

# CENTRAL MIDDLE SCHOOL

## STUDENT HANDBOOK

*2018-2019*



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**PLEASE REVIEW AND SIGN & RETURN THE LAST PAGE**

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## **ACADEMIC INFORMATION**

### **ACADEMIC INTEGRITY**

When writing or researching a subject, teachers are interested in a student's thoughts and ideas articulated in their own style. Copying off the Internet is called "plagiarism" and is ethically dishonest and illegal. Likewise, copying another student's work or plagiarizing reports is grounds for a score of zero for that project. Plagiarism or cheating will require academic disciplinary measures.

### **EXTRA-CURRICULAR PARTICIPATION**

Students who have not demonstrated proficiency in each of the content areas may be placed at the next grade level for appropriate social reasons. Furthermore, these students will be deemed ineligible to participate in extra-curricular and school activities until such time as quarterly grade reports demonstrate that the student meets the proficiency requirements established for extra-curricular eligibility.

### **GRADE REPORTING AND HONOR ROLL**

Through the school's electronic reporting system, Tyler Technologies, students and parents/guardians are able to check their progress at any time from a computer or mobile device. We encourage students to monitor their progress closely and remain current with all projects. If you are having trouble connecting to the online system, please see our website for instructions or contact the school directly.

**Report cards** will be issued four (4) times a year to formally monitor student achievement and grades earned. Quarter end dates are determined at the district level and are communicated on the RSU/MSAD 64 school calendar.

At Central Middle School, we recognize academic excellence and effort. **Honor roll** is as determined as follows: **High Honors** – all A's / all 4's; **Honors** – A's and B's / 3's and 4's. The **Effort Honor Roll** is a special honor for recognition of those students who have worked hard all quarter in the classroom and is determined by grade level teams. Students must achieve satisfactory grades in all allied arts classes as well as band and chorus in order to be considered for the any form of Honor Roll.

**Interim reports** are sent home on an as-needed basis. Contact the office to request an interim report.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held in the fall and in the spring. In October, you will receive a letter inviting you to come in and meet with your son/daughter's teachers. We feel discussing your child's academic progress with his/her teachers gives a better understanding of our report system and how the students are graded on their work. In the spring, teachers invite the parents of students who may be experiencing some sort of difficulty to come in and meet with

them. However, we encourage any parent who would like to come in during spring conferences or anytime for that matter to contact the teacher directly. The CMS office is also willing to facilitate the arrangement of such meetings.

### **REQUIREMENTS FOR PROMOTION**

All Students will be eligible for Grade 8 Promotion activities. However, it is highly encouraged that all Grade 8 Students be proficient in each content area so that they will be prepared for the rigors of the High School curriculum.

### **RETENTION**

‘Retention’ refers to the decision to hold a student in the same grade for more than one academic year. Students who perform significantly below grade level in multiple academic subjects may be considered for retention. A team of adults with knowledge of the student will consider all of the following criteria in reviewing the appropriate planning for the student involved:

1. Age
2. Attendance
3. Benefit of retention to student
4. Impact of retention to other students
5. Effort made by student
6. Academic progress in all subjects
7. Intelligence
8. Maturity
9. Past Achievement
10. Present Achievement
11. Prior retention(s)

The building level team will present a plan of action for the child if the grade is to be repeated. The plan should explain how the proposed program will remediate the child in order that she/he will be able to successfully function in successive school years and at least define what changes need to occur in order for the student to move on to the next grade level.

The final decision rests with the building level team recommendation, subject to the approval of the building principal. The parent(s) will be notified of the team meeting date, time and place, and the resulting recommendations to the principal. The parents will be notified of the principal’s decision and may appeal such decision to the District team.

### **RTI REGULATIONS (Response To Intervention)**

RTI Period is designed for a couple of reasons. First of all, it allows those students interested in **band or chorus** to have a class designed to enrich their experiences in those activities. It also allows the class as a whole to prepare for seasonal performances to showcase their collective and individual talents in the choral and musical arts.

Additionally, ALL students will have time and resources to access additional academic support from their content area teachers. At times, grade level teachers may “target” those

students who need additional re-teaching, assessment retakes, and redo's. **Students will not have an option to "opt out" of a redo or re-teaching experience if they are not proficient (3) in a particular content standard.** It is incumbent that the students recognize that this "re-teaching opportunity" allows for smaller group instruction and additional time with their content area teacher, thus allowing them an opportunity to meet proficiency in that respective content standard.

### **STUDENT PLACEMENT**

The principal of the school is authorized to assign any student to the building and program that the principal deems most appropriate for the student's continued educational instruction.

### **STUDENT RECOGNITION PROGRAM**

As we want to encourage our students to be actively involved at CMS, we have instituted a Student Recognition Program. Students earn points for perfect attendance, making the honor roll, and participating in school clubs and sports. There are three levels of recognition:

- When a student has accumulated 10 points, he/she will receive a letter "C".
- When a student has accumulated 15 points, he/she will receive a gold bar (to put on their letter "C").
- When a student has accumulated 25 points, he/she will receive a second gold bar to put on their letter "C" and that student's name will be engraved on a plaque which is displayed in our library.

There will be periodic Honor Roll assemblies recognizing students achievements as well as student and faculty successes.

## **ACTIVITIES**

### **ACTIVITY BUS**

We are fortunate to be able to provide an activity bus **Tuesday through Thursday** for students who have sports practices or activities that conclude before 4:30 p.m. Riding the activity bus is a privilege and students are expected to be on their best behavior. There are two late busses that leave CMS at 4:30 p.m. The first bus goes south on Route 15 to Kenduskeag and then proceeds to Stetson. The second bus follows the Hudson Road and transports students to Bradford and Hudson. If your child lives on the activity bus route, they may be dropped off at their home. The students must inform the bus driver of their intent to be dropped at at home. The busses make general stops for all other students at the following locations:

Kenduskeag: Sam's Qwik Stop  
Stetson: Bratt's Country Store

Bradford: Bradford General Store  
Hudson: Roger's Market

**Activity busses do not run on MONDAYS AND FRIDAYS.**

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## **AFTER SCHOOL EXPECTATIONS**

**Students planning to watch an athletic event must present a note from a parent or guardian giving them permission to remain after school.** Students staying for games will remain in homeroom until all busses have gone (approximately 2:50 p.m.). Students will then report to the gym or outside athletic field. **For the safety of our students, it is expected that any student remaining after school to watch athletic events will not leave school property.** They must remain at the event until they board the late bus or a predetermined ride picks them up.

