

STUDENT HANDBOOK 2022-2023



MARANACOOK AREA SCHOOLS

A caring school community dedicated to excellence

RSU#38
2250 Millard Harrison Drive
Readfield, ME 04355
207-685-4923



TABLE OF CONTENTS

CORE VALUES & STUDENT EXPECTATIONS FOR LEARNING	4
RSU#38 BELIEFS AND PRACTICES	4
ACCESS TO STUDENT RECORDS	4
THE ADVISORY SYSTEM	5
ATTENDANCE	6
GENERAL PROCEDURES	6
Reporting an Absence or Tardy	6
Tardy	7
Early Dismissal	7
Planned Absence	7
Athletics/C0-Curricular Activities Attendance	7
TYPES OF ABSENCES	8
TYPES OF TARDY	8
BEVERAGE CONTAINER POLICY	10
GRADUATION REQUIREMENTS	10
GRADING SYSTEM	10
GRADING AND ASSESSMENT	11
HOMEWORK GUIDELINES	12
ACADEMIC HONESTY PROCEDURE	14
Habits of Work (HOW)	17
STUDENT RECOGNITION	18
Graduation Recognition:	18
Top Ten Seniors	18
Junior/Senior Privileges	18
STUDY HALL	20
ELECTRONIC RESOURCES	21
FOOD SERVICES	22
LOCKERS	22
LOST AND FOUND	22
TRANSPORTATION	22
VISITORS TO THE SCHOOLS	26
MARANACOOK ALTERNATIVE PROGRAM (MAP)	27

[TABLE OF CONTENTS](#)

CAPITOL AREA TECHNICAL CENTER	27
GIFTED & TALENTED	27
GUIDANCE SERVICES	28
HEALTH CENTER	28
HOME SCHOOL INSTRUCTION	29
MEDIA CENTER	29
SPECIAL EDUCATION	29
SECTION 504	30
STUDENT TRANSFERRING TO ADULT EDUCATION	30
MULTI-TIERED SYSTEM OF SUPPORT (MTSS)	30
AFTER SCHOOL HOMEWORK HELP	30
STUDENT SUPPORT STUDY	30
FOCUS TIME	31
DUAL ENROLLMENT PATHWAYS	31
STUDENT BEHAVIORAL EXPECTATIONS	31
CELL PHONE EXPECTATIONS	32
DRESS CODE	33
BOMB THREATS	33
(Refer to Bomb Threats Policy EBCC)	33
HARASSMENT	34
(Refer to Harassment & Sexual Harassment Policy ACAA & Student Discrimination & Harassment Complaint Procedure ACAA-R)	34
SEARCH & SEIZURE	34
STUDENT HAZING	35
(Refer to Student Hazing Policy ACAD)	35
SUBSTANCE ABUSE	35
WEAPONS, VIOLENCE & SCHOOL SAFETY	38
AFTER SCHOOL ACTIVITIES	39
CO-CURRICULAR ACTIVITIES	39
FUNDRAISING	40
SCHOOL DANCES	40
SCHOOL TRIPS	40
STUDENT SENATE	41
SCHOOL CLUBS	42
SCHOOL SPORTS	43

QUESTIONS and where to go when you have them	44
APPENDIX	45
Habits of Work Rubric (HOW)	45
Maine Guiding Principles	47
Dance Contract	48



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Dear students and families,

The policies and procedures contained in our student handbook are intended as guidelines for a successful year at our community high school. As much as you can, please carefully read the handbook to become familiar with it. Please be aware that this handbook is intended to provide general information. It is not meant to and cannot contain all information and regulations regarding school programs and procedures.

It is important to all of us at the high school for our students to have a great school year. Part of having a great school year means showing up to school/class every day ready and willing to work. Additionally, it's important to be involved in all that high school has to offer including our dual enrollment programming, clubs, activities and athletics.

We want all students to know we are completely invested in them. Part of that investment means supporting students in meeting the demands of rigorous high school academics and expectations. As the school year unfolds, if I can help in any way please reach out to me.

If you have any questions, please feel free to contact us. On behalf of the Maranacook Community High School staff, welcome to the 2022-23 school year. We are excited to have you here!

Michele LaForge
Principal

CORE VALUES & STUDENT EXPECTATIONS FOR LEARNING

The purpose of Maranacook Community High School is to create an environment where every individual can flourish academically and socially. Through respect, knowledge, and responsibility, the school community promotes character building, 21st century skill development, and personal fulfillment.

- Students will be responsible, trustworthy, and honest citizens and be effective, fair, ethical, and skilled collaborators.
- Students will be clear and effective communicators.
- Students will be creative and innovative learners.
- Students will be active, engaged, and motivated learners.
- Students will be rational, explorative, and creative problem solvers.

The fulfillment of our core values, is assessed with our HOW rubric

RSU#38 BELIEFS AND PRACTICES

1. All learning expectations are clearly and consistently communicated to students and families.
2. Priority standards and outcomes for each subject area (math, reading, social studies...) are organized in learning progressions (K-12).
3. Teachers, students and parents can see their progress and get support when needed. No surprises at the end!
4. Achievement is evaluated against common outcomes and expectations that are consistently applied to all students
5. Students are given multiple opportunities to improve their work to meet a standard.
6. Students can demonstrate achievement of outcomes in different ways.
7. The purpose of grades and proficiency reports is to improve the learning process.

