

# Mattanawcook Junior High School

## Student Handbook

2020-2021



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# EMPOWERING STUDENTS FOR TODAY AND TOMORROW

## PHILOSOPHY OF EDUCATION, 4-8

Middle-level students are in a unique period of transition from childhood to adolescence. The school community, therefore, needs to be knowledgeable about this transition and about the most effective and current methods of teaching this age group. By working in close partnership with students and their families or other support systems, the school community recognizes and respects students as individuals and helps them reach their potential—physically, intellectually, emotionally, and socially.

All students can learn and must be prepared to meet the demands and opportunities of the future in a global society. This preparation crosses all subject areas and is balanced with opportunities to participate in a variety of appropriate co-curricular activities. Students are encouraged to accept themselves, to be sensitive to differences between themselves and others, to develop positive attitudes and appropriate standards of healthful behavior, and to be responsible for their actions.

Students learn best when they work within educational settings and time frames that honor individual learning styles and that allow them to make choices, work respectfully with one another, and accomplish assigned tasks. As facilitators of such learning, educators strive to maintain safe, stimulating, and supportive learning environments. Both educators and students, therefore, need timely access to adequate, appropriate, and equitable resources; current information and technology; and the skills to utilize resources, information, and technology effectively. Students are asked to demonstrate knowledge and skills by completing meaningful tasks through inquiry, problem solving, and healthful risk taking. In addition, students are asked to reflect on and take pride in the results of their work, and to apply new learning to subsequent experiences. Student accomplishments are recognized and celebrated regularly.

Educators, 4-8, consider effective communication between the home and the school an important part of a student's educational success. Together, educators and families/other support systems endeavor to set high expectations for students and hold students accountable for their work. All stakeholders are encouraged to share learning; to visit classrooms; and to engage in creative, constructive conversation regarding all aspects of a student's educational experience. Such collaboration—coupled with periodic, consistent, system-wide assessment of individual students and curricula—is a vital part of maintaining quality educational opportunities for all.

## CODE OF CONDUCT

With rights come responsibilities. All members of the school community are expected to demonstrate ethical and responsible behavior consistent with the district's core values and its belief that all stakeholders must "model responsible behavior and attitudes" and "accept the consequences of their decisions." Such conduct is fundamental to a "safe, caring, supportive environment for learning" and "responsible, contributing citizen [ship]"

The R.S.U. No. 67 Board of Directors has established six standards for ethical and responsible behavior: *compassion, courage, fairness, honesty, respect, and responsibility*. *R.S.U. No. 67 Policy JIC*

### General Expectations

Consistent with these *Standards for Ethical and Responsible Behavior*, students are expected to:

- ❖ Attend school regularly;
- ❖ Cooperate with staff in maintaining school safety, order, and discipline;
- ❖ Meet school standards for grooming and dress;
- ❖ Obey all Board policies and school rules governing student conduct;
- ❖ Refrain from cheating or plagiarizing the work of others;
- ❖ Refrain from vulgarity, profanity, obscenity, lewdness, and indecency;
- ❖ Respect the property of others, including school property and facilities; and
- ❖ Respect the rights and privileges of other students and school personnel.

All students are expected to comply with the Code of Conduct and all related R.S.U. No. 67 Board policies, school rules and expectations. **The code applies to students on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.** All activities are a privilege. Consideration to participate in any and all scheduled activities will depend on obligations being met in regards to attendance, academics, and behavior.

## GENERAL INFORMATION

Mattawancook Junior High School, located on the shores of beautiful Mattawancook Lake, was built in 1932 with additions added in 1962 and 1992. The school has 20 regular classrooms and 10 special area classrooms.

The enrollment of our school is approximately 340 students. The staff is made up of teachers, education technicians, librarian, administrative secretary, assistant secretary, cooks, custodians, nurse, guidance counselor, social worker, an assistant principal, and principal.

The school day begins at **7:45** a.m. and ends at **2:30** p.m. The day is divided into core time and exploratory. Breakfast and lunch are provided daily.

**Curriculum:** Students will have classes in “Core” subjects’ every day, and various academic focus time will be scheduled for all students to enhance academic growth. All students will have “Exploratory” subjects throughout the year. Students will also have classes from the Special Area subjects based on their grade level and if they have elected the class.

**Basic Core Subjects:**

Language Arts  
Reading  
Math  
Science  
Social Studies

**Exploratory & Special Area Subjects:**

Art  
Band (elected) - Grades 5-8  
Chorus (elected) - Grades 6-8  
Health 4-8  
Jazz Band 7-8  
Music - Grades 4-8  
Modern Band (elected) 7-8  
Physical Education  
World Language 4-8

**Extracurricular Activities:**

**Fall**

Football (6-8)                      X-Country (5-8)                      Golf (6-8)  
Boys Soccer (6-8)                      Girls Soccer (6-8)

**Winter**

Boys Basketball (6-8)                      Girls Basketball (6-8)  
Wrestling (5-8)                      Cheering (6-8)

**Spring**

Baseball (6-8)                      Softball (6-8)  
Spring Track (5-8)

**Intramural and Co-curricular Activities:**

(Sample offerings for Grades 4-8)

Coding Club                      Art Club  
Volleyball                      Floor Hockey  
Yearbook                      Walking Club  
After-school Club                      Civil Rights Club  
Game Club                      Skiing  
Downhill Skiing                      Weightlifting  
Guitar Club                      Tennis Club  
Student Council

**Offerings may change due to participation.**

**Offerings change yearly.**

- Check with local recreation departments for other sports opportunities provided for students in grades 4-8.
- MJHS extra-curricular activities adhere to established league rules and the MPA Middle Level Co-curricular recommendations.
- MJHS will make every effort to ensure that all students have an opportunity to participate in the district.

**School Colors:** Blue and White

**School Mascot:** Bobcat

**School Web-site:** [www.rsu67.org/o/mattanawcook](http://www.rsu67.org/o/mattanawcook)

You will find a variety of up-to-date information on our site including activities calendars, sports schedules, coming events, maps, and handbooks.

**E-Mail:** All staff may be emailed as first initial last name@rsu67.org

Example: [jsmith@rsu67.org](mailto:jsmith@rsu67.org) (Mr. John Smith - Sample)

**ABSENCES, TARDINESS, DISMISSAL**

Mattanawcook Junior High School believes that consistent school attendance contributes to better student performance. We also believe that students must be responsible for their attendance. Chronic absenteeism, having 10% or more excused or unexcused absences, is a leading early warning indicator of school dropout. Due to State regulations, please be aware that we will be aggressively pursuing attendance of those students approaching chronic absenteeism. Remedial steps will be taken up to and including retention, which means the student will be repeating the same grade the following year.

All activities are a privilege. Consideration to participate in any and all scheduled activities will depend on obligations being met in regards to attendance, academics, and behavior.

**Excusable Absences and Tardiness:** All absences will be marked unexcused until documentation supporting an excusable absence is provided. State law defines the following as excusable: personal illness, religious holidays, appointments with health professionals, emergency family situations and planned absences for personal or educational purposes (family vacation) which have been prior-approved by the Principal.

**Truancy:**

By Maine Statute, a student is truant if:

- A student has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year; or
- A student is at least seven years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year.

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### **Procedure after an Absence:**

**Please call the school on the day your child is absent and provide a reason for absence.**

- **If you are unable to contact the school on the day of absence, you must bring an absent note when you return to school.** Have your parent or guardian write an excuse giving name, date, days of absence, and reason for absence.
- Give your written excuse to your homeroom teacher.
- See each of your teachers to make up the assignments you missed due to the absence. You will be allowed one day to make up work for each day you were absent. Students are responsible for all missed work.
- Students who do not bring a note will be given a letter from the Assistant Principal to bring to their parents to sign and return the next day. Failure to submit a valid note will result in after-school make-up time.

