several days each week. Passes to see the nurse are issued by the nurse, office, or teaching staff. If students are injured in any way during the school day, they must report it to school personnel as soon as possible.

All students must be properly immunized to attend school. Any student found to have an infectious disease or condition can expect to have their parents notified to take them home until documented treatment has been administered.

Physicals are required for students who wish to participate in interscholastic sports. Students who do not have a current physical exam dated within two years of participation will not play.

CUSTODY

If there is a court order that relates to the custody of your child, please provide a copy to the principal so that it can be included in your student's file.

SCHOOL ATTENDANCE

Attendance is one of the most important factors in student success. Students are expected to be in school every day that school is in session, unless legally excused. The State Department of Education and the local school system consider only the following as legal excuses for missing school:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of regular school hours
3. Observance of recognized religious holidays when the observance is required during the regular school day.
4. Planned absences for personal or educational purposes, which have been approved in advance
5. Emergency family situations

Each day that a student is absent from school, **the parent or guardian MUST contact the school** by telephone (474-3339) between 8:30 and 9:30 a.m. and give the reason for his or her child missing school. If the school is not notified, the absence will be treated as unexcused. If the parent is unable to phone on the day of the absence, then the student must bring in a written excuse upon return to school. All students who have missed school must report to the office to receive a readmission slip. Students must be in their homerooms by 8:15 a.m. or they will be considered tardy. If you are late or absent without an excuse, expect to make up your time. Students who are absent from school on the day of an after school athletic event, fun night, or special event are ineligible to attend these events. Exceptions to this rule must be cleared through the Assistant Principal.

Make-up Work:

Parents may request books and assignments for absent students by notifying the school secretary (474-3339) before 10:00 in the morning. Books and assignments may then be picked up after school in the main office.

VISITORS

All visitors must buzz in at the front door and then report to the office.

Due to space, schedule, and supervision concerns, students are discouraged from bringing friends to school to visit for the day. The only exceptions must be prearranged through the office. Unexpected student visitors will be asked to leave.

Parents are welcomed at all times but must also report to the office before entering classroom areas.

SCHOOL CLOSING AND EARLY DISMISSAL

School closing or early dismissal due to inclement weather or other unforeseen events will be broadcast on local radio stations including: WTOS, WSKW, WABI, WYOU, WABK, WKSQ, WQCB, WTVL, WKTJ and 92Moose.

Because of the size of our school district, safe traveling on snowy days can be quite different between one area and another. Therefore, if school has not been canceled, you have the right as parent or guardian to keep your child home if you feel that the road conditions are too hazardous for travel in your area. Your child's absence will be considered an excused absence. Again, please call to notify the school if you choose to keep your child home.

PROMOTION, TRANSFER, AND RETENTION

If students have failed two or more academic classes when averaged for the year, s/he will be considered for retention or transfer. Students (8th graders) who are transferred to the high school will not take part in our end of the year

promotion night.

STUDENT RESPONSIBILITIES

The primary purpose of public education is learning. Students are expected to be cooperative and polite. School work is expected to be completed on time, be done as neatly as possible, and be your best effort. Listen to instructions, and please ask for help if you do not understand.