**adopted from Great Schools Partnership (2014) by District Administrative Team in fall 2015*

ACCESS TO STUDENT RECORDS

(Refer to Student Education Records Policy JRA and Student Education Records Procedures JRA-R)

Any parent or legal guardian of a student enrolled at Maranacook may inspect and review educational records dealing with the student following a prescribed procedure on file in the guidance office. At the age of 18 years, a student inherits all rights previously granted to parents. Requests for directory information by military recruiters and institutions of higher education must be honored unless a written request to not release information is received. Information is available to newspapers for honor roll, school & sports events, and school-sponsored publication.

THE ADVISORY SYSTEM

The Advisory System was developed by the original staff as one of the founding principles of Maranacook Community School. The program brings together a diverse group of students (advisees) with a caring adult (advisor). Advisors support the social, emotional and academic growth of each advisee in their group by building and sustaining relationships with advisees, staff, parents and community. Advisors nurture, advocate and guide each advisee through their unique school experience.

Each student is assigned to an advisory group by grade level. Efforts are made to make each group as diverse as possible, considering such factors as towns of residence, gender, interests, needs and strengths. The Advisor Coordinators in the middle school and high school are responsible for the development, implementation, and monitoring of the system.

The advisory system requires commitment from students, parents, family members and staff. Advisee groups meet on a daily basis and for special activities during the year. *These meetings and activities are an essential part of our program and attendance is required.*

The advisee system encourages students to:

1. Understand themselves and others better
2. Identify their interests, values, needs and abilities
3. Develop positive self-images
4. Participate in academic programs that meet their individual needs and goals
5. Acquire life skills
6. Encourage honesty, integrity, and responsibility

ADVISOR SYSTEM GRADE SPECIFIC FOCUS:

9th - Transition, group-building, decision-making and problem-solving skills

10th - Course selection and career requirements

11th - Leadership skills, personal and group responsibility, community service, career planning

12th - Post-secondary plans

ATTENDANCE

(*Refer to Compulsory Education Policy JEA and Truancy Policy JHB)

Rationale and Overview

At Maranacook Community High School, we believe the essence of our educational programs occurs in classrooms with skilled teachers. Explanations, clarifications, discussions, opportunities for feedback, and group tasks are invaluable components of an effective learning environment. Students who miss school are generally at greater risk of reduced academic performance. Absences apply to academic classes, focus times, study hall, advisee time and Advisee Day outs.

Regular attendance is critical to the learning process and academic success. Parents and guardians should be aware that four or more absences in a semester may have a significant negative effect on a student's academic progress since there is a clear connection between student achievement and attendance. Students preparing themselves for their life work need to regard punctuality and attendance as fundamental for later success. Our objective is to do what we can to help students achieve success throughout their high school experience. We recognize in order to achieve this, we must establish a partnership with our students and their caregivers.

The goal of our attendance program is to:

- increase student success by promoting daily attendance, and
- help students develop responsibility in preparation for attendance expectations in their future careers.

GENERAL PROCEDURES

Reporting an Absence or Tardy

If a student is going to be absent or tardy a parent/guardian is expected to call the attendance line on the day of the absence before 7:30 am at 685-4923 (Press 1 for high school and 8 for the attendance line). All absences require an explanation from parents/guardians in accordance with district and school policy. The type of absence or Tardy will be marked in Powerschool (see Types of Absences and Types of Tardy sections).

Students who are tardy to school or are returning from appointments are required to check in with the front office staff immediately upon their arrival. A student returning from a doctor's appointment must have documentation from the doctor's office indicating date and time of appointment to be marked excused tardy. The student will receive an attendance pass to give to the teacher.

If a student is absent from homeroom or class without notification from a parent/guardian, a phone call will be generated to the family at 9:30 am by PowerSchool.

If a parent/guardian does not call the school to report an absence or tardy, the student will be marked with an Unexcused Absence or Unexcused Tardy. To change this, the parent/guardian must call the

attendance line within three days of the absence or tardy. Once the call is received the type of absence or tardy will be changed accordingly.

If a student is absent for five (5) days or more due to illness or health conditions, the school will need a note from his/her doctor or health provider or the absence may be classified as unexcused.

Tardy

A student is Tardy when they arrive after the scheduled start of school (at any point) or arrive to class after the bell.

If a student arrives tardy to school due to a medical appointment, the student must come in with a doctor's note indicating the date and time of the appointment so that the tardy will be marked excused.

Early Dismissal

To be dismissed early or for a portion of the day, a parent/guardian must call the attendance line indicating the student's name, date, and reason for and time of the early dismissal. If the dismissal is due to a medical appointment, the student must come in with a doctor's note indicating the date and time of the appointment for the absence to be marked excused absence. A dismissal pass will be issued to the student to give to the teacher.

NO STUDENT WILL BE RELEASED TO AN ADULT WHO IS NOT AUTHORIZED BY A LEGAL GUARDIAN IN EITHER WRITTEN OR VERBAL FORM TO PICK UP THE STUDENT. All students are required to check out through the front office if leaving the school before the final bell.

Planned Absence

It is important for students, parents, and guardians to plan activities around the school calendar so that students do not miss out on classroom instructional activities. Planned absence forms are available in the front office or the high school website and must be approved at least two days prior to the planned absence.

Athletics/C0-Curricular Activities Attendance

Students must be present the **entire school day without tardies** in order to be eligible for practice or competition. Exceptions will be made for family bereavement or emergencies, medical/dental appointments, legal appointments, school-related activities, or other excused absences arranged in advance through a building administrator.

TYPES OF ABSENCES

Absences fall into three main categories: Excused, Explained Unexcused, and Unexcused.

