

**Lawrence  
Junior High School**

**2018-2019  
Academic Planner**

*This agenda belongs to:*

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



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## Welcome to Lawrence Junior High School

We are very proud of our school and all of the students who attend. Lawrence has a long tradition of excellence in educating the youth of our community and we at the junior high school are very mindful and proud of that tradition.

Our vision statement outlines essential principles we uphold, but the most central is that of **high expectations** for our students. It is our goal that **all** students will become self-directed, life-long learners, clear and effective communicators and practical problem solvers for their future, and for the future of our collective community.

This Student Handbook is designed to inform students and parents of most of what you will need to know for the next two years of your child's educational career. We have attempted to organize it in a way that is easy to read and easy to find the most frequently asked questions. We urge you to keep a copy of this handbook close by and refer to it often when you have questions about the junior high school. This handbook is also available on our school's web page. All MSAD #49 school handbooks are available at [msad49.org](http://msad49.org).

Your child's two years here at Lawrence Junior High School will go by quickly. With that in mind, the staff here at LJHS strives, every day, to help your child achieve academic, social and emotional growth. With your continuing support, and our efforts here, your child's career at LJHS will be a time of positive change and development.

Thank you for your time and dedication to making this a successful year!

Sean Boynton, Principal

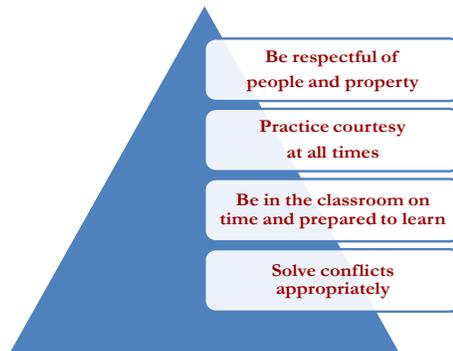
Laura Reynolds, Assistant Principal

## Note to Students and Parents

Students and parents are responsible for reading and following the rules in this handbook. The handbook has been developed within the framework of the MSAD 49 School Board's policy manual. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. MSAD 49 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and MSAD 49, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

### **Four Standards of Behavior**

accepted by all members of our school community:



## **Vision Statement**

*Lawrence Junior High School will provide a physically and emotionally safe environment for all, promoting programs that foster quality in academic pursuits, health, wellness, and responsibility. We will maintain high expectations for our students by implementing a curriculum that is challenging, integrative, and exploratory, recognizing individual strengths and needs through various teaching and learning approaches. We will use a variety of classroom assessment techniques linked to achieving these results.*

*Through our collaborative efforts, each student will progress toward becoming a self-directed and lifelong learner, clear and effective communicator, creative and practical problem solver, and informed thinker, resulting in a responsible and involved citizen.*

## **Federal Notices and Legislative requirements**

### **Non-Discrimination Statement**

MSAD #49 is committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students, regardless of race, color, sex, sexual orientation, religion, ancestry or national origin or disability. Students or parents should direct any questions to:

Sean Boynton  
Lawrence Junior High School  
Fairfield, ME  
453-4200

*MSAD #49 complies with all federal and state laws concerning confidentiality and transfer of student records, and student information on the Internet.*

*As required by Maine law, MSAD 49 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).*

*If you need more information about your child's education records, please contact the principal or your child's guidance counselor. See also Board Policy JRA – Student Education Records.*

### **Harassment and Complaint Procedure**

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on these characteristics. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed in Board policy *JICIA – Weapons, Violence, Bullying and School Safety*.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school are required to refrain from such conduct and are subject to disciplinary action for violations of the Board's policy. Please see Board Policy *ACAA – Harassment and Sexual Harassment of Students*.

Reporting Harassment or Discrimination: The Board has adopted a Student Discrimination and Harassment Complaint Procedure (*ACAA-R*). Students who feel they have been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability should report it to the Lawrence Junior High School Principal.