## **BAND/CHORUS**

If a student has signed up for band or chorus, that student must participate for the remaining time in a quarter before he/she may drop the class and a note from a parent is required before this change will be made. At all times, parents should be contacted when a student opts out of attending band or chorus.

## **CHANGE IN STUDENT'S AFTER-SCHOOL PLANS**

If a student will be going home with another student after school, the following protocol is necessary:

- If the student will be riding the bus home with a friend, the parent must send their child with a note giving permission to do so. The student should present the note to the office where it will be copied and initialed for the appropriate bus driver. Due to over-crowding, the bus company has the authority to deny additional passengers. It may be wise to ask the bus driver in advance.
- If the student will be going home with a friend in a private vehicle the note must state they have permission to do so. When possible, we ask that the parent take care of the note at home as we have so many students and it is difficult to write notes for so many. Thank you for your cooperation.

## **DANCE REGULATIONS**

Only CMS sixth, seventh, and eighth grade students are allowed to attend school dances. All dances will be held from **6:00-8:00 p.m.** Students attending the dance must arrive at the school by 6:15 p.m. unless other arrangements have been made with the building principal. Parents are asked to pick students up promptly at 8:00 p.m.

All School and District policies are in effect at School Dances, including the District's Substance Abuse Policies. We believe that attending dances is a privilege. Having said that, if a student leaves the building during the dance, disciplinary action will be taken which may result in him/her not being able to attend a dance for the remainder of the school year. **If a student has three or more office referrals, he/she cannot attend a school dance. If a student has been suspended between dances, he/she may not attend the next dance.** If a student has been informed that they cannot attend a school dance and shows up on school property, that student will be suspended from school and may be prohibited from attending future dances.

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## **FIELD AND CLASS TRIPS**

Field trips are designed to support and reinforce lessons taught in the classroom. Our students and staff are ambassadors for our school. Therefore, we encourage our teachers and students to plan field trips and class trips during the school year. Financing for trips is limited. In order for a student to take part in a field/class trip, he/she must have a permission slip signed by a parent/guardian and must meet all guidelines developed by the grade level team. If a student has had discipline problems, the teacher or principal may require a parent/guardian to accompany and supervise that student on the trip.

## **INTERSCHOLASTIC ACTIVITIES**

### **ATHLETIC PHILOSOPHY**

We believe that participating on an athletic team at Central Middle School is a great way to foster students' overall growth and development. Students who are selected for athletic teams are ambassadors for our school, both academically and behaviorally. Consistent with the district's vision of inspiring excellence and the mission to provide a positive environment that supports learners, it is possible that students' in-school behaviors may impact their ability to represent the school in athletic competitions. Inappropriate or disrespectful behavior (i.e. office referral) that occurs during the school day may result in the student-athlete being suspended for a game, or parts of a game, if necessary. Similarly, student-athletes may be removed from a team because of poor academic performance or may be removed on a game-by-game basis.

Players who are issued uniforms and/or equipment are responsible for these items and are expected to wear/use them appropriately. **Students who do not return uniforms and/or equipment, will be billed for these lost items.**

**Students who are participating on a sports team must be at school by 9:30 a.m. in order to participate in a game or practice.** If a student arrives after that time and presents an appointment card from a doctor or dentist, this will be recorded as an excused tardy and participation in a practice or game will not be affected. Extenuating circumstances will be approved by the building principal or athletic administrator.

### **SPORTS PROTOCOL/PHYSICALS**

Any Grade 6 student coming to CMS who is interested in participating in sports, must get a physical completed before being allowed to try out for any team. Any Grade 7 and 8 student who does not have a physical on file from Grade 6 and wants to play sports, must have the physical completed as well before being allowed to try out. Grade 7 and 8 students who turned in the physical in Grade 6, will be asked to get update forms from the CMS office which must be completed by a parent or guardian. You will not be allowed to tryout for any sports team until your updated forms are completed and turned into the office.

All school sports sign-up and tryout dates will be announced during school announcements. Students who want to try out for a sports team will be asked to write their name on a list located at the office window. If all necessary paperwork is in, the office staff will put a checkmark by the student's name on the sign-up list. If your child is in the process of getting their sports paperwork in, they should still sign up and the office staff will work with them to insure needed items are completed.

Consistent with the 'Extra-Curricular Participation' requirements outlined above in the 'Academic Information' section, students who did not demonstrate proficiency in all content areas for the previous quarter (even if the previous quarter was in the preceding school year) will not be allowed to participate in sports until grades have been issued for the next quarter. Students who fail more than one academic class in a quarter, will not be eligible to participate in any activities until the next quarter grades have been reviewed and it is determined they are eligible. Students who fail more than one academic class for the fourth quarter, will not be allowed to participate in first quarter activities.

### **STUDENT COUNCIL**

The Student Council consists of elected representatives from each grade level. The Student Council members elect a president, vice-president, secretary, and treasurer. The purposes of the Student Council are:

- To encourage a spirit of unity in the school.
- To promote friendliness, true democracy, and an anti-bullying climate for all.
- To promote the welfare of the school and its individual students.
- To uphold high standards of scholarship, character, and conduct. All Student Council members must be in good academic and behavioral standing during the school year or they will not be allowed to be a school representative.
- To serve as leaders at school functions.

### **ATTENDANCE**

#### **ABSENCES AND TARDINESS**

If a student is absent, it is that student's responsibility to see the teachers for make-up work. If a parent is planning on going on a vacation during school time, the parent should contact the school to make arrangements to get the student's work at least one week in advance of the planned absence.