EXCUSED (listed as E in Powerschool):

An absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been approved;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

EXPLAINED UNEXCUSED (listed as U in Powerschool):

Absences, even with parental permission, which do not meet the criteria for excused absences, are explained unexcused. This absence is listed as U in Powerschool

UNEXCUSED (listed as A in Powerschool): An absence that is not explained and or does not meet the criteria for excused absence. **An unexcused absence is cause for disciplinary action.**

TYPES OF TARDY

Excused Tardy (Listed as X in Powerschool)

If a parent calls in the tardy, it will only be considered excused if it meets one of the following criteria:

1. Doctors Appointment
2. Religious Holiday
3. Bereavement
4. Planned Educational Absence
5. Planned Approved Absence

Unexcused Tardy (Listed as T in Powerschool)

No note and no phone call from parent/guardian was received by the front office.

Explained Unexcused Tardy (Listed as a D in Powerschool)

Explained by note or phone call but does not meet the excused guidelines similar to excused absences.

--- MCHS Attendance & Tardy Action Plan ---

Definition of Chronic and/ or Excessive Absenteeism

- **Chronic absence** means that the student is missing 10% or more of the school year (equivalent to about 20 days a year) regardless if the absences are excused or unexcused
- **Excessive absence** means that the student is missing 20% or more of the school year (equivalent to about 40 days a year) regardless if the absences are excused or unexcused

Unnotified/ Unexcused Absence Procedure:

1. Anytime a student is marked as unnotified absent before 9:30 am, an automated phone call will be made home.
2. After 5 cumulative days of absences, the front office will contact the principal who will call home.
3. After 7 consecutive or 10 cumulative unexcused absences (A-absent or U-explained unexcused) the student is considered truant and a truancy letter will be sent home and the principal will call home to notify the parent or guardian and set up a time for a meeting to create an attendance plan..
4. The superintendent's office will also be notified
5. An attendance meeting will occur where a plan is created. If the parent or guardian does not attend the meeting, the plan will be created along with the guidance department, and administration. A copy of the plan will be mailed home.
6. If the attendance intervention plan does change attendance, the principal will notify DHHS and the superintendent.
7. The superintendent will reach out to schedule a meeting with the parent/guardian. If the parent/guardian does not attend the meeting, DHHS may be contacted again as well as local law authorities by the superintendent.

Excessive Dismissal from a class

1. The teacher may call home and notify the advisor and administration
2. If it continues then a staffing with parent(s), student, advisor, administrator and teacher may occur.
3. A class is defined as an academic class, focus time, study hall, advisee time

Excessive Tardy to School

1. A student with 4 tardies in a semester will receive a warning letter.
2. A student with 5 tardies in a semester will be required to have a parent meeting.
 - If the student is on the weekly tardy report thereafter, in the same semester, the student may be issued additional consequences.
3. After 10 tardies another parent will be held and possible additional consequences.

BEVERAGE CONTAINER POLICY

In order to prevent spills and causing damage to carpeted areas in our school, all non-water drinks must be in a beverage container that has a closable lid similar to a Hydroflask, Yeti or Nalgene bottle. The container lid must be closed at all times when not being used.

GRADUATION REQUIREMENTS

Each student is required to take a minimum of 6 courses each semester with twenty-four credits required for graduation. Students must successfully complete the requirements to participate in the graduation ceremony.

GRADING SYSTEM

Grading Procedures

Academic progress can be monitored by students and parents through on-line access to PowerSchool. Quarterly progress reports and semester report cards are mailed home. Midterms and finals are calculated into semester grades.

Honor Roll

High Honors: A- or better in all courses

Honors: B- or better in all courses

<u>Grade Equivalents</u>		
<u>Letter Grade</u>	<u>Percentage</u>	<u>GPA</u>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	68-69	1.3
D	65-67	1.0
N	0-64	0

Grade Appeal

Students may appeal a grade using the following steps. Parents may be involved at any time.

1. Discuss the grade with the teacher
2. Discuss it with the advisor
3. Meet with teacher and advisor
4. Meet with the principal, teacher, and advisor. Final decision will be made by the teacher of record.

Auditing Courses

Students may request permission from a teacher to audit a non-required course. In order to audit a class the student must carry 6 courses with at least a B average. The student is expected to demonstrate appropriate behavior at all times in class. Admission to a class will be possible only if there is sufficient room in the classroom and if the teacher grants permission. No academic credit is granted for audited classes.

GRADING AND ASSESSMENT

Assessment

Assessment is the systematic process of gathering a variety of information over time, demonstrating what students know and can do, as well as what they need to know. The role of formative assessment is to provide meaningful feedback. The role of summative assessments is to measure learning.

Evaluation

Evaluation is the process by which:

- A teacher makes sense of all the information collected
- To determine whether achievement standards have been attained
- The evaluation of the effectiveness of the instructional program delivered

Beliefs

- Assessment should provide the most accurate profile of a student's abilities therefore, a variety of assessment tools must be used to ensure this.
- Assessment evaluates the process as well as the products of learning
- To assess performance and progress, it is critical to develop standards-based criteria based on benchmarks.
- External, standardized assessment has a role in curriculum revision.
- Self-assessment provides an opportunity for students to reflect on and evaluate their performance.

Communication

Teachers continually communicate student progress. Absences and tardies will also be reported. Communicating with parents is an essential part of the student-parent-teacher partnership. Advisors will be checking grades weekly with their advisees and will be in communication with teachers and parents. Advisors will communicate to parents and support them in setting up meetings and conferences.