### **Hazing**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” It is the policy of the Board that injurious

hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school district, are inconsistent with the educational process and shall be prohibited at all times. Please see Board Policy *ACAD – Hazing*.

### **Bomb Threats**

Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any student or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under Board Policy *EBCC – Bomb Threats*.

### **Student Drug and Alcohol Use**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances (including alcohol, scheduled drugs, controlled substances, performance-enhancing substances, prescription drugs not prescribed to the student, any substance which can affect or change a student's mental, physical or behavior pattern, paraphernalia, and look-alike drugs or substances). This policy is in effect before, during and after school hours, at school, in any school building, on any school premises, in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school

approved activity or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools. Students who violate the policy are subject to discipline, up to and including suspension and expulsion from school). See Board Policy *JICH*.

### **Smoking and Tobacco Use**

*Smoking and use of tobacco products is prohibited at all times on MSAD 49 property. Please refer to Board Policy ADC – Tobacco Use and Possession.*

### **Weapons, Violence, Bullying and School Safety**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, 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. Please see Board Policy *JICIA – Weapons, Violence, Bullying and School Safety*.

### **Questioning and Searching of Students**

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Use of lockers, desks and other school storage facilities, including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice and consent.

## **Student Code of Conduct**

Please be advised the MSAD #49 School Board has adopted a District Code of Conduct. This discipline plan is based upon the policies and principles included in that code.

See Board Policy *JIC*.

## **Student Dress**

All students will wear footwear. All clothing, pins, and jewelry will be appropriate in nature and shall not contain vulgar or obscene language, imply inappropriate sexual connotations or glorify the use of drugs or alcohol. Hats or other head covering, unless required by a physical ailment or required by Federal or State regulations, shall not be worn in school buildings during the regular school day. Building administrators shall determine what is or is not appropriate under LJHS standards for grooming and dress and shall take action against students violating these standards as he/she deems appropriate. Administrators will develop procedures and sanctions for addressing students who violate grooming and dress standards (Please refer to Board Policy *JIC – Student Code of Conduct*). Parents are asked to support the school along these guidelines. Refusal to comply with the dress standards will result in a progressive discipline process ranging from a warning to possible suspension.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of Lawrence Junior High School

to provide a safe, healthy and non-discriminatory environment for maximum academic and social development, the following restrictions will be enforced:

- A. Articles which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing that are inappropriately revealing, contain sexual messages or displays, are vulgar, lewd, or indecent (specifically showing any parts of breasts, belly or buttocks), or include insulting words (e.g. racial/ethnic slurs) are not permitted.

Students are permitted to wear shorts and skirts of MODERATE length (mid-thigh).  
D. Clothing and accessories that are either dangerous or destructive of school property, self or others (e.g. spiked collars and wristbands, cleats, or chains) is not permitted

School administrators or teachers may require special clothing for health or safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

### **Public Displays of Affection**

Public displays of affection beyond handholding are inappropriate at school or school activities.

### **Profanity and Rudeness**

Students are expected to treat others with respect at all times. Students who choose to use language that is intended to hurt or threaten other students through intimidation, language that is vulgar, demeaning, questioning of other students' parentage, sexual orientation or moral character may result in the offending student being assigned to in-house suspension for one day for the 1<sup>st</sup> offense; 2 days for a second offense. Subsequent offenses may result in students being suspended out of school.

### **Electronic/Communication Devices**

The school board policy (*JFCK-R*) regarding cell phones and other electronic devices is as follows:

“Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.”

“Students may use electronic devices, except during instructional and class time. Cellular telephones must be kept on ‘vibrate’ mode to avoid disrupting others.”

“The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms and classrooms.”

“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.”

“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 the student’s disciplinary record.”