Any make-up or incomplete work shall be made up within five school days unless there are special circumstances involved and the teacher and student have made special arrangements.

If your child is not feeling well in the morning, we ask that you keep him/her home for the school day. Many times, if the child is sent to school, it may take him/her longer to recover from the illness.

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If your child is not in their first period class by 8:00 a.m., they are considered tardy. Students who arrive at 8:00 a.m. or after must be checked in by a parent. There are three ways to do this:

- **Sign the student in when they arrive at school.**
- Call to let the office know that your child will be arriving late.
- Send the student into the office with a note explaining the tardy.

**We do ask that you keep in mind that students entering a classroom late are disrupting instruction and obviously we would like to keep this to a minimum.**

### **ATTENDANCE POLICY**

School attendance is required by State law unless the absence is excused. The following situations are reasons for being excused from attending school:

- Personal illness
- An appointment with a health professional that cannot be made outside the regular school day.
- Observance of recognized religious holidays when the observance is required during a regular school day.
- Emergency family situation.
- Absences for personal or educational purposes approved beforehand by the principal.
- Student is suspended from school for a specified number of days.
- Student is unable to get to school because the bus, for whatever reason, was unable to make its normal run.
- If a student is absent from school on the day of a scheduled activity, he/she will not be allowed to participate in or attend the activity.

Parents are requested to call CMS the morning of an absence to inform the school of the absence (285-3177). If a parent is unable to call the morning of the absence, the student, upon their return to school, should bring a note signed by the parent regarding the absence. If the school receives no communication from home regarding the child's absence, the absence will be recorded as unexcused. Students and parents are reminded that all homework must be made up by the student. Students who are absent from school because of being suspended from the bus or because of missing the bus will be unexcused.

**If a pupil is thought to be truant (absent from school without an approvable reason), the attendance officer may be sent to the home to investigate and take any necessary action to have the student returned to school. If the student is habitually truant, the matter will be referred to the attendance coordinator and/or the superintendent. If the superintendent is unable to resolve the problem informally, the matter will be referred to the board of directors and may result in legal action.**

**In order for a student to achieve perfect attendance, he/she must be at school for the whole day and not be tardy or dismissed for any reason.**

## **BUILDING SECURITY**

### **Front and Back Entrances Locked:**

Beginning at 8:00 a.m. until dismissal time at 2:25 p.m., all exterior building doors will be locked. All parents and visitors must enter the building through the front door, identify themselves to the office staff, and wait to be buzzed into the building. **PLEASE DO NOT DROP OFF YOUR STUDENTS PRIOR TO 7:30 A.M.** We appreciate your understanding as we work through these building security issues.

### **BEFORE SCHOOL**

Students are not to be dropped off at school before **7:30 a.m.** due to limited supervision and security reasons. At 7:45 a.m., a bell will ring and all students should go to their lockers, leave their coats, and pick up their books for their first two classes. There is to be no loitering in the corridors or the bathrooms. Students are to be in their first period class by 7:55 a.m. in preparation for attendance and lunch count.

If a student would like to have breakfast, they should stop at the office window when they arrive at school, and the office will check them off at which time they will proceed to the cafeteria.

**The cost of a breakfast is \$1.50.** Students who receive reduced or free lunch will get a free breakfast. Eating breakfast is not an acceptable excuse for being late to class. If there is a bus issue or another valid reason for tardiness to class after eating breakfast, the office will write a pass for that student.

### **DISMISSAL**

If a student knows they will be dismissed during school hours, presenting a note to the office regarding the dismissal is helpful. Parents may also call to inform the office of the dismissal.

A student who wishes to be dismissed because of illness must report to the office and call his/her parent or guardian so appropriate arrangements may be made. Students should not be calling or texting a parent from their phone, it must be done thru the office, sometimes it is helpful to seek the nurse's assistance.

### **FIRE DRILLS / LOCK DOWN DRILLS**

Fire drills are held several times during the school year. Directions for leaving the building during a fire drill are posted in each room. All students are to evacuate the building in an orderly manner via the designated exit. Become familiar with fire procedures – it could save your life.

Similar to fire drill training, the staff and students at Central Middle School will routinely practice building lockdown training to prepare in the event of an emergency. We work closely with law enforcement officials to ensure we are prepared in the event of a security breach. If

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parents and/or guardians have questions regarding our school lockdown procedures, please feel free to contact the office to review our plan.

### **SIGNING OUT A STUDENT**

Anyone entering the CMS building must stop and check in at the office. **If a parent/guardian is coming to take their student home, they are required to sign out that student in the CMS office.** This is a safety precaution and enables us to be responsible for the whereabouts of our students at all times.

## **COMPUTER AND INTERNET USE**

All students are responsible for their actions and activities involving school computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building administrator. These rules apply to all school computers and all school-provided laptops and all uses of school servers, Internet access, and networks regardless of how they are accessed.

### **A. Acceptable Use Policy**

1. Computers, network, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students almost must comply with all specific instructions from school staff and volunteers when using the school's computers.

### **B. Prohibited Uses**

Unacceptable uses of school computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Providing personal information, such as name, address, telephone number, e-mail address, or pictures of yourself or others.
3. Illegal Activities – Students may not use the school's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
4. Providing your password to others.
5. Intentionally wasting limited resources (ie, unnecessary printing).
6. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's

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permission; or copy or download software without the express authorization of the Technology Coordinator.

7. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
8. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be cited (as appropriate for the grade level).
9. Use for Non-School-Related Purposes – Using the school unit’s computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
10. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
11. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm the school unit’s computers, network and Internet services, including but not limited to hacking activities, installing, erasing, or modifying software, and creation/uploading of computer viruses.
12. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
13. Unauthorized Access to Blogs/Social Networking Sites, Etc.