STUDENT BEHAVIORAL EXPECTATIONS

- A. Students will not loiter in the halls or in the restrooms.
- B. Cheating is inexcusable.
- C. To plagiarize is to steal another's work and pass it off as one's own. Students must be very careful researching a project that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher.
- D. Aggressive behavior towards others on school grounds is never acceptable behavior. Such behavior will be subjected to disciplinary actions.
- E. Selling, furnishing, using, or possessing prohibited substances (including tobacco, pipes, prescription/non-prescription drugs, and/or look alike drugs) will not be tolerated. Consequences include, but are not limited to, police notification, suspension, and expulsion.
- F. Search and seizure: Students and parents are hereby provided notice that random searches (including canine searches) may be conducted as a result of "reasonable suspicion" at any time. Any illegal item discovered will be turned over to law enforcement authorities, as well as subjecting the student to school discipline including, but not limited to suspension and expulsion. School storage spaces, such as desks and lockers, are school property and may be searched at any time.
- G. Anyone caught tampering with, discharging, or abusing fire extinguishers will be subject to suspension.
- H. Self-mutilation caused by but not limited to; body piercing with safety pins, needles, X-Acto knives, blades, etc., is not permitted in school per safety/health issue.
- I. Students who are ill must report to the office to authorize dismissal.
- J. The use of profanity is inappropriate and will result in disciplinary actions.
- K. Hats are not to be worn in school.
- L. With the exception of water bottles containing water, open containers of any kind are not permitted.
- M. Radios, Walkmans, MP3's, cell phones are not to be used in the building including classrooms, study halls, and hallways without permission. (Board Policy: JFCK please see student handbook page 10)
- N. Motorized Vehicles are not to be brought on to school property by middle school students while school is in session. This includes: Dirt bikes, ATV's, Snowmobiles, etc.

BULLYING

It is our goal for our school(s) to be a safe and secure learning environment for all students. It is the intent of the RSU 54/MSAD 54 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will act in response to conduct that interferes with students' opportunity to learn, the educational mission or operation of RSU 54/MSAD 54 schools (MSAD 54 Policy JICK Adopted January 20, 2017).

Prohibited Behavior:

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;

3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions. Anyone can report Bullying; please use the RSU 54/MSAD 54 Bullying Report Form found under Board Policy JICK-E1.

HARASSMENT

M.S.A.D. #54 insures equal educational opportunities regardless of race, sex, color, national origin, religion, marital status, age, or handicap.

Sexual harassment often involves feelings of helplessness, and it can be distressing when it happens to an adult and particularly frightening when a young person is the victim.

If you are offended by sexual comments, jokes or physical gestures, or if you are the victim of physical touches, strokes, embraces, pressure for dates, or other sexual advances, you can:

1. Tell the individual that you are offended and that you want the behavior stopped.
2. Report the incident to the teacher, principal, or school counselor.
3. Report the incident to Jon Moody, Assistant Superintendent. Mr. Moody is the District Affirmative Action Officer (474-9508).

Inquiries concerning the application of MSAD #54's Public Schools' nondiscrimination policy also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 33 Arch Street, Suite 900, Boston MA 02110-1491, telephone (617) 289-0111, TTY (617) 223-9695.

OTHER STUDENT EXPECTATIONS:

DRESS AND PERSONAL GROOMING

Student dress for school should be appropriate and functional. Clothing deemed inappropriate, but not limited to these, are: short shorts, short skirts, and jeans with holes (above finger tips extended at one's side for all three examples). Inappropriate shorts, skirts, or jeans with tights or spandex under are still not acceptable. No belly shirts, hats, spandex clothing, tattered clothing, pajamas bottoms, heavy chains worn around the neck or attached to wallets, tank tops, spiked necklaces or bands, bandannas, and T-shirts expressing drugs, alcohol, or suggestive or offensive language or graphics.

DISPLAYS OF AFFECTION

Passionate displays of affection are offensive to students and staff. Please show respect for yourself and others by refraining from hugging, kissing, or petting. Continued violations will result in disciplinary actions.

RESPECT FOR PROPERTY

Students are expected to respect the rights and the property of the district and all others who are on school property. Any student who causes damage to school property or in any way interferes with a vehicle while on school property will be subject to monetary restitution and disciplinary action. Any student who tampers with, damages, or takes from or puts items into a locker or other property owned or assigned to a student, a teacher, or any other person in the District without permission will be subject to disciplinary action based on the severity, which may include suspension.

CONDUCT AT SOCIAL FUNCTIONS

Expectations for student conduct at school functions are as follows:

- Once a student is admitted to the social function, he/she is not to leave and be readmitted.

- School social functions are open only to Skowhegan Area Middle School students.
- Any student who becomes a behavior problem – parent will be called to come pick up their child.
- Once a student leaves a social function, he/she must leave the school grounds and the general school area.

All school rules apply to students transported on school buses to all school functions/activities.