Parent/ Student/ Teacher Conferences

Parent/ Student/ Teacher Conferences are formally held in October and March. Conferences between parents, students and teachers are very helpful in creating an understanding with regard to educational goals and objectives, solving problem situations, developing plans for helping students at home, and informing parents of student progress. Parents are expected to make appointments for conferences with teachers. Students are expected to attend.

Progress Reports

The high school designates a progress report period in the middle of each semester. Grade reports may be sent home at any time, especially when there has been exceptional progress, when there is a concern about a student's progress, or when a student's work is failing.

PowerSchool Access

A notice is sent home to parents to have them check their child's progress in PowerSchool. We also expect parents to sign up to receive emails that notify student progress, set up through PowerSchool.

HOMework GUIDELINES

Homework is a formative assessment. Students will be given feedback on their homework performance. The purpose of the feedback is to enable students to meet standards on their summative assessment.

- Homework may not be assigned in all classes.
- Homework assignments will be posted on Google Classroom.
- To ensure that homework supports individual students' needs, homework may be differentiated.
- Differentiation considers the amount, time, type, efficiency, choice, and personal relevance.

Unless specifically tied to a standard, the following behaviors will not be evaluated, scored, and recorded as part of a student's academic grade:

- Effort
- Personal organization
- Work Punctuality
- Attendance and Tardies
- Participation

**These are assessed through the Habits of Work (Please see HOW Rubric in Appendix)*

Late Work

Students are expected to submit assignments by the designated deadlines. Meeting deadlines requires responsibility, and students should manage their time and prioritize so deadlines are successfully met.

Each department or program is responsible for being consistent within their classes and for sharing the parameters around late work in syllabi.

Assessment Retake Guidelines

Summative assessments measure achievement. They are comprehensive measures of a student's ability to demonstrate the concepts, skills and knowledge embedded in standards. It is the assessment of learning. Examples of summative assessments may include research projects, presentations, labs, writings, tests, quizzes, midterms, finals, and some performance tasks.

Students will have more than one summative assessment each semester. **No summative assessment will be worth more than 20% of the final grade, including midterms and finals.**

Reassessment Opportunity

In our school, students can earn opportunities for reassessment of summative assessments. Midterms and Finals are not eligible for reassessment.

In order to request and be eligible for a reassessment opportunity, a student must meet the following criteria:

1. A student must request a reassessment within two weeks after the assessment is graded.

TABLE OF CONTENTS

2. After the request, students have two weeks to complete the reassessment. Additional time may be given to complete the reassessment upon consultation with the teacher.
3. Students are required to complete essential learning, as determined by the teacher, prior to the reassessment to identify the key skills for improvement.
4. The student's new grade will be their highest score on assessment.

Homework and absences:

Excused absence: The student must reach out to their teachers to find out what work is missed. The teacher must provide the student with the opportunity to make-up work. Students should make every effort to minimize all absences including excused absences.

Explained Unexcused absence: The teacher should make note of these absences but must not withhold the student's educational program by preventing them from submitting work or making up missed tests. The teacher can, however, require students with unexcused absences to schedule make-up work before or after regular school day or at lunchtime.

Unexcused Absence: Teachers will respond to unexcused absence as outlined below and will keep records in Powerschool. A record of all actions taken will be maintained. Advisee time is considered a class. If a student is late or unexcused, the following responses will occur. Poor attendance has consequences.

ACADEMIC HONESTY PROCEDURE

MCHS expects and requires that students will uphold the highest standards of ethics and academic excellence. The Academic Honesty Procedure represents our effort to guarantee that students are committed to building and maintaining a learning community of the highest integrity by carrying out academic tasks with honesty in all situations.

In developing Maranacook's Academic Honesty Procedure, we encourage our students to be:

- Inquirers, who acquire the skills necessary to conduct inquiry and research
- Knowledgeable, and explore concepts, ideas, and issues
- Principled, and act with integrity and honesty, taking responsibility for their own actions
- Open-minded, and accustomed to seeking and evaluating a range of points of view
- Risk takers, who are brave and articulate in defending their beliefs

These qualities, when applied to learning and student work, will establish skills and behavior that support good practices to be found in the classroom, used for homework, and continued to assessment level. These good practices are expected to be introduced, modeled, and used throughout the school.

Academic dishonesty includes, but is not limited to, the following:

- Plagiarism (using someone else's ideas or words without giving credit to that person, including direct quotes, paraphrasing, or summarizing)
- Copying by any means other students' homework (Students who are observed in common areas looking at their own and another student's notebook, worksheet, or any other homework assignment would be assumed to be in violation of this rule, regardless of the exact wording of their work.
- Equally, students submitting assignments with identical phrases in free-response sections would be assumed to have violated the policy)
- Using written formulas, hidden reference sheets, notes, or codes on one's person or objects for use on any test, quiz, presentation, or assignment without prior permission from the teacher; also, carrying such materials with the intention of using them on a test or exam .
- Looking at another student's test or quiz during its administration or using programmed material in watches, calculators, phones, other electronic devices, or computer programs without permission from the teacher.
- Giving answers or questions to another student during or after a test or quiz; receiving answers or questions from a student who is taking or has already taken a test or quiz (Students engaged in any form of unauthorized communication while in the possession of a test or quiz may be presumed to be in violation of this rule)
- Using the Internet, laptop computers, text messaging, phone cameras, or other modern technology to plagiarize, copy, or share work with another student (including but not limited to copying and pasting, in whole or in part, material from the Internet; purchasing material from the Internet to be submitted as one's own work; using a translation program for a world

language class; presenting lab data found on the Internet as one's original work; or using email to share individual homework assignments).