*Students found in violation of these rules may have the device confiscated until the end of the day. Repeated violations may result in the student not being allowed to have the devices on campus.*

### **Drinks/Liquids**

Students are encouraged to drink water throughout the day, provided it is in a clear container. Drinks other than water, such as soda, coffee (any form), tea, etc. are prohibited. If a student is noticed drinking any of these items, they will be asked to dispose of it. If a student habitually brings such liquids to school, they may be referred to administration.

### **School Lockers**

The school reserves the right to inspect these lockers at any time for health and safety reasons and to make sure lockers are used for school purposes. Students are responsible for keeping the exterior locker surface clear of postings and decals.

**School officials may search lockers at any time, even if a locker has been secured with a lock, and the results of such searches are admissible as evidence in court.**

### **Backpacks**

Wearing/carrying a backpack during the regular school day is prohibited. Students may utilize a locker, provided to them by the school, during the day to store backpacks and other school materials.

### **Computer and Internet Use**

*The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet. Students are required to follow the policies and rules at all times and have no expectation of privacy in their use of school computers. The policy and rules are provided to students and discussed in class each year. See Board Policy IJNDB – Student Computer and Internet Use.*

### **Vandalism and Damage to School Property**

In accordance with state law, parents and students should be aware that if a minor injures or aids in injuring a schoolhouse or school outbuildings, utensils or appurtenances; defaces the walls, benches, seats or other parts of school buildings by marks, cuts or otherwise; or injures or destroys school property belonging to a school, (including laptop computers), the unit may recover from the minor's parent, in a civil action, double the damage.

### **Classroom Rules and Expectations**

Each teacher will display a set of **rules** and **consequences** to be followed in their classrooms. Although these rules support the school's *Standards of Behavior*, they may differ from teacher to teacher. It is your responsibility to learn and follow the rules of each of your teachers.

### **Discipline Procedures**

Board policies and school rules apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct any time or place, directly or indirectly interfere with the operations, discipline or general welfare of the school. The following are the types of discipline that are typically utilized when students violate policies or school rules. In cases where student behavior may also be illegal, the school may also notify law enforcement authorities.

### **Detention**

Classroom teachers may assign a detention for behaviors that are not appropriate or conducive to a positive learning environment. Detentions for teachers will occur after school or during lunch, at the option of the teacher. Teachers are required to provide students who ride the bus to

and from school a 24-hour notice for any detention served after school is dismissed.

If a student fails to stay for an after-school detention, unless rescheduling arrangements have been made between teacher and parent, the student will be referred to the office and a principal will assign a day of in-house suspension.

Students may also be assigned to afterschool detention by administration for severe or excessive violations of the school's *Standards of Behavior*.

### **In-house Suspension**

In-house suspension is provided for certain infractions. Should a student refuse to attend an assigned in-house suspension, the amount of suspension time is extended. The in-house supervisor will maintain a quiet study atmosphere in the room. Students who do not cooperate with the supervisor will be sent home for a lengthy suspension. Failure to serve an in-house suspension may result in a minimum of 3 days out of school suspension.

The student will be assigned lunch with a suspension supervisor. The student will not be allowed to participate in any after school activities and the student must leave school immediately following dismissal while under suspension. The student will not be allowed to use the MLTI devices while in the suspension room, unless they have written consent by their teacher for a specified assignment. The use of iPods, MP3 players, and cell phones is prohibited while in the suspension room. **Students who have been internally suspended may be ineligible to attend school dances (please see section on “Dances”).** *With all disciplinary action, administrators reserve the right to modify penalties for infractions.*

### **Out of School (External) Suspension**

Students whose behavior is so egregious that they are required to be removed from school for a period of time will be sent home. The following list contains examples of what may constitute a reason for Out of School Suspension—Insubordination (refusing to follow or

defying the directive of a teacher or administrator), fighting, harassment, excessive vulgarity, three office referrals in one quarter for disciplinary reasons (plus a parent conference). **Students who have been externally suspended may be ineligible to attend school dances (please see section on “Dances”).** *With all disciplinary action, administrators reserve the right to modify penalties for infractions.*

### **Expulsion**

In extreme situations where the student’s behavior requires a more dramatic and drastic action a student may be brought to the Superintendent and he may recommend that an action of expulsion may be required to keep the student from school. This action is the most severe action that may be taken by a school against a student.