### **Tardiness:**

- Students who are not seated in their homeroom before the **7:45am announcements start will be marked tardy** and must report to the office before going to class.
- Students may be required to make up time after school or during lunch/recess.
- **Students must bring a note from their parent or guardian indicating the reason for being tardy.**
- Failure to submit a valid note will result in after-school make-up time.

**Waiver of Attendance Request:** Absences for personal or educational purposes require the parent or guardian to fill-out a *Request for Waiver of Attendance Form* and obtain approval from the Principal prior to the absence. These absences are marked as "excused", but they still count towards chronic absenteeism. Students and parents need to communicate with teachers before leaving for the absence to set up a schedule for making up assignments and take care of other details. Please submit a copy of this schedule with the waiver request.

**Participation in School Activities following an Absence:** For all absences other than professional appointments and funerals, students must be in attendance by **9:00am** if they expect to participate in any practice, game, dance, or other special extracurricular activity that day. Students who are exceedingly tardy, without a legitimate reason, may not be allowed to participate even if they make the **9:00am cut-off**. Medical appointments will be excused as long as the student provides a note from the medical office. Please check with administration regarding other conflicts.

**Dismissal:** Early dismissal will be permitted for the same reasons allowable for legal, excused absences. If it is necessary to schedule dentist or doctor appointments, you are encouraged to do this other than school hours if possible. Requests for early dismissal from school are to be given to the homeroom teacher before school begins and will be sent to the office with the attendance slip. Parents must come to the office, and students will be called from class to be signed-out and dismissed.

**School Cancellation:** In the event of storms or other conditions that might cause the closing of schools, the district uses a "Call-em-All" system that calls the students home phone number listed in the students file. Please be sure that your contact information is correct. Please check our website. You may also want to listen to radio and television stations. Please do not call the Superintendent or the school on such occasions.

## **ACADEMIC EFFORT**

Students are expected to achieve learning outcomes in a reasonable time frame. Students who are absent must plan to complete objectives as soon as possible. Students are required to make plans for learning target completion with their teachers as soon as they return. Available options include but are not limited to the after-school club, recess, study halls, academic focus times, and after school individual teacher support.

## **ACADEMIC PROGRESS REPORTS**

Parents and students may check academic progress by logging on to their students PowerSchool account. In addition, students not meeting academic expectations will be issued an academic alert. When a student receives a notice, it must be taken home, signed, and returned to the teacher. Students who fail to return notices may be assigned a detention. Conferences may be arranged when necessary.

## **ASSEMBLIES**

Assemblies are scheduled for the interest, enjoyment, and education of the students. Regardless of the type of program, proper courtesy and respect will be adhered to at all times. Excessive talking, whistling, stamping of feet, or booing is discourteous and will not be tolerated. If a student must be removed from an assembly, he/she may lose future assembly privileges.

## **ASSESSMENTS**

Students will be taking teacher generated assessments throughout the school year. These assessments are designed to measure the student's progress toward meeting curriculum standards. In addition to the teacher-generated assessments, all students will participate in state assessments and the STAR math and reading assessments. It is very important that students are present; they will be required to make-up any missed assessments.

## BEFORE SCHOOL PROCEDURE

The main doors to the building will be locked until 7:00am. Those not riding buses should arrive no earlier than 7:30am. Once on school grounds, students must go to breakfast or their designated morning location. Students will follow the morning procedure as determined by their grade level teachers. Students are not allowed to leave their classroom without permission from a teacher. At 7:45am, all students should be in their classrooms ready for attendance.

## BICYCLES - SNOWMOBILES – SKATEBOARDS – WALKERS

- All bicycles must be parked in the provided racks in front of the school.
- **Students may ride bikes to school. Please remember that state law requires that they are wearing helmets.**
- **Walkers will be dismissed by grade.** Fourth, fifth and sixth grade walkers will be dismissed after the first set of buses. Seventh and eighth grade walkers will be dismissed shortly after.
- All walkers are to use the sidewalk on School Street.
- Bicycles are to stay to the extreme right side of the road.
- Walkers and students being dropped off should not arrive on school grounds until 7:30am unless they are eating breakfast at school.
- Skateboards will be left in the office during the school day.
- Skateboards are not to be used on school walkways or parking lots.
- **Students are not allowed to ride snowmobiles to or from school grounds.**

## BUSES

- Students receive bus rules and regulations on the first day of school.
- **Students must go directly into school when the bus drops them off in the morning.**
- Students must remain in homeroom until their bus is called.
- Bus students who wish to walk must have the proper permission box checked on the *Student Profile* form.
- Students missing their after-school bus ride are responsible to arrange their own transportation, or may attend an available after school activity and ride the 3:30 late bus.

**Bus Discipline:** Riding the school bus is a privilege. Bus drivers will notify the Principal's office of students violating Bus Rules. Bus discipline will be handled by the Principal's office. Consequences will range from *verbal warnings, temporary loss of bus riding privileges, and/or other disciplinary consequences*, depending on the severity of the infraction and number of misconduct reports earned.

**Loss of bus privileges does not excuse a student from attending school.** Students losing bus privileges will also lose privileges to ride all late busses. Loss of extracurricular bus riding privileges will be handled on a case-by-case basis.

**Late Bus:** Late busses are available Monday through Thursday and leave the school at approximately 3:30 p.m. for special activities and detention students only. ***Students must sign up by 2:30 in the office.***

Policy EEA, Student Transportation Services, was revised on March 19, 2014. Below is the complete policy. Please note the section entitled **Alternative Bus Transportation.**

## STUDENT TRANSPORTATION SERVICES EEA

Recognizing the need for transportation within the district, the R.S.U. No. 67 Board of Directors provides this policy governing transportation for all students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

Distance shall be measured by the shortest public road from the residence to the bus stop or school door. In cases questioned, distance will be established by the Superintendent.

Exceptions to the above distance shall be made for the following reasons only:

- A. **Disabilities.** Exceptions to established walking distances may be made for students with disabilities as required by their IEP.
- B. **Hazardous Walking Conditions.** Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger, as determined by the Superintendent.

## Bus Routes, Bus Stops, Pick Up and Drop Off Locations

Bus routes will be limited to State and accepted town roads which are properly maintained. All bus routes will be approved for safe school bus travel by the Transportation Director. All roads must have a suitable turnaround. Bus stops may be designated for groups of pupils residing near each other. It shall be required that each student riding a school bus, ride to school from the authorized bus stop location and from school back to the authorized bus stop location. Bus stops shall be authorized by the Transportation Director.

**NOTE:** Title 20-A, §§ 5401 – Transportation Number 7 – MRSA reads: Remote Location: If a student resides in a location remote from and inaccessible to schools or public highways, the student’s parents shall be responsible for providing transportation to a public highway or paying board for the student within walking distance of a school. Failure of the parent to provide transportation or board shall be considered a violation of the truancy law.

Authorized bus stops will be located allowing loading and unloading students in a safe and efficient manner. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a heavily used roadway to reach their homes.

Stations and routes will be established by the superintendent with reference to road conditions, student convenience, safety, and economy of operation. Stations and routes are subject to change by the Superintendent as conditions warrant, due notice being given.

The intent of the R.S.U. No. 67 Board of Directors is to provide flexibility in establishing bus routes and walking zones within a framework of safety, uniformity, economy and time savings.

### **Alternative Bus Transportation**

Parents/guardians may request alternative bus transportation by filing a “Request for Alternative Bus Transportation” form. The ABT form (Policy EEA-E Request for Alternative Bus Transportation) must be submitted to and approved by the Transportation Director as a designated regular/routine location for pick-up and/or drop-off. All Requests for Alternative Bus Transportation forms must be filed with the transportation department or school a minimum of one week (7 days) prior to receiving approval. The Transportation Director will make the determination as to if the request can be granted. The Transportation Director or Building Principal will notify the parent/guardian if the request has to be denied or terminated due to busing restraints. Busses shall not be re-routed to accommodate alternative bus transportation requests. Requests submitted by telephone, email or text will not be accepted or approved.