#### **C. Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred for violations of board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

#### **D. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### **E. System Security**

The security of the school unit’s computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

#### **F. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times.
4. If a laptop is lost or stolen, this must be reported to the building administrator immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student being allowed to use the laptop only under the direct supervision of school staff. The student will also be subjected to disciplinary action for any violations of Board policies/procedures or school rules.
7. All use of school-loaned laptops must comply with the school's Student Computer Use of Policy and Rules and all MLTI Regulations.
8. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

#### **G. Additional Rules for Use of Privately Owned Computers by Students**

1. A student who wishes to use a privately owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, the building administrator and the Technology Coordinator. There must be an educational basis for any request.
2. The Technology Coordinator will determine whether a student's privately owned computer meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately owned computer.
6. Students are required to comply with all Board policies, administrative procedures, and school rules while using privately owned computers at school.
7. Students have no expectation of privacy in their use of a privately owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

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## **FERPA NOTIFICATION OF RIGHTS**

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

### **A. Inspection of Records**

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests should be submitted to the school principal (or appropriate school official) in writing and must identify the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected in the presence of school staff.

### **B. Amendment of Records**

Parents/eligible students may ask RSU 64 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests should be submitted in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent of eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the requesting for amendment and information about the hearing process.

### **C. Disclosure of Records**

The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

#### **1. Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

#### **2. Military Recruiters/Institutions of Higher Education**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

**3. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a “legitimate educational interest”. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records. 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 District will send education records without consent to officials or another school district in which a student seeks or intends to enroll. (Authorized by 119<sup>th</sup> Legislature/amended Title 20-A, Section 6001-B, Transfer of Education Records).

**4. Health or Safety Emergencies**

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

**5. Other School Units**

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

**6. Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

**D. Required Collection of Social Security Numbers**

RSU 64 is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. RSU 64 will be asking parents to provide written consent to use their child’s social security number for these purposes. Provision of a child’s social security number is not required as a condition of enrollment in RSU 64, and no child’s social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

**E. Complaints Regarding School Department Compliance with FERPA**

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

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400 Maryland Avenue, SW  
Washington, DC 20202

### **DIRECTORY INFORMATION**

The school will not disclose any personally identifiable information, other than non-confidential directory information, from the education records of a student without the prior written consent of the parent or the eligible student. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within 30 days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded. RSU 64 classifies directory information as follows:

A. Confidential

- Date and place of birth
- Sex
- Race
- Social Security Number
- Name of parent(s)
- Address
- Town of residence
- Telephone number
- Health information
- Graduation class lists
- Bus(es) conveyed on lists
- Special services received or requested
- Academic grades (other than honor roll recognition or distinction such as valedictorian or salutatorian)
- Height and weight (other than as same relates to listings on sports programs)

B. Non-Confidential

- Name of student
- Dates of attendance in the school unit
- Participation and grade level of students in officially recognized activities and sports
- Honors and awards received
- Photographs and videos relating to student performance in school activities open to the public (except photographs and videos on the Internet)

RSU 64 does not publish or release a comprehensive listing of directory information.

### **GENERAL RULES AND POLICIES**

There are many organizational rules that are in place to ensure a safe, efficient operation for our school. These rules help to ensure an orderly, safe, and efficient learning environment.

#### **General C.M.S. Guidelines:**

- Students will not be admitted late to class without a pass from their previous teacher. To avoid disrupting classes, teachers may admit tardy students and wait one day for that student to bring a late pass before issuing a referral.
- Students arriving late to school (after 8:00) will be considered tardy. If they arrive with a note from their parent, or the parent signs or calls them in, the office will issue a pass so the student may be admitted to class. A tardy without a note or parental explanation will be considered unexcused.
- As there are many students in the hall at the same time, students are expected to use proper hallway behavior, which includes: no running, pushing, or shoving and no running up or down the stairways. Sliding down the banisters will result in disciplinary action. Students should stay to the right in the hall when passing from class to class.
- Harassment and bullying of any kind will not be tolerated. Evidence of these behaviors will result in referrals and/or detention or possible suspension.
- **Any person or student who intentionally makes a verbal, digital or written threat of violence towards the school, staff, or student(s) will be subject to legal consequences both from the local educational institution as well as through the legal system. Such action will require a referral to the RSU #64 Board of Directors for a discipline hearing.**

## **BULLYING**

Bullying will not be tolerated. Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions; and
- H. Repeated or pervasive taunting, name-calling, shunning, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, family or other personal characteristics, whether or not the student actually possessed them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.
- I. Cyber Bullying – “Cyber bullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

For the purpose of this policy, bullying does not include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES (Student Use)**

(refer to RSU #64 Board Policy R5131.7)

1. Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, Blackberries, I Phones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies, and other school activities.
  - a. During classes and school activities, all such devices must be turned off or collected by the classroom teacher.
  - 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. Once students have entered Central Middle School, they cannot use electronic devices until after **3:00 p.m.**
3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms.
  - a. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet such as YouTube.
5. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
  - a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
7. Students violating these rules will be subject to discipline, which may include:
  - a. Not being allowed to bring electronic devices to school;
  - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and student's disciplinary record.
8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

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## **DISCIPLINE REGARDING STUDENTS USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES AT CENTRAL MIDDLE SCHOOL**

Cell phones have become a serious issue in the school environment. We do not want to ban students bringing cell-phones to school because they are a great help for after-school activities. However, many students have been caught using their phones during the school day (texting, receiving texts, even making calls). This is very disruptive to the education of others and cannot be allowed. The **first time** a student is caught using their phone, this includes receiving incoming texts, their phone will be taken to the office and will not be given back until the student is boarding the bus/going home. If a student is caught a **second time**, the phone will be taken by the principal and a parent will need to come in and pick it up. We urge all students with phones to keep them turned off during the school day.

Students occasionally bring other technology items such as ipods, game boys, and MP3 players to school. These devices also have the potential to disrupt the learning environment and have, in the past, been an unfortunate target for theft. If a student is caught using items of this nature during the school day, we will follow the same protocol outlined above for cell phones.