### **Social Probation**

The administration can, if necessary, minimize or eliminate participation or attendance in any extracurricular activity or function due to excessive discipline issues by students.

### **Due Process**

Every Lawrence Junior High student has the right to “Due Process” regarding disciplinary procedures.

Students who are suspended for more than one day will have the opportunity to gather, at the parents’ request, all work that student will be missing for the suspended period.

### **Cafeteria**

In the cafeteria, children are expected to follow the same manners that would be found in the home. If a child is showing poor manners at lunchtime, he/she will serve appropriate consequences. We strive to keep our school clean therefore food is not permitted out of the cafeteria. There is plenty of food and time to eat it during the lunch period. Students are not allowed to walk home for lunch or leave campus. Parents are welcome to retrieve and return their child by stopping in at the office. No child is allowed to go to the store during school hours.

The price of school lunch is \$2.80. Students paying reduced prices pay 40 cents. Free and reduced lunches are available to children in families who qualify. Forms will be sent home for this program. Other items are available at various costs. Food and drink items are not to leave the cafeteria.

Hot lunch and a la carte are available in the cafeteria. While in line, you should be courteous, quiet and orderly.

These are the rules to follow while in the lunchroom:

1. Be courteous at all times to the lunchroom staff and to one another.
2. Stay seated unless you are getting food or disposing of food.
3. Chairs must remain where they are; do not move chairs to a different table.
4. Clean your entire table area. You will not be dismissed until the table area is completely clean.
5. Speak in conversational tones at all times.
6. Practice table manners.
7. Clean up all spills.
8. Enter the cafeteria calmly and quietly.
9. Do not throw food.

When an adult needs your attention, immediately stop talking and listen. Help everyone enjoy the lunch break. Follow these simple rules each day! We urge all students to follow our rules, but if they do not, lunch detention will be issued. If misbehavior continues, students may be permanently assigned to the lunch detention area to maintain a pleasant environment for the students who are able to follow the rules.

### **2018-2019**

#### **BREAKFAST PRICES**

##### LJHS

Paid: \$.00

Reduced: \$.00

Free: \$.00

#### **LUNCH PRICES**

##### LJHS

Paid: \$2.80\*

Reduced: \$.40\*

Free: \$.00

*\*Subject to change*

**Attendance**

America was the first country to realize that an educated population was critical to sustain a prosperous democratic society. Therefore, the notion of free public education was extended to every citizen of a predetermined age in our country. While the definition of citizen and age of attendance has shifted over the years, the concept of a well-educated citizenry has continued.

In Maine, the age of compulsory education is seven to seventeen. Most school systems provide programming for children younger than seven and anticipate students continuing through high school graduation. Compulsory education requires enrollment in the school of local residence and consistent daily attendance.

**Absences**

When you are ill, or for some reason unable to attend school, your parent or guardian should call the school between 7:40 and 8:30 in the morning to let us know that you will be out and the reason why. Any student who is not present by 9:30 AM cannot participate in any after school extracurricular activities, such as dances, athletics, drama, etc.

However, we do understand that midday appointments may be unavoidable. In those cases, we encourage students to come to school, get dismissed for their appointment, and return to school, so that they may participate in their afterschool activity. The school is utilizing an automated phone contact system to confirm daily attendance when no notification is received from home. This will help to ensure that the parent/guardian is aware of daily attendance of their children and provide for improved safety for all students.

**Supervision**

Students are to remain in the junior high complex and are not permitted in the high school. A student arriving early must report directly to their designated area.