**NOTE:** Approved requests may be subject to less than 24 hours notice of cancellation.

### **Special Circumstance Request**

Written requests for singular exceptions to this rule must be received by the building principal and/or the Transportation Director at least 48 hours in advance. Requests submitted by telephone, email or text will not be accepted or approved.

### **Emergency Requests**

Emergency requests for home transportation are the responsibility of the parent/guardian to resolve. Requests submitted by telephone, email or text will not be accepted or approved.

**NOTE:** Parents/guardians should instruct their child on measures to be taken in the event of an emergency. Parents/guardians should make arrangements with support persons, i.e., family or friends, for assistance with the regular busing schedule and the care of the child as stated on the signed emergency card.

Any student who does not disembark a bus at the drop-off location will be returned to the school or the Transportation Department Building to wait for a parent/guardian pick-up.

The bus driver shall be in charge of the vehicle and shall have control over the conduct of the students while they are transported. Please be reminded that school transportation is a privilege provided by the R.S.U. No. 67 Board of Directors.

Unresolved transportation problems may be appealed, in writing, to the Superintendent of Schools. The decision of the Superintendent shall be final and not appealable.

## **CAFETERIA**

- Use appropriate manners.
- Only take what you will eat. Please do not waste food.
- Leave your table area in a clean condition for others and do not litter. Deposit all lunch litter in the proper containers as marked.
- Violation of lunchroom etiquette will result in the student being assigned to a specific area to eat and/or detention time.
- Students who make a mess or throw food will be required to assist in lunchroom cleanup.
- Only food or drinks that are unopened or not partially eaten may be taken from the cafeteria.
- When leaving the cafeteria, students must go directly back to their classrooms.

## **CANDY – SNACKS - WATER**

In an effort to maintain and promote healthy life styles, we are recommending for our students:

- Candy and snacks are not allowed during regular class periods.
- The only beverage students will be allowed to carry with them throughout the day is water.
- Soda and power drinks with excessive caffeine and sugar are prohibited.

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## CELL PHONES, ELECTRONIC DEVICES AND TELEPHONE USE

All cell phones or other electronic devices must be turned off (power off) upon entering the building and not used anytime without permission from administration. If a student is given permission by an administrator, the student must use the cell phone in the office. Phones and other electronic devices may be turned on after the student has left the building and must be used in an appropriate manner. Consequences for misuse will be:

- Phones/electronic devices will be turned in to the office and will be returned to a parent or guardian only.
- Repeated offenses will result in loss of all permissions to have a device at school at any time.
- Students may be suspended for continued violation of the cell phone/electronic device procedures.

The office telephone is for school use only. Students may only use the telephone for legitimate reasons. Calls home for forgotten material or to make arrangements to go to a friend's house will not be allowed unless the purpose is of a unique nature.

- **Students who need to use the phone must first get permission from their teacher.**
- Bring a pass from your teacher to the office when using the phone.
- Students will be instructed to leave a message, if unable to make contact.
- Parents should inform their child of any after school instructions before the child comes to school in the morning.

## CHANGING CLASSES

- Always stay to the far right on the stairs and in the halls to provide for safe passing.
- No loud noise, running, or pushing will be permitted.
- **Late arrivals will not be admitted to class without notice from the previous teacher.**

## CHEATING / PLAGIARISM

Copying another student's work, submitting work copied from the Internet, or copying from a test are all forms of cheating / plagiarism. These acts defeat your reason for attending school and impact your teacher's respect towards you. Students will still be held responsible to make-up the work and parents/guardians will be contacted. Disciplinary action may result.

## CHEMICAL USE BY LEARNERS POLICY JICH

### Statement of Philosophy

The R.S.U. No. 67 Board of Directors and staff support a safe and healthy learning environment for learners that are free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among the school staff, learners, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and wellbeing of learners, the Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education; intervention; and discipline. The Superintendent of Schools is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

#### A. Prohibited Conduct

No learner shall distribute, dispense, possess, be voluntarily in the presence of individuals who are illegally consuming illegal substances, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a learner manufacture, distribute, dispense, possess, use or be under the influence of "bath salts;" any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance, unless it is prescribed by a licensed practitioner.

These prohibitions apply to any learner who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

#### B. Disciplinary Action

Principals may prohibit a learner from any extra-curricular activities, suspend and/or recommend expulsion of learners who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Learner may also be referred to law enforcement authorities for investigation and/or prosecution.

#### C. Prevention/Education

R.S.U. No. 67 will provide learners with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach learners that the illegal use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

#### D. Intervention

R.S.U. No. 67 will establish a team approach to intervene with learners with drug/alcohol problems. Learners will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Learners will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Learner records concerning such interventions shall be kept confidential, as required by state and federal laws.

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E. Policy Communication

R.S.U. No. 67 shall distribute this policy and appropriate related information to staff, learners, and parents on an annual basis through handbooks and/or other means selected by the Superintendent of Schools and building administrators.

## CHEMICAL USE BY LEARNERS PROCEDURES JICH-R

Learners who violate Policy JICH, Chemical Use by Learners, shall be subject to guidelines listed below.

### I. Violations at school or at school functions

If a K-12 grade student is in possession of, is using, or is under the influence of chemicals on school property or at school functions, the following procedure will be followed:

1. Investigate the incident which shall have occurred in the current school year and determine appropriate action. Discipline will begin following the investigation and will be carried out in full regardless of the date of the infraction;
2. Inform parents or guardians of incident;
3. Inform appropriate authorities, if necessary;
4. Suspend learner(s) for up to 10 days and request that learner(s) be screened for chemical dependency. The learner(s) can return to school upon receipt of a written verification that a chemical dependency screening has occurred. Failure to report for screening result in a hearing with the Superintendent. The Superintendent may recommend an expulsion to the School Board.
5. Recommend that appropriate follow-up will be conducted, as determined by the screening process.
6. Additional offenses by the student shall result in a 10-day suspension, and the learner shall be required to meet first with the Superintendent and then with the Board for a hearing.
7. Learner(s) shall be ineligible to participate in any school activity for which a grade is not received for 30 activity days (Monday – Saturday).
8. If an activity has a tryout and the learner is ineligible at the time of a tryout, they will not be allowed to participate in the tryout, therefore making them ineligible for participation in that activity

#### **Awards Ceremonies:**

1. If an infraction occurs after the learner(s) last competition, the learner will receive his/her award(s) but will not be allowed to participate in the school's awards ceremony.
2. If the award ceremony occurs within the 30-day suspension period, any learner recognized at a regional or state level will be allowed to participate in the awards ceremonies on the conference or state level.

#### **Definition of School Activity:**

- Athletics
- Trips, excluding Project Graduation
- Clubs
- Social Events, including 8<sup>th</sup> grade last dance, senior prom (graduation ball), and whitewater rafting and paintball outings for seniors
- Intramurals
- Non-graded Music Activities
- Learner elected and appointed positions, etc.

### II. Violations not at school or at school sponsored activities

If a K-12 grade learner is in possession of illegal substances voluntarily in the presence of individuals who are consuming illegal substances, is using, or is under the influence of chemicals not at school or not at school functions, or voluntarily attends a function where chemicals are being illegally used, the following procedure will be followed:

1. The principal or appointed individual shall investigate the incident which shall have occurred in the current school year and determine appropriate action. Any appropriate discipline shall begin following the investigation and shall be carried out in full regardless of the date of infraction.
2. Inform parents/guardians of incident
3. Inform the appropriate authorities, if necessary
4. Learners shall be ineligible to participate in any school activity for which a grade is not received for 30 activity days (Monday – Saturday).

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### **III Self or Parent/Guardian Referrals**

Self or parent/guardian referrals, prior to any infraction, will require the learner to report immediately to a chemical dependency clinic for screening. The learner can return to activities upon written recommendation by the chemical dependency clinic. Referrals should be directed to the guidance department, athletic director, assistant principal or principal.