## **CORRIDOR/CAFETERIA/STAIRWELL BEHAVIOR AND SAFETY**

Many visitors at our school will watch classes passing and form opinions about our school. There is bound to be some noise in passing but there is no need for boisterous talk or pushing. Safety should be your motto on the stairs. Consideration of others and taking one step at a time will insure little opportunity for accidents. All students are to keep to the right side of the corridors and stairwells. **Bullying behavior will not be tolerated.**

Students will be supervised during lunch periods. Students will be asked to remain seated as much as possible. Students may talk but should do so in a quiet manner. Throwing food will not be tolerated. The cafeteria should be a comfortable and safe area for all students eating lunch. On occasion, students will be allowed to go outside once they have completed lunch and their area is clean. Cafeteria behavior expectations are posted in the cafeteria. **Security cameras may be used in an investigation that requires potential disciplinary action.**

## **DRESS CODE**

- Personal cleanliness is required of all students.
- All students must be fully and appropriately dressed during school and at all school-sponsored activities (including dances) and after school activities.
- Personal grooming must be such that it does not constitute a health hazard or hinder the student, or be disruptive to others in the performance of required activities.
- Hats may not be worn anywhere in the school building during the day.
- Clothing with suggestive slogans is not permitted. Clothing with slogans pertaining to alcohol, tobacco, or illegal drug products will also not be permitted.
- Students are allowed to wear shorts or skirts to school as long as they are at least “fingertip” length.

- Exposure of female cleavage and/or the stomach region should be considered when choosing an appropriate top for school. If cleavage or the stomach region is exposed, the student in question will be asked to change into an acceptable article of clothing. If the student refuses to do so, a parent will be contacted.
- Students should not wear exterior clothing to classes. Jackets should be left in lockers.
- Pajamas and/or slippers are not to be worn during the school day per our district dress code.

On occasion, special dress days will be designated when students will be able to wear a hat, slippers, etc. Please see RSU District #64 Dress Code Policy #P5132(a) if you have additional questions.

### **DRINKING AND DRUGS POLICY** (refer to RSU #64 Board Policy #5131.611)

It is the policy of the RSU/MSAD 64 School Board to prevent the illegal possession, sale, distribution, and the use of drugs/alcohol and tobacco products and, further, to discourage the abuse of drugs or alcohol which can be legally obtained or used.

When a student is apparently under the influence of, or is suspected of using drugs or alcohol or is suspected of purchasing, selling, or distributing illegal drugs, narcotics, tobacco, or alcoholic beverages, the administration may take one or more of the following actions:

- Notify the parent(s).
- If the parent cannot be notified as required in our emergency procedure, the student may be removed to a hospital.
- Notify law enforcement officials.
- The principal may search the student and/or his/her locker if he/she has reasonable belief that the student has illegal drugs or alcohol in his/her possession.
- Take whatever action circumstances warrant to remove the student from classes or from school.
- The school officials may meet with the student and his/her parent(s) and then may present to the Discipline Review Committee of the school board or to the full board a recommendation concerning the continued attendance of the student. The policies apply during the school day and at all school-related activities.

### **ENERGY DRINKS AT SCHOOL**

It is highly recommended that students not bring to school or consume high energy drinks like MONSTER, Red Bull, or Mountain Dew during school hours. These drinks contain high levels of caffeine and sugar and are counter-productive to our educational mission and are unhealthy for our students. Even though these drinks are not illegal, parents may be notified for safety reasons, when their child is seen consuming these types of beverages.

### **FIGHTING AND OTHER PHYSICAL CONTACT** (refer to RSU #64 Board Policy #P5131(a))

We discourage any type of violent behavior at our school. Students caught fighting on school property will be asked to stay at home for up to ten days based on the severity of the incident. A final decision on suspension rests with the principal.

## **FOOD/BEVERAGES DURING THE SCHOOL DAY**

During the school day, food and drinks may be consumed in the cafeteria before the morning bell rings and during lunch. Students are not allowed to take opened drinks to their lockers. Food and drink must be finished before leaving the cafeteria area. Students participating in after-school activities may purchase drinks from the machine in the cafeteria but only when their team/club is called by the office. Students who wish to purchase a drink for the bus ride home may do so but only on their way to the bus. Students cannot leave homeroom to purchase a drink from the cafeteria machine.

## **GUESTS & SCHOOL VISITORS**

At times, a friend may be visiting one of our students and would like to visit CMS for the day. Permission from the principal must be obtained **at least one day in advance** of the visit **before the visitor is allowed at school**. The visitor will be asked to wear a visitor name tag while at school. If the guest is to have lunch, he/she must pay the regular price, even though the CMS student may be receiving free or reduced-price lunch. **Visitors must not be missing an instruction day at their own school in order to be considered for a visit at CMS.**

## **GUM CHEWING**

No gum is allowed in the Central Middle School building because of potential damage to carpeting and furniture. Chewing gum can also carry various amounts of germs; improper dispensing of gum leads to the spread of germs. Aspergum is not allowed at school for the reasons stated above.

## **HALL PASSES**

Students are not to leave class, except in a case of emergency, without a pass from a teacher or the office. If a student is to miss a particular class during the day (i.e. band, chorus, guided study), he/she must let that teacher know. Teacher may not give permission for a student to miss a class without prior approval of the administration.

## **LEAVING SCHOOL GROUNDS**

If a student leaves school property during the day without permission, that student will receive disciplinary action. No student is allowed on Central High School property during school hours without permission. Violations will result in disciplinary action being taken.

## **LOCKER ASSIGNMENTS**

All students will be issued lockers for their books and for physical education clothing. Students are encouraged to utilize a lock on their locker. School locks are available to the student at no cost. However, if the lock is not returned at the end of the school year, the student will be expected to reimburse the school in the amount of \$3.50. Students who do not return their lock and do not pay the \$3.50, will not be issued a school lock the next school

year. Students are not required to have locks on their lockers, but it is strongly recommended. **Students may only use school locks on their lockers.**

Lockers **cannot be decorated** with permanent type stickers on the inside and no decorations of any kind are allowed on the outside.