**Late to School**

If you arrive to school after 7:45 in the morning, you must first stop at the main office to get a pass to class. You need a note from home

explaining the reason for being late or a parent phone call to the office on the day tardy. If a teacher meets with or works with a student so that a student is late for the next class, that teacher must write an admit slip for that student. If a student does not have a valid admit slip, he/she will be considered an unexcused tardy.

All tardiness to school will be unexcused except for the following:

- Doctor's appointment that could not be scheduled outside the school day
- Family emergency (not an alarm clock that doesn't go off, an automobile that does not start, etc.)
- Religious holidays
- Illness

Chronic tardiness may prompt a meeting with administrators/guidance.

### **Early Dismissal**

If a parent finds it necessary to have a child excused early, the parents are asked to send a note with the child giving the date, the time he/she is to be picked up, who will be picking the child up, and the reason for the early dismissal. For the safety and protection of all students, it is necessary for all parents and others to report to the office for student dismissal/sign-out.

### **Missed work because of absence**

If you are absent it is your responsibility for seeing all of your teachers and arranging to make up all work missed. Parents and guardians should contact the teachers after the 2<sup>nd</sup> consecutive day of your child's absence to request missing work. Parents are encouraged to utilize the *Homework Hotline* to get your child's assignments on any given day.

Also, each teacher has a phone and voice mail in the classroom and you may utilize that to communicate with your child's teachers, or, if you have Internet access, all of our teachers have email accounts to further facilitate home/school communication. You may also utilize the *Infinite Campus* parent portal.

### **Truancy Grades 7-12**

Parents are responsible for sending their children to school. If a child is truant from school a DHHS referral will be made, as well as

notification of law officials. Parents can be fined not more than \$250 and may be charged with abuse or neglect. Parents can be considered to be putting their child in jeopardy for failure to get their child to school.

A student is considered truant in Grades 7-12 if he/she attains 7 consecutive days of unexcused absences or 10 full days of unexcused absences throughout the school year.

The State has set the following reasons for excused absences:

- Personal illness
- Medical and Professional Appointment
- Court appearance
- Drivers test
- Family vacation with prior school notification
- Observance of religious holidays when required during the school day
- Family emergencies or extenuating circumstances
- Pre- approved planned absences for personal purposes
- Bereavement
- School suspensions
- Homelessness
- Unplanned psychiatric hospitalization
- Unplanned medical hospitalization
- Foster care placement
- Youth development placement
- Out of district placement
- Other extenuating circumstances as approved by an administrator

### **Transportation: Bus Rules & Regulations**

- Students who ride the bus have been given a complete set of Bus Rules and Regulations. These Rules and Regulations have been brought home and parents have read and acknowledged this. These Rules are in effect for all occasions that students ride the bus including field trips, athletic events and all other school related functions.

- Students who wish to ride on a bus other than their regular bus must provide a parental note to the LJHS Main Office before noon. Permission to change busses CANNOT be approved via phone call. If a note needs to be faxed into the office, please do so by 1:30. The Junior High Office fax number is 453-4214.

### **School Nurse**

Maine law requires all children K-12, unless exempted, to be immunized before entering school, against polio, diphtheria, whooping cough, tetanus, measles, mumps, and German measles (rubella). Also, one dose of meningococcal vaccine MCV4 is required for all students entering 7th grade. Children will not be allowed to enter school until immunizations are complete.

### **Sickness During School**

If you feel ill, you should let your classroom teacher know and then report to the Junior High Office. **DO NOT LEAVE THE BUILDING.** The Junior High secretary will either notify the nurse or give you a pass to go to the nurse's office. Before you leave the building, you should have permission from the nurse or office. ***Unless it is an absolute emergency***, you should not go to the restroom when feeling ill unless a teacher or secretary has been notified.

### *Administering Medicines to Students*

The Board has adopted a comprehensive policy concerning the administration of medications at school (see Board Policy *JHCD*). Parents may request that medications be administered at school in accordance with the established procedure. Students may not carry or self-administer medications except as permitted by Board policy. Questions should be directed to the School Nurse.