### **NOTES:**

1. Appropriate administration will be responsible for investigating incidents and enforcing this policy.
2. Eligible seniors will be allowed to participate in class night, baccalaureate and commencement ceremonies.
3. **Suspension:** If a learner is suspended, all work can be made up and the learner is encouraged to do so. The amount of time for make-up is one (1) day of school for each day of suspension.
4. This policy will be reviewed every 2 years.
5. Definition of "current school year: "The current school year for all activities begins on the first official start date in the fall and ends with the last official activity event in the spring."

### **COMPUTER USE**

Mattawancook Junior High School provides access to computers for all learners in grades 4-8. Learners are encouraged to use this technology to enhance assignments and projects for their classes.

Learners may also access a wealth of information via the Internet World Wide Web. MJHS provides Internet filtering as required by the *Children's Internet Protection Act*.

**Use of the computers requires that students be responsible for their appropriate and acceptable use.** Learners are expected to adhere to the guidelines listed below, and must have a **signed parental permission form** on file before using E-Mail and Internet services.

Use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct. Based upon the acceptable use guidelines outlined in this document, system administrators and/or school administrators will judge when use is inappropriate and their decision will be final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

#### **ACCEPTABLE USE GUIDELINES**

- ❖ Learners will use computers in an appropriate manner as a means of communicating and/or accessing information.
- ❖ Learners will use appropriate language and not use profanity or vulgarity when using the computers for e-mail and chatting.
- ❖ Learners will not harass others, send hate mail or messages, or intentionally disrupt others from using computers.
- ❖ Learners will use all computer equipment in an appropriate manner and report any problems immediately to their teacher.
- ❖ Learners will not damage computers, computer systems or computer networks.
- ❖ Learners will respect and obey software copyright laws, and will not make copies of software from school.
- ❖ Learners are not allowed to install any programs on to school computers.
- ❖ Learners will not reveal their personal address or phone number when corresponding via e-mail.
- ❖ Learners understand that e-mail and files stored on school servers are not private, and may be monitored at times to ensure compliance with school guidelines.
- ❖ The learners are responsible for not pursuing obscene, vulgar, defamatory, abusive or illegal materials. Parents must understand that their child may encounter material in the school computer network that they may consider inappropriate.
- ❖ Learners will keep their password secret and secure and will not purposefully attempt to obtain another student's password, or "log-on" as another user.
- ❖ Learners will not access and/or copy others' work or files.
- ❖ Learners will not employ the network for commercial purposes or illegal activities.
- ❖ Learners will not intentionally waste limited resources.

Laptop computers will be used by Grade 7 and Grade 8 learners as part of the **Maine Laptop Initiative**. These computers are loaned to the learners by the State of Maine. Laptops will also be provided to Grade 4, Grade 5 and Grade 6 learners by MJHS for regular daily use. The learner is responsible for the safekeeping of his/her computer and may be held **financially responsible** for deliberate or intentional damage. Reference R.S.U. No. 67 Policy IJNDB-Learner Computer/Internet Use and R.S.U. No. 67 Policy IJNDB-R1-Learner Computer/Internet Use Rules

## CONFERENCES / COMMUNICATION

Parent conferences will be held in the fall using the "student-led conference" format. Communicating a student's progress to parents/guardians is done through PowerSchool, progress reports, phone calls, and emails; however, there will be times that require parent attendance at other specific conferences. At any time throughout the school year a parent-teacher-student conference may be requested. Parents are also welcomed and encouraged to meet with their child's teachers at any time.

All conferences/meetings require an appointment and may be arranged by calling the school at 794-8935 and leaving a message for your child's teacher(s) or administration.

## DAMAGED OR LOST ITEMS

Students are responsible to take care of and return all school texts, library books, materials, and equipment that they use or borrow. If a student loses or damages school materials or equipment, a bill for the replacement or repair costs will be sent to the student's parents.

Students who willfully damage or destroy school property will be required to pay for loss or damages, and may be subject to further disciplinary action including suspension.

## DANCES & SOCIALS

School dances and socials will be held throughout the year. The school has specific regulations (below) governing the dances and these are explained to all students prior to the first dance or social. Faculty advisors will coordinate all dances.

### Mattanawcook Junior High School dances and socials are for MJHS students only.

- Dances are for seventh and eighth grade students and will last between 1 ½ and 2 hours depending on the occasion.
- Students are not allowed to leave the building and return for dances that begin at the end of the school day.
- Students may not leave the social or dance before the designated ending time without **written parental permission**.
- Students who have been absent the day of the dance/social will not be eligible to attend.
- Attire at junior high dances and socials will be accepted attire for school, unless the dance/social is of a nature where other attire is promoted to fit the occasion.
- Discipline problems at dances/socials may result in the student being asked to leave.
- Student dismissal for dance preparation is discouraged and is recorded as an unexcused absence.

Violation of any of these regulations by any student may result in suspension of the privilege of attending Mattanawcook Junior High School social functions, and/or other appropriate disciplinary action.

## DISCIPLINE PROCEDURE

Students must be responsible for their behavior. Mattanawcook Junior High School believes that self-discipline and the use of appropriate disciplinary consequences are an integral part of education and necessary for personal development. All activities are a privilege. Consideration to participate in any and all scheduled activities will depend on obligations being met in regards to attendance, academics, and behavior.

**Inappropriate Behavior:** Fighting, bullying, stealing, lying, using derogatory language (verbal and/or written), swearing, disrespect to teachers and other adults, bringing unsafe items to school, skipping school, cheating, misuse of building and materials, poor manners, harassment, and other unacceptable behavior will not be tolerated.

**Consequences:** may include a conference with teacher and/or administration, a telephone call to parents, parent conference, and removal from class, detention(s), removal from an extra-curricular team or event, a written misconduct notice sent home, disciplinary probation, behavioral plans, in-school or out-of-school suspension, or expulsion.

### **Detention:**

- All detentions will be served until **3:30 p.m., unless specifically noted.**
- Assigned detention time will be served with the student doing appropriate work.
- Teachers will arrange with parents to schedule detention time or will send a 24-hour written notice home with the student.
- **Students not returning the signed detention form will still be required to stay on the assigned date.**
- If a student has detention from two teachers the same night, it will be the student's responsibility to make proper arrangements with the teachers.
- Any student who skips detention will be assigned a second detention, and the teacher will contact the parent immediately.
- If skipping detention continues, the parent must bring the student to school the next day for a conference.

### **Excessive Detentions**

Students accumulating three behavioral detentions in the school year may be placed on a "behavior plan" for a time determined by administration.

Should behavior problems continue while the student is on the behavior plan, consequences may include loss of eligibility to participate in extracurricular activities, additional parent conferences, placement on a behavior management program and/or in-school or out-of-school suspension or possible expulsion.

## **Suspension**

Students may be suspended (in-school or out of school) when an act is deemed of a serious enough nature or if a violation of the “behavior plan” occurs. Consideration is given to the degree that the student disciplinary problem affects the right of other students to learn.

Immediate, automatic suspension will occur for smoking in the building or on grounds during school or extracurricular functions, use or possession of alcohol or drugs, gross acts of disrespect towards a teacher, or behaviors that infringe on the maintenance of the school and safety of students and staff.

Parents or guardians will be notified of the action taken. They will be responsible for custody and jurisdiction of their child during the suspension. A suspended student may return to school only after the administration is satisfied that the student will abide by school regulations.

- Students may make-up all work for full credit.
- **Students may not participate in any school activity during suspension, or be permitted on school grounds. (includes all RSU No. 67 facilities and grounds)**
- If the offense is related to a particular school activity, the student may be suspended from that activity for the season.
- A parent conference may be required before the student will be re-admitted to school.

## **DRESS AND HYGIENE**

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative is prohibited.