PASSES

- This agenda is the students' hall pass. It should be signed by a staff member for the student to be out of their assigned class.
- Students are not allowed outside during the school day without supervision.
- Students **MUST** report to the office when they come in tardy and before they leave the school building during the school day for any reason.

INTERNET ACCEPTABLE USE POLICY

Before a student can access the Internet at school they must have parental permission and acknowledgment of our acceptable use policy. A packet containing this information will be sent home during the first two weeks of school. Once this is returned and signed by parent and students, the student will be issued an Internet license. Misuse of the Internet will result in disciplinary action in accordance with the policy. **The Acceptable Use Policy and Internet Permission Forms can be found on the SAMS homepage.**

S.A.M.S. LIBRARY/MEDIA CENTER POLICIES AND PROCESURES

The Library/Media Center houses reference books, circulating books, magazines, media equipment and computers. The library is open to students throughout the school day. Students are required to sign in and out of the library. Books are signed out for two weeks and may be renewed in a timely manner. Payment is expected for lost or damaged books.

SKOWHEGAN AREA MIDDLE SCHOOL DAILY SCHEDULE

8:00	School Opens
8:00-8:15	Breakfast
8:15	Students must be in Homerooms
8:15-8:20	Homeroom Period
8:20-2:10	Individual Groups and Academic Classes
2:15	Dismissal

EARLY ARRIVALS

The earliest time that students should arrive at school is 7:45a.m. Students arriving earlier are expected to remain outside until 8:00. During cold or inclement weather bus students happening to arrive earlier than 7:45 may go to the cafeteria. Any other exceptions to this rule must be arranged through the office.

ACADEMIC ACHIEVEMENT

Students must achieve a rank of at least 70 (D-) in order to be considered passing a subject; 60 (D-) for 6th grade.

7th & 8th graders

A+ 97-100	B 86-91	C- 76
A 94-96	B- 85	D+ 75
A- 93	C+ 84	D 71-74
B+ 92	C 77-83	D- 70

6th graders

A+ 98-100	B 83-86	C- 70-72
A 93-97	B- 80-82	D+ 67-69
A- 90-92	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62

SAMS CALENDAR FOR PROGRESS REPORTS AND REPORT CARDS

FIRST TRIMESTER

October 6	Progress Reports issued
November 9	Ranks close for Report Cards
November 17	Report cards issued

SECOND TRIMESTER

January 19	Progress Reports issued
March 9	Ranks close for Report Cards
March 16	Report cards issued

THIRD TRIMESTER

May 4	Progress Reports issued
June 22	Report cards mailed home

With the exception of the final report card, all reports are sent home with the students. The envelope they are sent home in needs to be signed by parents and returned to homeroom teachers within one week. The final report card is sent home by mail.

HONOR ROLL

Any student receiving all A's is placed on the High Honor Roll. Any student receiving all A's & B's is placed on the Honor Roll. Any student receiving 1's and 2's are placed on the effort and conduct honor roll. Grades in all subjects including: Art, Health, Music, and Physical Education as well as the academic subjects are considered when determining honor roll students.

EMERGENCY DRILL PROCEDURE

From time to time it is imperative for public buildings, such as schools, to be evacuated in a matter of seconds. There is always the possibility of the unexpected, the unplanned, and the very serious situation, which could occur calling for immediate evacuation of all personnel.

In case of emergency, the fire alarm will be sounded and all students, teachers, guests, and other personnel will proceed according to the information posted on the bulletin board in each room. On the first day of school your homeroom teacher will go over these procedures with you in detail.

Emergency evacuation is deadly serious and you will not know until afterwards whether or not an emergency existed. Consequently, there is positively no pushing, shouting, running, or other pattern of behavior that could be detrimental to the safety of anyone. Conversation once outdoors should be quiet and reserved.

PERSONAL PROPERTY

Lockers are the property of the school and are loaned to students during the school year. School officials reserve the right to inspect lockers and their contents at anytime during the year.

We recommend that students leave large amounts of money, expensive electronic or musical items, and other valuable items at home. The school cannot be responsible for such items if they are lost, stolen or damaged. If such items must be brought to school, they should be left in the office for safe keeping.