**Students should be aware that administration has the right to open and search lockers at any time. Also, school personnel are not responsible for lost articles.**

When students arrive in the morning they are to pick up materials from their lockers after the morning bell for the first two periods. At the end of the second period, students should return to their lockers to return books and pick up books needed until lunchtime.

At lunchtime, students should leave books in their lockers, go to lunch, and then pick up their books for the afternoon. At the end of the day, students should return to their lockers and get the books they will need to take home. Students proceed to their homeroom for afternoon announcements and dismissal.

Follow these three basic rules to insure locker safety:

- 1). Do not tell others your locker combination.
  - 2). Always lock your locker when you leave it.
  - 3). Do not leave any money or other valuables in your locker at night or over vacations.
- Security cameras may be used in the event of investigations of locker violations.

### **LOCKER CLEAN OUT**

All lockers should be cleaned out before each vacation. Books, paper, and school equipment may be neatly arranged and left in the lockers. However, all clothing, gym wear, footwear, etc., should be removed from all lockers.

All physical education lockers will be cleaned out by the physical education teacher before Christmas, winter, and spring vacations. Any items left in the lockers may be removed. It is the responsibility of each student to make sure both the gym and hall lockers are cleaned out.

### **LUNCH FEES**

**The costs of lunch are: full price \$2.25; reduce price \$.40; milk \$.50.**

At the beginning of the school year, parents are asked to fill out an application of eligibility for free or reduced-price lunch at the school. We ask you to be as accurate as possible when filling out the application. If your financial status should change during the school year, we ask that you contact the CMS office so we may adjust our records accordingly.

If, at the end of the school year, there is an **unpaid balance for lunches**, the student's report card will be held back. Unpaid bills will be forwarded to the Superintendent of Schools at the end of the school year for collection.

Each morning, homeroom teachers will take a count of students planning to eat lunch so the food service personnel have an idea of how many meals to prepare. At CMS, students have a

**choice between two different meals.** It is very important that students raise their hand for the meal they want when asked. Not doing this can result in the kitchen running short and students not getting what they wanted.

Students may pay for their lunch by the day, the week, or the month. The **charging** of lunches is strongly discouraged. However, if a student has forgotten his/her money, he/she will be asked to complete a charge slip and bring in the money the following day.

### **SUSPENSION AND EXPULSION** (refer to RSU #64 Board Policy #P5114.1 (a))

#### **SUSPENSION**

Administrators must provide students who may be suspended from school for ten days or less, the following. If the student denies the charge, the administrator must give the student an opportunity to prove his/her innocence.

1. Prior to suspension, an administrator must:
  - A. Inform the student either orally or in writing of the charge against him/her.
  - B. Inform the student of the basis of the charges (names of witnesses or informer need not be revealed at this time).
  - C. If the student denies the charge, the administrator must give the student an opportunity to tell his/her side of the story.
2. If the presence of the student in school poses danger to persons or property or an on-going threat of disrupting the academic process, the administrator shall:
  - A. Suspend the student immediately, and
  - B. Comply with 1A, 1B, and 1C in the immediate future (within two days).
  - C. Inform the student that he/she has makeup privileges regarding classroom assignments.
3. After suspension:
  - A. The principal must attempt to notify the parent as soon as possible.
  - B. The principal must report the suspension immediately to the superintendent.
4. Suspension Schedule:
  - A. First Offense: The first time a student is suspended from school, he/she shall have an out-of-school suspension and his/her parent(s) will be notified orally and/or in writing.
  - B. Second Offense: The second time a student is suspended from school, he/she shall have an out-of-school suspension and his/her parent(s) will be notified orally and/or in writing. A conference will be arranged with the principal to determine appropriate interventions and resources to manage behavior.
  - C. Third Offense: On the third suspension, the student and his/her parent(s) will be notified orally and in writing of a hearing date, time, and place at which the student and parent(s) will appear before the superintendent of schools. Such a hearing will be considered a preliminary due process hearing for referral to the Board of Directors for possible expulsion. The superintendent will determine whether the student should appear before the Board of Directors for an expulsion hearing or what conditions must be met by the student and parent(s) if the student is to remain in school.

- D. Subsequent Suspensions: Any subsequent suspensions may require a meeting with the superintendent and Board of Directors for an expulsion hearing or to establish conditions that must be met by the student and parent(s) if the student is to remain in school.

Suspension for ten days or less does not require the opportunity to secure an attorney, the right to confront and cross-examine witnesses against him/her, or the right to present witnesses on his/her behalf.

A student who has been suspended from school is not allowed on the school grounds or at any school activities during the suspension period.

## **EXPULSION**

Expulsion or suspension of greater than ten days involves the denial of fundamental rights of a student. A student's rights at a hearing for expulsion are as follows:

1. A hearing must be held within a reasonable period of time after the expulsion.
2. The student may be represented by a lawyer.
3. The hearing shall be held by the Board of Directors.
4. The student is entitled to the rudiments of an adversary proceeding. Courts have held that these rudiments may include the right to be presented with the names of witnesses and copies of the statements and affidavits of those witnesses, the right to demand that any such witness appear in person to answer questions, and the right to testify and produce witnesses on behalf of the student. The precise nature of the hearing depends upon circumstances of the particular case, such as the sanctions to be imposed or at what level the hearing is held. Witnesses shall have the right to be represented by an attorney of the school district.
5. A record shall be kept of the hearing procedures. The student is entitled, at his/her expense, to a copy of that transcript if one is available.
6. The proceeding must be held with all reasonable speed.
7. If the board of directors finds that the student did not commit the alleged act, the student may request that any written entry referring to the incident be expunged from his/her school records.

## **VANDALISM**

As a minimum standard, at the end of each quarter, teachers will inspect all books and other school property issued to students and report any loss or damage to the principal's office. At any time during the school year if a student loses, damages, or destroys schoolbooks and/or school property, the teacher will immediately notify the principal's office. The principal (or designee) and/or the district maintenance supervisor will determine the replacement cost of the damaged property and the student's parents will be billed. Security videos maybe used to determine what person committed an act of vandalism.