- Taking credit for work done by someone else (for example, family members or tutors), including submitting rough drafts or similar work created by another person.
- Presenting invented data (for example, lab results for lab activities that have not actually been conducted), information, or cited sources (in a bibliography) as authentic.
- Any deceitful means used on a test, quiz, or assignment, including but not limited to stealing electronic or paper copies of tests from teachers' classrooms or computers; receiving copies of tests, quizzes, or assignments from students who took the class in previous years; possessing unauthorized teachers' materials; or taking credit for work not completed (as in group assignments)
- Submitting the same assignment for credit in multiple classes without teachers' permission
- Any other behavior that could be reasonably construed as academic dishonesty, including class-specific expectations explained in teachers' syllabi
- On cooperative work: All written work is individual work unless otherwise stated by the classroom teacher.

--- Consequences for Acts of Academic Dishonesty ---

All academic honesty violations will be reported to the advisor and administration. A record of the violation must be written up by the teacher, sent to the student's advisor and to administration.

First offense

1. Student will receive a 0 for the assignment, test, quiz, project, or exam until the student and teacher meet to determine a suitable way to show learning.
2. Student will receive an automatic 1 on the HOW under "Responsible Learner"
3. Student will be required to meet with his/ her advisor to discuss the importance of academic integrity.
4. Student's parents will be informed of the violation.
5. Student will receive disciplinary action.

Second offense

1. Student will receive a 0 for the assignment, test, quiz, project, or exam until the student and teacher meet to determine a suitable way to show proficiency from the learning.
2. Student will receive an automatic 1 on the HOW under "Responsible Learner"
3. Student's parents will be informed of the violation.
4. Student will be required to meet with the Principal and/or Deans to discuss the importance of academic integrity.
5. Student will receive disciplinary action and may not participate in extracurricular activities until revised assignment has been accepted by the teacher.

Third offense

1. Student will receive a 0 for the assignment, test, quiz, project, or exam until the student and teacher meet to determine a suitable way to show proficiency from the learning
2. Student will receive an automatic 1 on the HOW under "Responsible Learner"
3. Student's parents will be informed of the violation.
4. Student will be required to meet with the Principal, advisor and their parents to discuss the importance of academic integrity.

5. *Student will be suspended from all co-curricular activities for the duration of the season.*
6. *Student will receive up to a two-day, school suspension.*

Additional offenses

1. Student will receive a 0 for the assignment, test, quiz, project, or exam until the student and teacher meet to determine a suitable way to show proficiency from the learning
2. Student's parents will be informed of the violation.
3. Student will be required to meet with the Principal, advisor, all teachers and their parents to explain how their behavior will be changed, with an action plan created by the student.
4. Student will be suspended from all sports and extracurricular activities for the duration of the season.
5. Student will receive 2+ days of school suspension.

Habits of Work (HOW)

Habits of Work: The HOW are aligned with the Maine Guiding Principles. We truly appreciate your hard work and dedication to supporting the HOW standards and our students. HOW scores are expected to be updated at a minimum of every two weeks, in accordance with the eligibility checks.

	Exceeds the Standard 4	Meets the Standard 3	Partially Meets the Standard 2	Does Not Meet the Standard 1
Collaborative Worker MGP: B.7; C.4; C.6; D.1; D.4; D.5; D.6	ALWAYS... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	CONSISTENTLY... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	SOMETIMES... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	RARELY... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively
Quality Learner MGP: A.1; A.2, A.3; A.4; B.2; C.1; C.2; C.3; E.2; E.4	ALWAYS... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	CONSISTENTLY... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	SOMETIMES... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	RARELY... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity
Responsible Learner MGP: B.1; B.3; B.4; B.5; B.6; C.5; C.7; D.2; D.3; E.1; E.3	ALWAYS... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes 100% of practice assignments	CONSISTENTLY... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes at least 75% of a practice assignments	SOMETIMES... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes at least 50% of a practice assignments	RARELY... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- Completes a practice assignment

- In order to earn a score in a particular category, all components within that score need to be met
- Violating the Academic Honesty Guidelines would result is a HOW Score of 1 in Responsible Learner

STUDENT RECOGNITION

Students are recognized for their accomplishments and achievements in a variety of ways.

Examples include:

- Reporting of honor roll
- Student Art Purchase Award
- Athletic Letters and Pins (3.2 average or better)
- Powers Writing Award
- Classroom Awards for excellence and improvement
- Awesome Bear cards will be given to students that exemplify our Core Values
- Student Exhibits
- Principal's Leadership Award
- Monthly Student of the Month Award

Graduation Recognition:

- Gold cords & academic medallions (top ten)
- Light Blue cords (completed at least ten of advanced level courses)
- Green cords (completed at least five of dual enrollment level courses)
- Royal Blue GPA 3.0
- Purple CATC Certificate Program
- Red Associate's Degree

Top Ten Seniors

Maranacook Community School annually recognizes its top ten students in the graduating class including the valedictorian and salutatorian. Class rank is determined by all courses completed during the first seven semesters. Courses are not weighted.

Junior/Senior Privileges

What are privs??

We recognize and want students to have privileges to promote positive behavior and high achievement. Junior/senior privileges give students the opportunity to leave campus during their assigned study hall provided they have passed a grade/HOW eligibility check. Privileges are only granted to juniors and seniors.