Examples of prohibited dress include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses, and head coverings unless required for religious or medical purposes.

Other examples of prohibited dress include:

- Clothing with inappropriate pictures or language that have double meanings.
- Styles, apparel, or jewelry that may present a safety problem or attract undue attention is prohibited.
- Habits/Hygiene which are contrary to sensible standards of health is prohibited.
- No clothing with holes/tears in areas that are in conflict with appropriate dress.
- Shorts, skirts or pants must cover to the middle of the thigh when standing.
- Coaches and advisors may set more stringent standards for players and performers.
- Hoods, hats, visors, bandanas, kerchiefs, or any other type of headwear may not be worn in school or at indoor school activities -- during or after-school.
- Any footwear that may create a safety issue will not be permitted.

Students in violation of the Mattanawcook Jr. High School dress code will be required to do one of the following before allowed to return to the classroom.

**NOTE: Attempts will be made to accommodate the option that is the least disruptive to the student's education.**

- ❖ Change the clothing in question to clothing that meets the standards set by the MJHS Student Dress Code.
- ❖ Cover the clothing or exposed areas with additional clothing that meets the MJHS Student Dress Code and which must remain on for the duration of the school day. (The school will loan students appropriate attire if necessary.)
- ❖ Student will call parent/guardian to bring clothing from home that meets the MJHS Student Dress Code.

*NOTE: Repeated infractions will result in disciplinary action.*

***The appropriateness of clothing will be ultimately determined by building administration.***

## **ELEVATOR & HANDICAP ACCESSIBILITY**

MJHS is handicap accessible, with ramps, elevators, and rest room facilities. **Elevator use must be cleared with the School Nurse.** Students with a legitimate medical reason and a note from their doctor will be allowed to use the elevator once they obtain a pass from the office.

## **EXTRA-HELP**

Students may arrange with any teacher to stay after-school for extra-help. An “After-School Club” is also available for students to get assistance with class work, homework, or projects.

## **FINANCIAL OBLIGATIONS**

Students are expected to maintain good financial standing at all times. Limitations may be invoked if financial obligations are not met. All financial obligations must be met before participation in eighth grade end-of-year activities.

*MJHS Student Handbook – The contents of this handbook are subject to change at any time without notice. In the event that there is a conflict between the handbook and R.S.U. No. 67 policy, policy will govern. R.S.U. No. 67 policies may be found on the district web-site at [www.rsu67.org](http://www.rsu67.org).*

## FIRE DRILLS/LOCK-DOWNS

Fire drills and lock-downs are very serious business. They will be practiced throughout the year according to state law.

An evacuation plan is designed for each room. Teachers will explain fire exit and lock-down procedures to students. Make sure you know the procedure, listen for directions, walk or move to the appropriate location, and remain with your teacher/staff member NO TALKING DURING FIRE DRILLS OR LOCK-DOWNS.

**Re-enter the building only when directed by teachers or administration.**

## GRADING SYSTEM

MJHS will continue using a standards-based grading system. Grades for classes and rank cards are based on the following numeric system.

- 4 = Demonstrates Knowledge Beyond the Targeted Proficiency Level
- 3 = Demonstrates Knowledge at the Targeted Proficiency Level
- 2 = Demonstrates Knowledge at the Foundational Level
- 1 = Demonstrates Knowledge at the Foundational Level with Help

## GUIDANCE

The guidance counselor is available and always willing to help each of our students. If a student wishes, he/she may request a conference with the guidance counselor at any time. If parents wish to contact the guidance counselor, they also may do so at any time at 794-8935. When deemed necessary and beneficial to the student, the guidance counselor will contact the home.

## HARASSMENT AND BULLYING

Harassment, bullying, or teasing of any type to students or staff will not be tolerated at Mattanawcook Junior High School. All violations will be dealt with in accordance with the *Maine Civil Rights Act*. Students harassing or bullying other students may face suspension from school. Please refer to R.S.U. No. 67 policy ACAA and JICK.

**ANY ACTS OF HARASSMENT OR BULLYING SHOULD IMMEDIATELY BE REPORTED TO YOUR TEACHER, GUIDANCE COUNSELOR, OR THE OFFICE. REPORT FORMS ARE AVAILABLE FOR STUDENTS IN THE GUIDANCE OFFICE.**

## HEALTH SERVICES - STUDENT ILLNESS - MEDICATIONS

- **All medications (prescription or over-the-counter) must be brought to the office in their original container by an adult.**
- The school will only dispense medications from home with a signed *Permission Form from the parent*. Forms may be obtained in the office.
- The student will be responsible for requesting the medication from school personnel and should be instructed by the parent how to self-administer the medication under the supervision of school personnel.
- If a student becomes ill or has an accident, he/she should notify the teacher immediately. The teacher will refer the student to the clinic or office. The school nurse or secretary will make any calls necessary to parents.

## HOMEWORK

The R.S.U. No. 67 Board of Directors believes that "homework" is a natural extension of the classroom and is more appropriately referred to as "independent practice and preparation" since it provides needed independent practice and review to ensure student understanding and eventual mastery of concepts and skills already taught and may also prepare students for new learning. Independent practice and preparation is necessary for helping students fulfill their potential as lifelong learners and responsible, contributing citizens in an ever-changing global society.

The purpose of independent practice and preparation and its relation to what is being taught must be clearly understood by the student. Teachers, therefore, are expected to provide assignments with clear and appropriate purposes that supplement, complement, or reinforce concepts and skills already taught or that prepare students for lessons that will soon be taught.

The objectives of independent practice and preparation are to

- A. Emphasize the partnership between home and school in support of education;
- B. Communicate the high academic expectations that R.S.U. No. 67 has for its students;
- C. Provide students with reinforcement and supplemental learning opportunities that cannot be scheduled during the instructional day;
- D. Help students develop self-discipline, including goal setting and achievement, and organizational skills, including time management;
- E. Give students experience in working on long-term projects; and
- F. Help students develop confidence in their own abilities.

Independent practice and preparation for students in Grade 4 and Grade 5 should consist of practicing what has been learned and establishing a routine for completing assignments. Assignments should be based on clear learning goals and coordinated across content areas so that no more than 60 minutes per evening is needed to complete them.

Independent practice and preparation for students in Grades 6-8 should continue to focus on practicing what has been learned and preparing for new learning (e.g., reading text that will be discussed in class the next day). Assignments should be based on clear learning goals and coordinated across content areas so that no more than 90 minutes per evening is needed in Grades 6-8. Please refer to R.S.U. No. 67 policy IKB and IKB-R.

## **INSURANCE**

Students who participate in extracurricular school activities must be covered by health insurance. This coverage may be provided by a student's family policy, or may be purchased through a school-sponsored student insurance program. For more information contact the office.

## **LIBRARY MEDIA CENTER**

The school library contains books, periodicals, and reference materials for student use. A librarian education technician is available to assist students with research papers and projects, as well as book selection and recommendations. Students may access the library catalog from any school or home computer.

All library materials must be signed out. Any materials or books signed out by the student are the responsibility of the student and must be paid for if lost or damaged. All charges will be sent directly to the parent. **Students with overdue or lost books may not sign-out books until the books are returned or paid for.**

## **LOCKERS & BACKPACKS**

- **Backpacks and purses may not be carried during the school day.**
- Students are responsible to keep their lockers neat and clean. Teachers and administrators will periodically check lockers for this purpose.
- Students may decorate lockers with appropriate pictures or signs as long as they can be removed without damaging the locker.
- Students may not put locks on their lockers.
- Students may go to their lockers prior to first period, before and after lunch, and at the close of school. Students may visit lockers between classes with permission from their teacher.

**Lockers are the property of MJHS. There should be no expectation of privacy.  
School officials may search a student's locker at any time.**

## **LOST AND FOUND & VALUABLES**

Any article lost or found should be reported to the office. Lost items will be kept on a table in the hallway outside the office. Any article of value should not be placed in your locker or desk. The school will not be responsible for lost or stolen property.