### **Special Education Services**

*Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Director.*

**School and the Law**

Any unlawful act taking place on school grounds, at school sanctioned activities, on school buses, or at any time or place which may directly interfere with the operations, discipline, or general welfare of the school not only makes the student subject to penalties which the courts may prescribe but may also result in suspension or expulsion from school.

**School Resource Officer**

Lawrence Junior High School is serviced by a School Resource Officer (a police officer). The SRO patrols both the junior and senior high schools and assists staff members in any criminal matters that happen on campus. The SRO is available to the student body, parents and staff and fosters a healthy relationship between them and the police department. The SRO's office is located adjacent to the Williamson Performing Arts Center and can be contacted by calling # 453-4200, ext. 2365.

**Homeless Students**

Children in families who are homeless (living in a shelter, motel, vehicle, on the street, or doubled up with friends or relatives because they cannot afford housing) are eligible to enroll in school. If you believe you or your child is homeless, please inform the school or contact the District Homeless Liaison, Roberta Hersom, Assistant Superintendent, at (207) 453-4200.

**Copyright Compliance**

Students are to comply with the federal copyright law and the guidelines concerning reproduction of copyrighted works by educators. Teachers and library specialists will inform students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials. When considering copying materials, students are to seek guidance from teachers on the legality of copying materials from print, Internet, software, videos, television recordings, and music.

**Restraint & Seclusion**

School officials can use physical restraint only when there is risk of physical injury or harm to that student or to others, and only if less

restrictive interventions are deemed appropriate. School officials can use seclusion only when there is a risk of physical injury or harm to that student or to others. Please refer to MSAD #49 Board Policy *JKAA – Use of Physical Restraint and Seclusion*.

## **Emergency Procedures—**

### ***No School Announcements***

All delayed opening and *no school* announcements will be made on television stations and selected radio stations. As well, you may have the *no school* announcement text messaged to your cell phone by going to the WCSH6 web site (<https://www.newscentermaine.com/text-alerts>) or the WGME13 web site (<https://wgme.com/station/text-alerts>) and following the instructions on either page. You may also check the MSAD #49 web site for school cancellations.

### **Building Evacuation**

In certain circumstances you will be directed to evacuate the building. Each room will have posted by the door the evacuation route. All students will remain silent and listen for instructions from the teacher.

### **Lockdown**

In the event of an emergency situation occurring in the school building, during the school day, all teachers and staff members have been trained in lockdown safety procedures. We may during the course of the year run a drill of our lockdown procedure to ensure that all training is current.

### **Severe Weather**

Living in northern New England, as we do, the weather can change quite rapidly and deteriorate so that we may have to dismiss students earlier than normal. All efforts will be made to notify parents when this occurs however we cannot guarantee that we will be

able to contact all parents. In cases of deteriorating weather, we ask that you tune your radio or television to stations listed above for school cancellations. You can also check the school cancellation hotline or the school web site, *Daily Notices* link.

**Please make sure that when you fill out the emergency cards you include a telephone number where you can always be reached, if possible.**

## **Co-curricular Activities**

The purpose of co-curricular activities is to promote the physical, mental, moral, social and emotional well-being of the individual student and to provide the student with the opportunity to meet people and work with them as a group. The Lawrence Junior High School community is proud to offer co-curricular activities with the hope to expand learning beyond the classroom. Participants in our programs will be expected to display the proper ideals of sportsmanship, ethical conduct and fair play.