How do I apply for privs?

Students may only apply for junior/senior privileges during the first week of each month. The application papers are in the packet of forms distributed to each student at the beginning of the year. Afterwards, the application can be picked up at the front office. Junior/senior privileges are granted once all the application materials have been submitted and a grade check has occurred. Only then, will a student be issued privileges. Grade checks are done once a month.

Students are eligible for privileges if they are passing all of their classes and have a HOW score greater than 1.

What is the sign out process?

Students should always check the privs list posted in the front office by the sign out sheet before signing out on privs. If a student's name is not on the list, they do not have privs and cannot leave on privs. You must return to the study hall. This is their responsibility to check.

Students who have junior/senior privileges must sign out both with their study hall supervisor and with the front office before they leave the building. Students may only sign out during a study hall that is on their assigned schedule.. During a class assigned study hall (sometimes given when a teacher's class cannot be covered by a substitute) students are not allowed to sign out on privileges. In some situations, when there is a staff coverage shortage, students may be assigned a study hall in lieu of class. For this situation, students cannot leave on privileges. If a student has B lunch followed by a study hall, they may leave on privileges for lunch and study hall as long as they sign out with their study hall supervisor ahead of time.

Loss of privileges

These are situations in which privileges are lost:

- Failing the grade check eligibility (loss of privs for one month until next grade check)
- Skipping a class or a tag for academic support (loss of privs for a week)
- Unexcused Tardy to school (loss of privs for that day)
- Unexcused Tardy upon return from privs (loss of privs for the next color day)
- Leaving on privs when not eligible (loss of privs for one month)

STUDY HALL

Rationale: Study Hall is a form of intervention. It is designed to provide individualized attention to give students support that they need to be successful.

Student Expectations:

- Put your cell phones away
- If you have Junior/Senior Privs you may sign out on Privs and leave
- Show your current grades via Powerschool to the study hall teacher
 - If passing all classes and HOW scores are above 1 you may sign out to Media Center
 - If failing one or more classes or a HOW score of 1 you stay in study hall until the grade is changed in Powerschool; if you already have a pass for additional support you may sign out to that location
- While in Study Hall
 - Check Powerschool and develop a “To Do List”
 - Open Google Classroom and organize work to do
 - Complete necessary assignments and submit them
 - Email teachers with questions and concerns
 - Be engaged and working

Study Hall Supervisor Expectations:

- Make sure cell phones are put away
- Have student open Powerschool and show you their grades
 - If they don’t have a login, email tech support for help
 - If they are passing all classes and HOW scores are above 1, students may sign out. If not, they stay in study hall
- During Study hall, have student develop a work plan
 - Student uses Powerschool and Google Classroom to determine missing assignments
- Support students throughout the period by working directly with them
- Remind students to submit their assignments
- If a student wishes to access the Learning Center, call the LC
- Help facilitate students in sending emails to teachers with questions
- Help facilitate students in sending emails to teachers with questions and concerns they might have

ELECTRONIC RESOURCES

(Refer to Student Computer, Internet Use and Cyber Safety Policy & Rules IJNDB & IJNDB-R and School System Web Site/Web Pages Policy & Guidelines IJND & IJND-R)

Please do not post or publish photos or videos of our students online or in any other public forum out of respect for their privacy.

--- ADMINISTRATIVE PROCEDURES ---

1. Personal Responsibility and Acceptable Use

All users are required to sign the Electronic Resources - User Access Agreement to access the electronic resources.

2. Privileges

School use of the electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege. The user is responsible for all his/her actions and activities involving the network.

3. Violation of Procedures

Student violators will be subject to school disciplinary procedures which will range from a minimum of a two week revocation to long-term suspension. Criminal violations will be referred to the appropriate law enforcement agency.

--- LAPTOP GUIDELINES ---

The laptop, adapter, cover and carrying case that are issued to you are the property of Maranacook Community High School. Each student in grades 9-12 will be issued a laptop as part of our school program. Use of the laptop is a privilege, not a right. Students are expected to follow the guidelines and treat the equipment with respect. The laptop is a tool to enhance and support teaching and learning.

- Annually, each student and a family member will sign the acceptable use policy (AUP) and return it with the \$40 user fee.
- Students will be issued a protective cover for their laptop and should always have it on the laptop.
- The laptop will be issued to the student following the receipt of the AUP form and the fee.
- Each student is responsible for keeping the laptop charged and ready for use in class.
- The laptop should be kept secure at all times, either in your possession or in a locked location. Do not leave the laptop in a locker without a lock or in an open classroom.
- Once the laptop is issued to the student and his/her family, the student is responsible for it at all times. School rules for showing respect for all property apply.
- Each laptop will be assigned and registered to an individual student. Do not swap or lend your laptop to another person.
- Passwords should be kept confidential.
- Protect the laptop from weather and extreme temperatures.
- Always use the carrying case.
- Students will have access to school email as well as an account to store school assignments. Be sure to save your work!

- Failure to follow the AUP or any inappropriate use of email, network, or internet services will result in disciplinary action.

The laptops issued by the school will be the only equipment allowed for individual student use. The computer labs will continue to be available for some classes. Personal equipment will not be given access to email, the network, or the internet at school.