Individuals found guilty by school officials of damaging and/or destroying school property will be assessed the cost of replacing the property damaged, including labor (when applicable). A copy of the bill shall be sent to the Superintendent's Office and in the event that payment is not received within two weeks, the Superintendent shall forward a second

billing and thereafter take whatever steps are deemed necessary in order to comply with Title 20, Chapter 513, Sections 3772, 3773, and 3774.

### **WEAPONS, VIOLENCE, BULLYING & SCHOOL SAFETY**

The RSU/MSAD 64 Board of Directors, hereinafter referred to as the Board, believes that students and staff are entitled to learn and work in a school environment free of violence, threats, bullying, and other 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. Further, the Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the District.

The purpose of this policy is to promote a safe environment in which students are free to learn and school personnel are free to work without the adverse and detrimental effects of prohibited behaviors and to maintain the discipline and the purpose of the school. This policy shall apply to students, staff and all other persons, at all times on school premises, in any school vehicle, at any school sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools (Board Policy – P5142.22).

## **HUMAN DIGNITY - STUDENT DISCIPLINE**

### **I. PHILOSOPHY**

At Central Middle School, we recognize students as individuals with unique social, emotional, intellectual, and physical needs. Our commitment is to provide an educational environment that will nurture the whole child, enabling him/her to develop into a responsible, decision-making adult.

We actively seek to recognize students who exhibit positive school involvement and good behavior. We believe all students have the right to attend school in an atmosphere that is safe and free from unnecessary disruptions.

### **II. STUDENT DISCIPLINE**

#### **ADMINISTRATIVE DETENTION**

Staff and administration at Central Middle School seek to provide an atmosphere that is safe, respectful, and positive. Every attempt is made to deal with behavioral issues at the teacher level as we believe that relationships form the foundation of positive interactions. On occasion, it may become necessary for a student to be referred to the office for behavioral intervention. Office referrals may result in administrative detention. Offenses for office referral and/or administrative detention may include, but are not limited to:

- a). Bullying/Harassment
- b). Classroom disruption
- c). Inappropriate language
- d). Disrespect to staff members/student

- e). Inappropriate cafeteria or hallway behavior
  - f). Misuse of privileges
  - g). Dishonesty
  - h). Violation of school rules & district policies (see General Rules & Policies)
- A student sent out of class may be subject to an automatic administrative detention depending on the severity of the offense.
  - Students sent out of class two or more times in one day, may be sent home or suspended from school. Students involved in Interscholastic Activities may not be allowed to attend that day's activity.
  - A student who has accumulated a total of three office referrals over a period of days/weeks may also earn an administrative detention.

All detentions will be served Wednesdays after school from 3:00-4:15 p.m. unless a teacher has arranged with parents for teacher-based detention on Tuesdays or Thursdays. No detentions will occur on Monday or Friday as there are no activity buses available on those days. Parents will be notified when an administrative detention is issued and the date the student will serve the detention will be determined. Students attending administrative detention must bring schoolwork, materials for study, or a book to read. It will not be an option to sit and do nothing. There will be no talking and food or beverages will not be allowed. Use of Ipods or cell phones as well as other electronic devices will not be allowed. **Teachers have the discretion to assign detention for misbehavior or for the purpose of making up work. During a detention with a specific teacher, the teacher may require the student to engage in a lesson, complete specific work, redo an activity from class, or make progress on other assigned work for class.**

At Central Middle School, we attempt to intervene with inappropriate behaviors in a progressive manner. Teachers deal with classroom behaviors to the degree that overall productivity of the class is not impacted. When necessary, the office may become involved as classroom interventions are exhausted. Office responses vary from reflection with an adult, to detentions, in-school suspensions, out-of-school suspensions, and recommended expulsion. Depending on the severity of the offense, any of these progressive measures may be used as deemed appropriate.

### **PANTHER TICKETS/PANTHER PERIOD**

The Panther Ticket System recognizes students for positive behaviors consistent with the values of Panther PRIDE (Preparedness, Respect, Involvement, Dedication, and Excellence). Students behaving in such positive ways, will be rewarded by their participation in an activity period called Panther Period. Panther Periods will occur periodically throughout the school year to allow students to participate in activities outside of the school curriculum. Activities in the past have included:

- A). Photography
- B). Chess
- C). Movie Club
- D). Outdoor Activities
- E). Gaming Club
- F). Cooking Class

- G). Walking
- H). Gym Activities

Our goal is to have all students participate in Panther Periods. Students who do not routinely exhibit the characteristics of Panther PRIDE may not be allowed to participate in Panther Periods. Student participation will be determined by grade level teams and/or the building principal.

**Students are able to earn Panther Tickets** by exhibiting characteristics of PRIDE.

## **PRIDE**

**PANTHER PRIDE** is our school motto. It is our goal to have **ALL** students understand these principles of character development.

### **PREPAREDNESS**

- Students have attended to personal needs before coming to class.
- All homework is thoroughly completed.
- Students arrive with the necessary tools and ready to learn.

### **RESPECT**

- Demonstrate respect for staff, peers, self, school, and property.
- Respects and understands “DIVERSITY.”
- Respects personal space of others. We are a “hands off” school.

### **INVOLVEMENT**

- Take an active role in your education.
- Participates in class and other school activities.
- Be a part in making our school safe and healthy.

### **DEDICATION**

- Put in the time and effort necessary to succeed.
- Take “ownership” of your personal growth and continue to improve yourself.
- Strive to work independently.

### **EXCELLENCE**

- Students will strive to work to the best of their ability.
- Students will strive to exceed the standards.
- Students will become active citizens in their communities.

## **INSURANCE**

If a parent desires, we have school insurance forms in the office (students will get a form in their first-day papers). This insurance may be taken out to cover student accidents. Claim forms for student insurance may be obtained at the principal’s office. This form must be completed by the student’s parents and presented to the doctor. The school merely provides a method for coverage but assumes no liability, either for the injury or for the subsequent negotiations with the insurance company.