**You should label items of clothing and other personal valuable items.**

## **LUNCH/BREAKFAST PROGRAM**

Again this year, MJHS will operate under the Community Eligibility Provision (CEP). This provision will allow students to receive one free breakfast and one free lunch every day regardless of household income. CEP is based entirely on participation in the meal program. The more students that eat, the more likely the district can financially support the program. If the program does not have enough student participation, notification will be sent home and we will resume the previous method of requiring payment for meals.

Students wanting breakfast should go to the cafeteria upon arriving to school. Students must return directly to homeroom/bus room once done eating. No stopping at the bathrooms without permission. Students who did not eat breakfast upon arrival may receive a breakfast at break time.

## **NONDISCRIMINATION POLICY**

It is the policy of R.S.U. No. 67 not to discriminate on the basis of handicap, as required under Sec. 504 of the Rehabilitation Act of 1973, in the admission of students to programs or any educational services or in the employment of personnel. Reference R.S.U. No. 67 Policy File: AC

Inquiries can be made to the Affirmative Action/Title IX/504 Coordinator, P.O. Box 250, Lincoln, ME 04457, telephone 794-6500, or to the Director, Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

Grievance procedures are available at the office of the Coordinator.

## **OPENING EXERCISES & ANNOUNCEMENTS**

All students should pay close attention to all announcements including the announcement of buses. No students will be allowed out of the room during announcements or while buses are being called.

## **PARKING**

**Parents picking up students after school should park on Lakeview Street or Lincoln Street.**

**Parents dropping off students before school need to drop them off in the parking lot off Lakeview Street or on School Street before the telephone pole and bike rack.** Please be considerate of the line of cars and ask your child to exit the vehicle once you have come to a stop between Lincoln Street and the telephone pole, rather than waiting until you are in the front of the line.

**The area immediately in front of the school, School Street, and Academy Street are No Parking areas.** It is for school busses. It is particularly important that this area be free of parked cars at the beginning of school and at the close of school at 2:20pm.

**Do not park in areas that block bus traffic or access to the two designated handicap parking spots.**

**For the safety of all students, please use caution around busses when you are picking up or dropping off your child.**

## **PROGRESS REPORTS**

Parents and students may check academic progress at any point during the trimester by logging on to their PowerSchool accounts. Progress reports are issued at the end of each trimester. Parents should sign and return the progress report envelope.

### **2020-21 Trimesters**

1st Trimester – August 31 – November 20  
2nd Trimester – November 23 – March 5  
3rd Trimester – March 8 – Last Day of School

### **Academic Alerts Issued**

October 8, 2020  
January 15, 2021  
April 16, 2021

### **Progress Reports Issued**

November 24, 2020  
March 12, 2021  
Last day of school

## **SEARCHES OF STUDENT**

The R.S.U. No. 67 School Board seeks to maintain a safe and orderly environment in the schools. The Superintendent, building principals, and assistant principals are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures. Reference R.S.U. No. 67 Policy J1H

## **STUDENT EDUCATIONAL RECORDS**

The R.S.U. No. 67 Board of Directors will provide for the confidentiality of all student education records that are maintained by R.S.U. NO. 67 as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

R.S.U. No. 67 shall provide annual notification to the parents of student's currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by R.S.U. NO. 67.

R.S.U. No. 67 designates 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, date of attendance at R.S.U. No. 67 schools, and honors and awards received.

R.S.U. No. 67 may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, R.S.U. No. 67 shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

The Superintendent, in consultation with other school administrators of R.S.U. No. 67, shall develop and promulgate procedures for implementing this policy, including a description of the access rights of parents, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

A copy of the policy and procedure shall be posted in each school. Parents shall be notified annually of the policy and procedure. Reference R.S.U. No. 67 Policy File: JRA

Due to the COVID-19 pandemic some classes may be live streamed or recorded for school use only and will not be available to the public.

## **TEXTBOOKS/LAPTOPS**

Textbooks and laptops are expensive and must be maintained in good condition by the student. Students are required to cover all their textbooks. Books and laptops damaged or lost will be paid for by the student to whom it is assigned. Invoices for misused or lost books and laptops will be sent directly to the parent. Books and laptops are assigned numbers and the condition is recorded before it is assigned to a student.

## **TOBACCO/NICOTINE/VAPING DEVICES USE AND POSSESSION POLICY ADC**

The R.S.U. No. 67 Board of Directors, in order to promote the health and safety of all students, staff and visitors, and to promote the cleanliness of all facilities, prohibits smoking and the use of all other tobacco products including nicotine delivery devices and paraphernalia, such as electronic cigarettes (e-cigarettes) and "vaping devices" in school buildings, facilities, on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees, regardless of their age.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products, including nicotine delivery devices and paraphernalia, such as electronic cigarettes (e-cigarettes) and “vaping devices”, in school buildings, facilities, on school grounds and buses during school-sponsored events and at all other events, programs, or activities that are an extension of R.S.U. No. 67.

Employees and all other persons are also strictly prohibited, under law and this Board’s policy, from selling, distributing or in any way dispensing tobacco products, including nicotine delivery devices and paraphernalia, such as electronic cigarettes (e-cigarettes) and “vaping devices”, to students.

## **TOBACCO/NICOTINE/VAPING DEVICES USE AND POSSESSION ADMINISTRATIVE PROCEDURE ADC-R**

**R.S.U. No. 67 IS A SMOKE-FREE ZONE.**

The purpose of the following administrative procedure is to implement the mandates imposed by the various federal and state laws in addition to this Board’s “Tobacco/Nicotine/Vaping Devices Use and Possession” policy. To maintain a healthy environment for our students, staff and visitors, R.S.U. No. 67 maintains a tobacco free campus.

### **I. PROHIBITED CONDUCT**

- A. **Students.** Use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited at all times in school facilities, on school grounds and buses, and during school-sponsored events held away from school.
- B. **Employees and All Other Persons.** The use of tobacco products by employees and all other persons is prohibited at all times in R.S.U. No. 67 school facilities, on school grounds, and in buses. The use of tobacco products by employees or volunteers is prohibited during school-sponsored events held away from school. In addition, employees and all other persons are strictly prohibited under law and R.S.U. No. 67’s policy/administrative procedure, from selling, dispensing, or distributing tobacco products to students.

### **II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the principal of a school in which prohibited conduct occurs

- 1. Ella P. Burr Schools, Grades 4 yr. old - 3rd Grade
  - A. Possession, Use, or Distribution of Tobacco:  
Possession, use and/or distribution of a tobacco product by a student enrolled in the Ella P. Burr School will result in the confiscation and the following:
    - a. First offense - Call parent(s)/guardian. Out-of-school suspension for the remainder of the day and the next day.
    - b. Second offense - Contact parent(s)/guardian and three days’ suspension.
    - c. Third and subsequent offenses – A minimum of five and a maximum of ten days suspension and referral to the superintendent for further action.
- 2. Mattanawcook Jr. High School and Mattanawcook Academy, Grades 4-12
  - A. Possession, Use of Distribution of Tobacco:  
Possession, use and/or distribution of a tobacco product by a student enrolled in the Mattanawcook Junior High School or Mattanawcook Academy will result in the confiscation and the following:
    - 1. First offense - Call parent(s)/guardian. Suspend student(s) for up to 10 days. A student may volunteer to enroll in a smoking cessation program and avoid the full suspension. The student(s) can return to school upon receipt of a written verification that the student(s) is/are enrolled in the smoking cessation program.
    - 2. Subsequent offense - Contact parent(s)/guardian. Additional offenses by student shall result in a 10-day suspension.
  - B. Suspension from Activities:  
For each offense, student participating in any activity for which a grade is not received will be suspended from that activity for 30 activity days (Monday – Saturday).
- 3. The superintendent/designee shall refer to a law enforcement agency any student in possession of or reasonably suspected of selling, dispensing or distributing tobacco products.
- 4. Other Persons in Violation  
All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease the volatile behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

### III. NOTICES

R.S.U. No. 67's policy and corresponding disciplinary actions for infractions of this policy shall be distributed to employees and printed in student handbooks.