***Students may not videotape or take photos of students in school, without permission.**

FOOD SERVICES

(Refer to Food Payment Policy EFDA and Eligibility for Free and Reduced Price School Lunch Policy EFC)

- RSU #38 is happy to announce that school meals will be free to all students, regardless of income eligibility, through the 2023 school year. There will be a charge of \$0.50 for milk when purchased as an a la carte item and not part of a meal. It is still very important that all families take the time to complete a Meal Benefit Application. The family income data collected is key to funding for academic resources and may also connect your family to additional benefits. You may access the online Meal Benefit Application using this link: www.schoollunchapp.com or request a hard copy by contacting Jen Hall, School Nutrition Director, at 685-4923 x 1085 or jen_hall@maranacook.com
- The Maranacook Food Services program operates on a debit system. Each account should have a positive balance in order to purchase a la carte items. Parents/Guardians may monitor account balances by visiting our website: mcs.maranacook.org. Click on the menu icon and select PowerSchool Parents & Students. Here you will be able to login using your individual username and password.
- Negative lunch balance alerts will be automatically sent each Sunday at 6:30 PM through the District's alert system. Families with a negative balance exceeding -\$10 will be notified.
- Please make checks payable to RSU #38 Food Service. Payments may be given directly to food service staff or school secretaries. Credit card payments can be made using E-Funds which can be accessed through our website or you may mail payments to:

RSU #38 Food Service
Jen Hall
2250 Millard Harrison Drive
Readfield Maine, 04355

LOCKERS

Lockers are the property of the school and inspection of lockers may occur at any time without prior notice by the administration. Students are responsible for the condition of the locker assigned to them. A change in locker assignment must be approved by the Deans. Students are **strongly** encouraged to lock their lockers. The school is not responsible for items stolen from lockers.

LOST AND FOUND

Lost or stolen items should be reported to the advisor or the front office. Items such as watches, wallets, and glasses found are to be turned into the front office. Unclaimed items will be kept in "Lost and Found" until the end of the semester. School insurance does not cover items that are lost or stolen.

TRANSPORTATION

(Refer to Student Transportation Policy EEA and Student Transportation Appeal Procedure EEA-R)

Guidelines For Student Drivers)

Parking on school grounds is a **privilege**. Student drivers must comply with the following:

- **All students must register their car(s) with the Front Office.**
- Students may not enter their vehicles or leave school property during school hours unless they are eligible for junior/senior privileges or have been dismissed through the front office.
- No vehicles are permitted to enter the circle when buses are loading or unloading. (7:30am-8:00am, 2:30 pm-3:00 pm), except for medical emergencies.
- Students must obey traffic laws while on campus this includes: speed limits, following traffic patterns, and driving safely
- Juniors and seniors will **park in the lower lot**. If no spaces are available in the lot, students may park along the driveway in the marked parking spaces. Students should not at any time during the school day park in the two upper parking lots. They will be asked to move their car and will receive a detention if it continues to happen.
- Students participating in school-sponsored athletics or co-curricular activities must ride Maranacook buses to and from away events. When team rules allow, students may ride home with their parents.
- Students must be on time for homeroom. Chronic tardiness may result in loss of driving privileges.
- Driving to CATC requires a note from the CATC principal signed by the administration. Driving to CATC is only allowed under special circumstances and prior arrangements must be made with the administration at MCHS. No other students may ride in the vehicle. Failure to comply may result in removal from CATC.

Violation of any of these rules and/or any report of reckless/dangerous driving behaviors may result in short or long-term suspension of driving privileges. To include but not limited to inappropriate travel in the lower parking lot before and after school.

Students who drive recklessly will have an automatic suspension of driving privileges on campus. Students must follow the 15 mph speed limit on campus, this includes Millard Harrison Drive. Students should also be cautious when pulling out of Millard Harrison Drive onto Rt. 17.

--- REGIONAL SCHOOL UNIT NO. 38: BUSING ---

The School Bus is an extension of the classroom, and riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well being for all who ride the bus and, in this regard, students are expected to comply with their requests at all times.

The following guidelines have been established for the safety of all who ride the bus. Violation of these guidelines may result in the loss of privilege to ride the bus.

All students are assigned to a bus and should ride that bus to and from school unless the Transportation Department has been advised of other circumstances.

BEFORE RIDING THE BUS

1. All students should be at his/her bus stop at least five minutes before the scheduled arrival of the bus.
2. Students should stay out of the road at all times while waiting for the bus.
3. Students should wait for the bus to stop completely and let the door open before moving to load the bus.
4. If it is necessary to cross the road to board the bus, wait until the bus driver signals it is safe to cross. Students must stay 12 feet in front of the bus at all times when crossing the road.