## **LIBRARY USE**

Students are encouraged to make use of the resources available through the library. There are many books, magazines, and reference materials for student use. The librarian is there to help use the facility and assist in finding information as needed. The librarian will also assist in finding books, magazines, or information from other sources if we cannot find what you need in our own school library.

Library rules are designed to help maintain an academic atmosphere. Please note the following:

- Often times students come to the library to study or to make up missed assignments and tests. To this end, only necessary whispering will be allowed.
- Books must be signed out at the desk by the librarian or a designated assistant.
- Materials can be signed out on a temporary basis. Students with multiple overdue books may be unable to borrow books until all materials have been returned. Students who do not return books will be charged the replacement cost.
- To insure credit is given for returning books, students should use the book return or hand books to the librarian. Books should not be left on the counter or placed on a shelf.
- All library materials are intended for the use and enjoyment of students and staff at Central Middle School. Please be considerate of future users by demonstrating care and respect for all library materials.
- The library and its resources are valuable resources for our school community. Students who do not adhere to expectations for use may be temporarily restricted from visiting the library.

As with all other areas of the school, students are expected to exhibit the core values of PRIDE when using the library. Disregard for library rules will result in appropriate disciplinary action.

### **PEST MANAGEMENT NOTICE**

RSU/MSAD #64 maintains a Pest Management Plan as required by law. The school system routinely monitors the schools and grounds to detect pest problems and to prevent the pests from becoming established. The District's Pest Management objectives are to:

- Maintain a safe and healthful school environment
- Protect human health by suppressing pests that threaten public health and safety
- Reduce exposures of humans to pesticides
- Reduce environmental pollution
- Reduce or prevent pest damage to school property

Pesticide use in RSU/MSAD #64 is minimal. When necessary, low risk products are used only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness, and costs. Any planned applications are only conducted when buildings and/or grounds are unoccupied. If higher risk pesticides must be used, the District will contract with licensed applicators and notice will be posted at application sites 5 days prior to the application. The District has established a Registry of any member of the public who requests to be notified of these actions.

The District maintains detailed records of all pest control treatments and information about any pesticide or chemical used. Our records are open to review as is our Integrated Pest Management Policy and the "Pesticides in Schools Regulations" (CMR 01-026 Chapter 27). Information

regarding Pest Management activities shall be available to the public at the Office of the Superintendent of Schools. Mr. Rick Boudreau is the District's Integrated Pest Management Coordinator. He may be reached by calling 285-3326 or 285-0325.

## **RESTRAINT AND SECLUSION POLICY**

In response to action taken by the 125<sup>th</sup> Legislature which revised and updated Maine Department of Education (MDOE) Rules Chapter 33: Rule Governing Physical Restraint and Seclusion, The RSU/MSAD No. 64 Board of Directors has adopted new policy P5144.1 Use of Physical Restraint and Seclusion and accompanying procedures R5144.1 Procedures on Restraint and Seclusion. Rules Chapter 33 established revised "standards and procedures for the use of physical restraint and seclusion in schools". The rule provides that physical restraint and/or seclusion may only be used as an emergency intervention when the behavior of the student presents an imminent risk of injury or harm to the student or others. It also sets forth permitted and prohibited uses of restraint and/or seclusion, required notification of documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administration and the Department of Education, notification of parents, response to multiple incidents involving the same student, local and state complaint processes, and department approval of training programs.

District Policy P5144.1 and Procedures R5144.1 are in compliance with State law and Rules Chapter 33. We have adopted an approved training program and have staff trained in the program as prescribed by law. Copies of the policy and procedures are on file in the main office of your child's school and in the district office. If you have any questions about the new policy, please contact your child's school principal.

## **SCHOOL FACILITIES: ASBESTOS RE-INSPECTION**

RSU/MSAD #64 maintains an asbestos management plan as required by law and conducts six month surveillance inspections in addition to required three year independent inspections.

This notice is to inform you that the six month surveillance check for the presence of asbestos-containing materials has been conducted by the District's Asbestos Coordinator as specified in the written plan for the management of these materials and as required by law. The report of this re-inspection, as well as the mandated AHERA 3 year Inspections (conducted by Eastern Skies Environmental Engineering Services) are available for inspection at the Office of the Superintendent of Schools, Corinth, and at the Schools' Administrative Offices during regular school hours.

## **SOLICITATION**

No selling or swapping of personal items unless school-approved.

## **VIDEO-RECORDING IN CLASSROOMS**

In order to enhance and improve teacher professional growth and instructional practice, on occasion, teachers may select a classroom to video-record. For security and confidential reasons,

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these classroom observations will not be observable to others other than the building principal and other professional staff.

In addition, as we advance our technology uses in the District, for students who are absent or miss a class for various reasons, the classroom instruction may be downloaded to the teacher's on-line website so that a parent or student may view the daily classroom instruction from home. Other students will not be visible in the instructional video. Rather, focus will be made strictly on the teacher as they deliver the lesson in front of the classroom.

## **VOLUNTEERS**

The education of our children is entrusted to the teachers and administrators under the direction of the school board. However, in a broad sense, it is the responsibility of the entire community. There are, in every community, men and women with ability, interest, and time who may not be educators by profession but who can, by volunteering service, contribute much to the learning of students. If you would like to volunteer some time, please contact the principal of the school. A Volunteer Form must be completed on the District Website at ([www.rsu64schools.org](http://www.rsu64schools.org)).

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**CENTRAL MIDDLE SCHOOL  
HANDBOOK RECEIPT FORM  
2018-2019**

**PLEASE READ THIS HANDBOOK CAREFULLY so you and your student are knowledgeable about these school policies.**

**Please sign below acknowledging that you have reviewed our student handbook. Students are asked to return this completed form to their homeroom teacher or to the office. Please keep the booklet at home for your reference.**

**Thank you.**

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**Parent Signature**

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**Please print name**

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**Student Signature**

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**Please print name**