### UNSAFE / RESTRICTED / INDECENT ITEMS

Students may not bring items to school that could be hazardous to the safety of others or interfere with the operation of the school. Such items will be impounded and may only be picked up by the parent. Consequences may include detention or suspension.

- Fidget items will only be allowed for use if it is designated as an accommodation for the students 504 or IEP plan.
- **Students may not have unsafe or obscene items including:**  
*Knives, guns or weapons (or look-alike toys), lasers, matches, lighters, fireworks, squirt guns, obscene, indecent or immoral literature or materials in any form, drug related paraphernalia, or any other item that the administrative staff determines to be unsafe or disruptive to the school.*
- Students may not use pagers, iPods, cd players, video-games, MP-3 Players, and other electronic devices.
- **Students may not use cellular phones at school during the school day unless given permission by administration. If given permission, cell phones may only be used in the office. Cell phones must remain off and may only be used outside of the building after school at 2:30 p.m.**
- **Bomb threats are serious offenses that will likely involve the expulsion of the student from school. Students suspected of making bomb threats will be reported to law enforcement authorities.**
- Students will not buy or sell any items to other students at school.

### VISITORS

Parents are cordially invited to visit school at any time. We must require that all visitors report to the office prior to going to other parts of the building.

Student visitors from other schools must obtain permission from the principal prior to coming to school. No visitors will be allowed when students are involved in exams or assessments, or during the last week of school or the week before a school vacation. All visitors must accompany his/her host student throughout the day.

### VOLUNTEERS

Regional School Unit No. 67 has a parent volunteer program that provides assistance to students and teachers in many areas. If parents are interested in volunteering, they should contact the Superintendent's Office at 794-6500 and ask for Lisa Morin, Volunteer Coordinator.

### WALKERS

Students will be dismissed to walk by grade level. Students are not allowed to loiter on school property.

### YEARBOOKS

Mattanawcook Junior High School Yearbook Club produces a hard-bound and soft cover photo yearbook each year. Yearbooks are available to all students and may be ordered in the fall. Yearbooks are delivered in June.

### DISTRICT POLICIES

The following is a list of some of the District Policies relating to students. A copy of these and other policies can be found on the district web-site at.

JICH Chemical Use by Learners  
JN-Service Learning  
JRA-E Notification of Rights under FERPA  
JRA Student Educational Records  
JLCF Pediculosis Capitis (head lice)  
JKE Expulsion of Students  
JKD Suspension of Students  
JKB Detention of Students  
JJI Philosophy of Athletics  
JJ Extracurricular Activities  
JIH Questioning and Searches of Students  
JICK Bullying  
JK Student Discipline

JICIA Weapons, Violence and School Safety  
JICC-R Student Conduct on School Busses-Rules  
JICC Student Conduct on School Busses  
JICA Student Dress  
JIC Code of Ethics  
ACAA Harassment and Sexual Harassment of Students  
ACAD Hazing  
ADAA School System Commitment to Standards for Ethical and Responsible Behavior  
EBCC Bomb Threats  
IKF Graduation Requirements  
EEA Student Transportation Services  
EEAA Transportation To and From School-Sponsored Activities

*MJHS Student Handbook – The contents of this handbook are subject to change at any time without notice. In the event that there is a conflict between the handbook and R.S.U. No. 67 policy, policy will govern. R.S.U. No. 67 policies may be found on the district web-site at [www.rsu67.org](http://www.rsu67.org).*



# R.S.U. No. 67

## COVID-19 RETURN TO SCHOOL GUIDELINES FOR STUDENTS & FAMILIES



*August 19, 2020*

## SUPERINTENDENT'S MESSAGE

In response to COVID-19, R.S.U. No. 67 will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These R.S.U. No. 67 Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to an in-person school setting to maximize learning. Therefore, these R.S.U. No. 67 COVID GUIDELINES are mandatory for all students and their families.

The year we are about to embark upon will be a difficult one for students, parents/guardians, and staff. We consider the safety of your children as our collective responsibility and staff will be flexible as we undergo processes that were not present in previous school experiences. With a continued focus on positive relationships, meeting our students' social/emotional needs and the overall wellbeing of the "whole child", we strive to successfully meet this challenge and become stronger for it.

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"We have a chance to do something extraordinary.

As we head out of this pandemic we can change the world.

Create a world of love. A world where we are kind to each other.

A world where we are kind no matter what class, race,  
sexual orientation, what religion or lack of or what job we have.

A world we don't judge those at the food bank because  
that may be us if things were just slightly different.

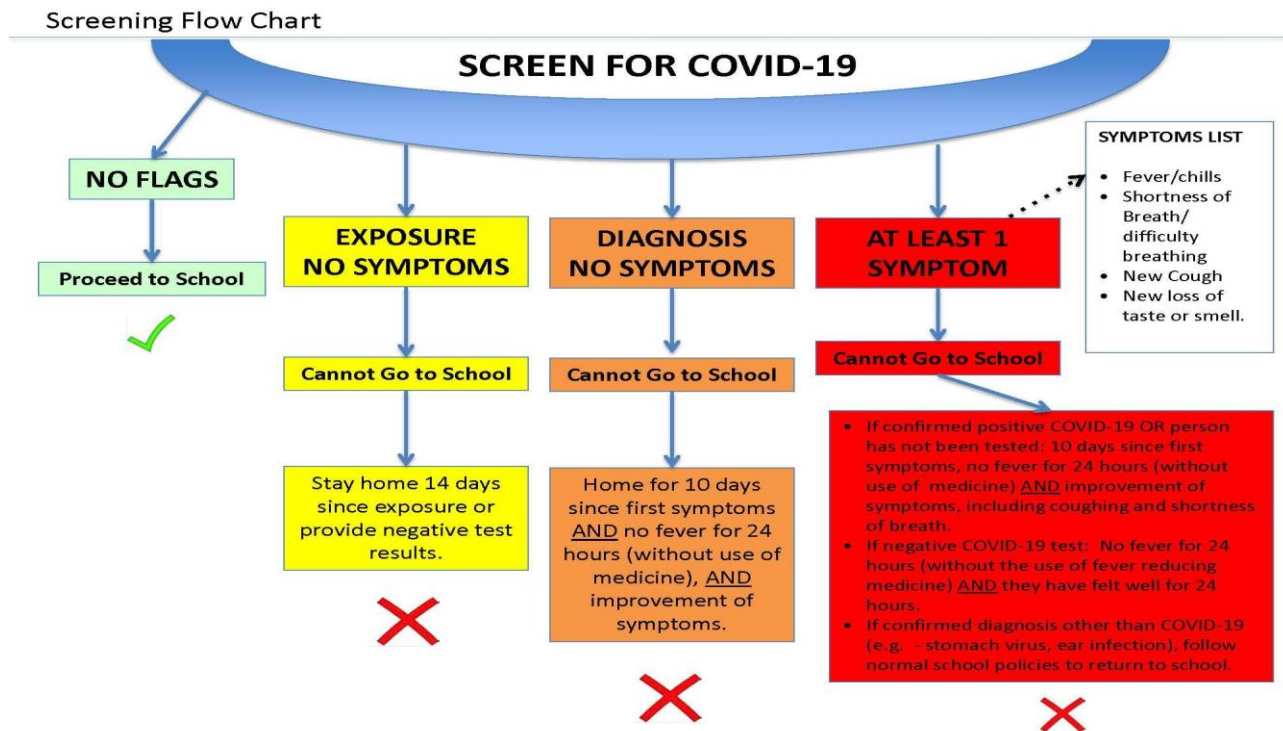
Let love and kindness be our roadmap."