Lawrence Junior High School offers the following co-curricular sports (participation may require tryout):

- Cheering (Fall and Winter)
- Football
- Soccer
- Field Hockey
- Cross Country (7<sup>th</sup> and 8<sup>th</sup> grade combined)
- Basketball
- Baseball
- Softball
- Track (7<sup>th</sup> and 8<sup>th</sup> grade combined)

Lawrence Junior High School offers the following co-curricular clubs and activities:

- Lawrence Junior High Theater Company
- Robotics
- CCSS Morning News
- Mentoring Program
- Student Council
- Green Monsters Recycling Club

## **Dances**

Dances are for Lawrence Junior High School students only. **We do not make exceptions for visiting family members or friends.**

You are expected to be at the dance when it begins [7:00 PM], unless prior permission by the administration has been given. To keep you safe, you will stay until the dance is over and be picked up by an adult or adult

designee. If you need to be picked up before the end of the dance, a parental note and administrative permission is needed. Please let your parents know to pick you up at the correct time [9:00 PM]. Leaving the dance without permission will result in a loss of privilege of attending future dances.

There is no reason to bring a backpack to the dance, so please leave them home. We ask that you remain in the dance area (Gym and Gym lobby) for the evening. If you go outside the dance area, you will be asked to call home to have a parent pick you up early.

We expect you to be respectful and appropriate; all school rules apply. If you choose not to be respectful and appropriate, you will be asked to call home to have a parent pick you up. **Any student with more than one suspension (internal or external) since the previous dance will not be eligible to attend the dance.**

**For Informational Use Only**  
**ANNUAL STUDENT INFORMATION NOTICES AND AGREEMENTS**  
**2018-2019 SCHOOL YEAR**

**Note to Parents/Guardians: Please read the following notices and provide us with your responses as appropriate. If you wish to change your responses during the school year, you may contact the school office. Please read both sides of this notice and return it to school by September 7, 2018.**

**DIRECTORY INFORMATION**

Under the federal Family Educational Rights and Privacy Act (FERPA), MSAD # 49 has designated the following student information as directory information that can 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, and honors and awards received. However, parents/eligible students over 18 do have the right to request that directory information not be released. **To prevent the release of directory information, you must check the line below.**

**I do not want directory information about my child to be released.**

**INFORMATION ON MSAD #49 WEBSITE**

MSAD # 49 maintains a website to provide information about the schools, its programs and activities, and student and staff achievements. Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. Such information may include: full names of students in connection with class rosters, honor rolls, awards received and team/activity participant lists; group and/or individual photographs of students (no names will be used); individual student or class work (including but not limited to creative writing, research projects, art work, music performances and audiovisual presentations).

**Please check the appropriate line below:**

**I grant permission for my child's information to be published on the MSAD # 49 website.**

**I do not want my child's information to be published on the MSAD # 49 website.**

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**OUTSIDE MEDIA**

On occasion, MSAD # 49 allows media outlets such as local newspapers, radio stations and television stations to visit the school to report on school programs and activities. You have the right to deny permission for your child's name, picture, voice or statements to be used by outside media. However, please note that permission is not required for events open to the public such as athletic events, concerts, performances and graduation ceremonies. **Please check the appropriate line below:**

**I grant permission for the use of my child's name, picture, voice or statements by outside media.**

**I do not want my child's name, picture, voice or statement to be used by outside media.**

**FOR HIGH SCHOOL STUDENTS ONLY:**

**INFORMATION PROVIDED TO MILITARY**

**RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION**

The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education upon request. However, parents/guardians and high school students do have the right to request that the school not release such information without prior written consent. **To prevent the release of information to military recruiters and/or institutions of higher education, you must check the appropriate line(s) below. If a line is not checked, the school is required by federal law to disclose the student's name, address and telephone numbers to military recruiters and/or institutions of higher education that request it.**

**Do not release my child's name, address or telephone number to military recruiters.**

**Do not release my child's name, address or telephone number to institutions of higher education.**

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

## **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS RIGHTS**

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

### **Inspection of Records**

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of ten (10) cents per page.

### **Amendment of Records**

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

### **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 as permitted by law.

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

*See above for further information and opt-out opportunity.*

#### **2. 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 parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

### **3. 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).

### **4. 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.

### **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:

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