All other personal property (clothing, school books, and supplies) should be locked in lockers when not in use. Backpacks are to be used only to transport books and supplies to and from school. While in school, backpacks are to be stored in the student's locker.

Inappropriate and dangerous items will be confiscated and returned to parents or students at the discretion of the office. The school board has adopted a strict weapons policy, which will be enforced.

Bikes may be left in the rack outside the front office. Bike locks are advised. Skateboards, scooters, etc. must be stored in the team area during the day.

LOST AND FOUND

Check with the main office and the gym office when you lose or find any item.

INTERSCHOLASTIC SPORTS AND AFTER SCHOOL ACTIVITIES

S.A.M.S. offers the following interscholastic sports for 7th and 8th graders:

Fall: Field Hockey, Cross Country, Football, and Soccer
Winter: Basketball, Wrestling
Spring: Track, Baseball, and Softball

If you have any questions about participation, please see Mr. McEwen, our Athletic Director. In addition, S.A.M.S. offers various after school activities. We are always looking for new activities to consider. If you have any ideas, please see Mr. McEwen in the main office.

ELIGIBILITY FOR ATHLETICS AND OTHER AFTER SCHOOL ACTIVITIES

Our eligibility rule is quite clear-cut. Students who are not achieving passing grades in all subjects or have serious behavioral issues will, in most instances, be ineligible to participate. Students failing any subject will have two weeks to bring their grade to the passing level. They may participate during this two-week period. If the student has not brought the grade to a passing level during the two-week period, the student will be ineligible for the remainder of the season. Students must be in school the day of a scheduled athletic contest. The office must clear exceptions. All students must have a current physical prior to participating in any sport.

SCHOOL FUNDRAISERS

Once a year our school participates in a major fundraising campaign. Student involvement is greatly appreciated and encouraged, but it is always voluntary.

USE OF PHONES

Students are expected to make their transportation arrangement before arriving to school each day. All calls must go through school phones in order to monitor attendance and for security reasons. All student calls regarding illness and or dismissal from school **MUST** go through the main office. All other phone calls for detention, extra help, and changes in after school activity schedules should be made through the phones in the classroom areas. **Students are to turn off their phones upon the start of the day at 8:15 and store them in their lockers for the day. Phones may be utilized after the first bell rings at 2:15.** Private cell phones are not to be used by students during school hours per MSAD #54 School Board Policy; JFCK. Phones or other electronic devices will not be permitted in the bathrooms or locker rooms. Violation of this policy will result in the cell phone being confiscated, the parent notified, and additional consequences may be assigned depending on the circumstances.

LUNCH PROGRAM

RSU 54/MSAD 54 participates in a Universal Lunch and School Breakfast Program, which follows U.S. Department of Agriculture guidelines for healthy school meals. All students enrolled at SAMS may participate in the breakfast and lunch program at no charge to them. Our ability to offer both breakfast and lunch at no cost to all students is dependent on all parents/guardians completing and returning the **Household Income Data Collection Form**. A lack of returning the form will directly reduce the Federal funds the district receives and will not allow us to continue the free breakfast and lunch program, as well as benefit the Math and Reading services that benefit the students in our district. **All parents/guardians are urged, regardless of income, to return the Household Income Data Collection Form to the schools.**

CAFETERIA/LUNCHROOM

While in the cafeteria/lunchroom, students are asked to:

- Remain in one spot in the lunch line. Please do not cut in front of someone else.
- Remain seated in one place while in the cafeteria.
- Clean up after yourself by using the cloth to wipe your spot.
- Talk quietly walking to and from the cafeteria and while waiting in the serving line.
- Display appropriate table manners.
- Never leave gum or sticky candy on the cafeteria trays!