- Johnny Corn

# HEALTH AND SAFETY

## DAILY SELF-ASSESSMENT:

- Prior to boarding the bus or drop-off, Parents/Guardians will need to complete a self-screening assessment daily for their child to check for symptoms of COVID-19. Certain responses will require that a child remain home. In this event, Parents/Guardians should contact their child’s School Nurse.
- Daily self-assessment questions:
  - Within the past 24 hours have I had a fever (100.4 and above) or used any fever reducing medicines?
  - Have I been out of the state in the last 14 days?
  - Do I or have I been living with anyone who is sick or quarantined?
  - Do I or have I been around anyone exhibiting these symptoms within the last 14 days:
    - Do I or have I had a loss of taste or smell?
    - Do I or have I had shortness of breath?
    - Do I have a fever or feel feverish?
    - Do I have a cough or sore throat?
    - Do I feel unwell today?
- Parents/guardians should follow the flow chart if ANY COVID-19 symptoms are identified:



## FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others or maintain six (6) feet of distance--about two arm's length-- at all times throughout the day. Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
  - While eating
  - While sitting at their desk for a mask break in the classroom when more than 6 feet apart
  - While on the playground, if social distancing allows
  - While participating in music practice, if permitted
  - When the student's face cannot safely be covered due to a medical condition in which case a doctor's note must be provided and the student would wear a face shield.
- Face coverings must be worn by all students utilizing transportation by bus or van.
- Students are encouraged to bring their own face covering to school. If not, a face covering will be provided. Disposable face coverings should be **replaced daily**. Cloth face coverings should be **washed daily**. Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.
- Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

## PREVENTION MEASURES:

- All students must practice proper handwashing guidelines and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
- All students must practice proper CDC infection control measures:
  - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
  - Avoid touching their eyes, nose, or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established at each school to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- Students will be allowed to carry a backpack with them.

- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or lockers.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually.
- Field trips, assemblies, and other large gatherings will not be allowed.

## FOOD DISTRIBUTION/MEALS:

- Students will remain in classrooms for all snacks and meals.
- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be not wear face coverings during these times.
- Students are encouraged to bring a full water bottle each day as water fountains will be closed. Bottles may be refilled using filling stations. Water filling stations will be sanitized along with all other "common touch" surfaces.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice proper handwashing/sanitizing prior to eating.
- All food served to students will be covered and individually wrapped, including utensils.

## PLAYGROUND USE (ELEMENTARY):

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Use of face coverings/shields will NOT be required during this time as long as physical distancing is maintained.
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may congregate in one section of a play area at a time.
- If needed, at least three (3) areas of each playground will be established and student groups will be assigned to remain in each area each day. These areas will rotate so that students are able to use the entire playground over the course of several days.
- Students will wash their hands/use sanitizer before and after using playground equipment.
- Playground equipment (e.g. swings, slides, etc.) will be sanitized after each recess period before the next group uses them. Playground supplies (e.g. balls, jump ropes, hula hoops, etc.) will be stored in special bins that are labeled specifically for each group's use. These supplies will be sanitized after each use.

## SPECIAL EDUCATION

- R.S.U. No. 67 will plan all students, including students with disabilities and English Learners, to ensure they receive necessary services and accommodations.
- Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs or student's with specialized health plans such as, but not limited to:
  - Clear face coverings and/or
  - Face shields
  - Kevlar sleeves/arm protectors
  - Gloves
  - Gowns
  - Plexiglass barriers for student desks

## TRANSPORTATION

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- Students are required to wear a face covering at all times while on the bus/van, including upon entry/exit.
- Students must wash hands/use hand sanitizer prior to entering the bus/van.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated one student per row and distanced according to guidelines with the seat directly behind the driver remaining open. Families will be allowed to sit together.
- Students will be assigned seats and must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus.
- Several windows should be slightly opened to improve air ventilation.
- Up to two (2) children are allowed in each van, depending on the size of the van. If a second adult monitor is required, only one (1) child will be allowed. The total capacity of a van should not exceed three (3) people at any given time.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible. High-touch areas in buses such as seat backs, handrails, stability poles, bars, windows and window ledges and the possibility of spraying busses between runs.

## PARENTS/GUARDIANS AND VOLUNTEERS

- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web-based meetings).
- Any Parent/Guardian needing to enter the building for an IEP meeting or other important business will need to be screened and should utilize reception windows as main office spaces are restricted to administrative and office staff.
- Parents/Guardians will be asked the same screening questions as students prior to entry to any school building. If any response is “yes”, the parent/guardian will not be allowed into the building. If allowed into the building, parents/guardians:
  - Must wear a face covering while in the buildings.
  - Must use the sanitizing station upon entry, maintain a social distance of six (6) feet.
  - Must attend to their specific business and leave immediately following.
- Upon entering the building, volunteers must follow the same guidelines as visitors listed above.

## TECHNOLOGY

- In a hybrid or remote instruction model, 1:1 devices will be provided to each PK-12 student. These devices will be transported by the student between school and home.
- Parents/Guardians agree to return the borrowed devices at the end of the school year, unless otherwise determined, to be cleaned and disinfected.
- Sharing of devices between students will be discouraged. If it is required devices will be sanitized after each shared use.

## CLASSROOM SETTING (IF IN-PERSON)

- Classroom seating will be configured with maximum allowable space between students and all desks facing the same direction.
- Schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.

## REMOTE LEARNING OPTION (IF IN-PERSON)

- Any R.S.U. No. 67 student across grades Pre-K-12 will have the option of participating in remote instruction. Remote instruction is available for any student with health and safety concerns, elevated health risks or a family member with elevated health risks.
- Teachers will take daily attendance following school protocols.
- Students will follow a regular school day schedule with required virtual and academic participation.
- Instruction for all classes including diversified arts (i.e., art, band, chorus, PE, etc.) will be done remotely.
- Teachers will provide real-time learning opportunities blended with instructional videos, documents, learning software, and virtual help sessions.
- Students will access learning goals and assignments that will be sent the same time every week with daily checklists/reminders.
- Students will receive timely feedback and frequent recognition of progress.
- Students will respond to feedback and submit assignments in a timely way (digitally or hard copies).
- Students will use Google Classroom to clarify assignments, due dates, methods for turning in assignments, and to communicate with staff.
- Teachers will assess student work for evidence towards scores/grades.
- RSU No. 67 will provide devices.
- Students who elect to participate in this remote instruction program to begin the 2020-2021 School year will be asked to remain in the program for at least eight weeks.
- Assigned instructional staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL programs are provided to students remotely as needed.

## WHEN SOMEONE IS SICK

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they experience any signs or symptoms of respiratory illness or a fever of 100.4°F or higher. *Please refer to the reporting student illness flow chart above.*
- Students will not be penalized for missing school when required to stay home under these guidelines. School nurses will ask about symptoms when absences are reported.
- If a student develops a fever during school hours, a medical isolation room is designated in all schools for students to wait for their parents to pick up their child immediately.
- Students should not return to school unless they are fever free for 24 hours (1 day) without fever-reducing medication and symptom-free for 24 hours.
- Any area used by a sick person will be closed until proper disinfection has been completed.

### EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Parents/Guardians will notify the School Nurse if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff,



areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.

- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
  - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, and at least ten days have passed since the student’s symptoms first appeared;
  - OR**
  - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.
  - AND**
  - Documentation of medical clearance will be required to return to school and must be submitted to the School Nurse.
- Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, this could include entire classrooms, clubs, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- During the time students are out of school, arrangements will be made to ensure they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).

#### **EXPECTATIONS IF REQUIRED TO QUARANTINE:**

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction and, if they participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition to remote instruction during the quarantine period. If a student participates, those days will not be counted as absences.
- Students who have traveled out of state to those states not listed in the most up-to-date Governor’s orders must isolate at home and monitor for symptoms for 14 days before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.