GOOD PEOPLE TO TALK TO IF YOU HAVE A PROBLEM

From time to time we all need someone to talk to when we have a problem. Here is a list of people you can call upon:

- Your parents
- A classroom teacher you like and trust
- Ms. Wright or Mrs. Croom, School Counselors
- Mrs. Lancaster, School Nurse or Mrs. Clukey Nurse Tech.
- Officer Daigneault, School Resource Officer
- Mr. McEwen, Assistant Principal/Athletic Director
- Ms. LaCasse or Mrs. Jellison, School Office Assistants
- Mr. Longyear, Principal

S.A.M.S. LAPTOP GIUDELINES

INFRACTION	FIRST OFFENSE	SECOND OFFENSE
Unattended laptop-----	Verbal Warning/Detention	Loss of use for 1 week
Did not sign laptop out-----	Verbal Warning/Detention	Loss of use for 1 week
Abuse of the laptop -----	Verbal Warning/Detention	Loss of use for 1 week
Emailing at inappropriate time -----	Verbal Warning/Detention	Loss of use for 1 week
Inappropriate use of the laptop -----	Verbal Warning/Detention	Loss of use for 1 week
Left laptop at home-----	Verbal Warning/Detention	Loss of use for 1 week
Accessing inappropriate sites -----	Referral to office	
Inappropriate site visit-accidently -----	Referral to office	
Cyber bullying/harassment -----	Referral to office	
Damage of laptop -----	Referral to office	

Additional offenses will follow the Second offense actions or may be referred to the office.

Loss of laptop for 1 week is defined as:

- * Student will not take it home for that week
- * Student will access the laptop for academics only with permission from the staff member(s) who ask for the laptop to be used for his/her class.

* Parent & office will be notified by staff member who takes the laptop away from a student.

Referrals to S.A.M.S. Office

- * Parent will be notified
- * Detention – suspension may be assigned
- * Loss of laptop or laptop program(s) may be assigned
- * Team will be notified as to the disciplinary action assigned by the office

Any parents may request teacher professional qualifications for any teacher in the school. Requests should be made in writing to the building principal.

MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS

IF YOU AND YOUR FAMILY LIVE IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment. • Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

If you need further assistance with your educational needs, contact:

Local Liaison(s) Dan Hylan –Skowhegan Area High School 474-5511, Ann Belanger or Erica Thompson – Special Services Department 474-7424

State Coordinator:

Jacinda Goodwin

Truancy, Dropout, Alternative Education and McKinney-Vento State Coordinator

Maine Department of Education

207-624-6637

jacinda.goodwin@maine.gov

The National Center for Homeless Education: 1-800-308-2145 * homeless@serve.org * www.serve.org/nche

School Rules Policy: JFCK

Student Use of Cellular Telephones and Other Electronic Devices

1. Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players and electronic games during classes and school activities, including study halls, field trips and extracurricular activities.
 - a. During the school day all such devices must be turned off.
 - b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
 - c. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
2. The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, and classrooms. In other school locations, students are required to obtain permission before photographing any individual at any time.
3. Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. This includes, but is not limited to, violations of the student code of conduct, harassment, and cheating.
4. Students violating these rules will be subject to discipline, which may include:
 - a. Exclusion of the device from school for an extended period;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

MSAD No. 54 Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (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 school department receives a request for access.

Parents or eligible students should submit to the school principal or superintendent a written request that identifies the record(s) they wish to inspect. The principal or superintendent 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 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 school department decides not to amend the record as requested by the parent or eligible student, the 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 disclosures 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 department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school department 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 school department discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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 school department to comply with the requirements of FERPA. The Office that administers FERPA is:

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

- (4) The school department has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance in the school unit, and honors and awards received.
- (5) Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by **October 1st** for the current school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years. Any such notice should be sent to:

Superintendent of Schools
MSAD No. 54
196 West Front Street
Skowhegan, Maine 04976

Absent such notice, the school department may disclose directory information about students.

- (6) Under the "No Child Left Behind Act of 2001," military recruiters and/or institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students. Provided that MSAD No. 54 has notified parents that such information will be released, parents may request in writing, that the school not release such information. A form requesting that such information to be released to the military and/or institutions of higher education is available through the school's guidance office. The school unit has a duty to comply with any such request.

Parents should follow the procedure in paragraph (6) above to notify MSAD No. 54 if they do not wish such information to be released to military recruiters and/or institutions of higher education.