School Bus Procedures

1. When students exit school, they should go directly to their assigned bus, load immediately, and remain on the bus unless given permission to exit by the driver.
2. Students must always obey the driver. This is necessary to ensure the safety of all students. Students are not to engage the bus driver in a discussion or argument with respect to the driver's expectations or directions. Drivers are expected to be on time and to always maintain safety. Therefore, students who challenge the bus driver's decisions or argue with the bus driver will be dealt with in a serious manner.
3. Students shall go directly to their seats without crowding or pushing and remain seated. Students are expected to remain seated and should not change seats unless given permission by the bus driver.
4. Students shall not throw anything out the windows; extend arms, legs, head, or feet out of the bus at any time. Students must face forward while the bus is in motion to avoid injury should the bus make a quick and/or unexpected stop.
5. Students shall not damage any part of the bus. Payment for damage is the responsibility of the student/parent.
6. Students shall not create any safety hazard by tampering with fire extinguishers, emergency exits, or loosening seats.
7. Students shall not create a disturbance on the bus which may distract the driver. Those actions include, but are not limited to shouting, gesturing, standing, spitting, throwing objects in or from the bus, etc.
8. The aisles must be clear at all times. Store backpacks, school bags, musical instruments, and other large objects under the seat, on the lap or as otherwise directed by the driver. All athletic equipment must be secured in a container or travel bag.
9. Littering on the bus is prohibited. It is the responsibility of all students to dispose of litter properly.
10. Due to safety issues, glass containers, animals dead or alive, and the consumption of food will not be allowed on the bus.
11. Alcohol, tobacco, drugs, or other substances which are in violation of Maine State Law are prohibited on the bus.
12. Tools and sleds are prohibited on the bus.
13. No weapons, ammunition, fireworks of any kind, flares, explosives, knives, or other materials which may cause injury are allowed on the bus.
14. Physical abuse, verbal and emotional harassment of any kind will not be tolerated.
15. Due to allergic reactions, NO spraying perfumes, deodorant, hairspray, etc.
16. Cell phones or cameras will not be used for any purpose on the school bus unless the student has received permission from the bus driver.
17. laptop use is prohibited on the bus.

18. Students may use ipods responsibly while riding the bus; however, earbuds/headsets or devices may not be shared across the aisle. These devices are personal property. The school is not responsible for loss, theft, or damage. Should safety issues arise with the use of any device, the driver has the authority to ask the student to discontinue use.
19. Each student is assigned a seat on the bus and must sit in that seat until the driver is assigned a different seat. Students are responsible for that particular seat.

LEAVING THE BUS

1. Students must remain seated until the bus comes to a complete stop and the door is opened.
2. When it is necessary to cross the road after leaving the bus, cross at least 12 feet in front of the bus, but only after the driver has given the signal to do so.
3. Students who are not crossing the road shall move a safe distance away from the bus and remain there until the bus has left the area.
4. Students should not stop and pick up mail from roadside mailboxes when leaving the bus.
5. Due to school liability, students shall not be permitted to leave the bus at places other than their regular bus stop unless proper written authorization has been given in advance by the parent and/or school official.

CONSEQUENCES OF INAPPROPRIATE BUS BEHAVIOR

(This process is followed throughout RSU 38 for the safety of all children)

STEP ONE – Written Warning Report

These warnings are issued by the bus driver to the student when verbal warnings have not been successful. The purpose is to communicate to the student that his/her behavior is a concern. Specific disciplinary action may not be taken at this time, depending on the incident. The white copy of the warning will be sent home with the student, to be signed by the parent and returned to the bus driver the next school day. If a copy is not returned to the bus driver the next school day, the parent will receive a call from the Transportation Manager. A copy of the warning will be given to each administrator and put on file.

STEP TWO - 1st Bus Conduct Report

This reports inappropriate action by a student to the administrator. The administrator will meet with the student, along with the Transportation Manager, to discuss the problem. The parent will be notified by phone and a copy of the report will be sent home. Consequences will vary depending on the incident.

STEP THREE - 2nd Bus Conduct Report

With the second bus conduct report, the student is automatically suspended from the bus for a period not to exceed two weeks. The parent will be notified by phone and a copy of the report will be sent home. Additionally, a meeting must be held with the administrator, parent(s), student, Transportation Manager, and the bus driver (if needed) before the student can return to the bus. This suspension includes all buses of RSU #38 and covers all sports and field trips.

STEP FOUR - 3rd Bus Conduct Report

This is the final step. A student receiving a third bus conduct report will be suspended from all RSU #38 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs. This suspension includes all buses of RSU #38, which covers all sports and field trips.

Severe violation of these guidelines may result in the suspension of bus riding privileges at any time. Questions concerning this procedure can be addressed to the building administrator.

VISITORS TO THE SCHOOLS

The Regional School Unit No. 38 Board of Directors believes that visits to the schools by parent(s)/legal guardian(s), members of the community and public, and individual School Board members can provide positive experiences. However, in order to avoid interruption of ongoing educational activities and in an effort to promote student and employee safety, the principal of each school shall institute procedures relating to visitors to the school that are intended to maintain order and protect the safety of students. Such procedures shall be subject to the review of the Superintendent. It is understood that procedures may vary from school to school due to the nature of the building, the location of the school, the age of the students and other considerations.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall immediately report to the main office upon arrival at the school to sign in and to receive a temporary badge. (This section shall not apply to parents or citizens who have been invited to the school for a general open house or performance.)
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual Board members shall follow the same procedures as other visitors.
- E. Due to health and safety concerns, with the exception of service animals assisting persons with disabilities, no animals are permitted at outdoor school-sponsored activities or events held on school grounds.
- F. Visitors shall comply with all applicable School Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- G. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but is not limited to, the news media, profit-making business, fundraisers and other organizations seeking access to students and/or staff. Persons entering the school building without authorization from school officials and persons who fail to report to the main office upon arriving on campus or entering the building are considered “unauthorized persons.”
- H. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- I. Those persons having no school-related purpose who remain on school premises or at school-sponsored events after being directed to leave shall be considered “trespassers.” This shall also apply to all students under suspension or expulsion, or students from other schools unless otherwise authorized in advance by the building administrator/designee. Trespassers shall be immediately directed to leave the school premises, and may be subject to arrest.

J. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

K. If there exists a court order containing restrictions on access to a child by a parent or other person, and a parent or legal guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school authorities.

L. A student will be released only to parents, legal guardians or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student. When school personnel have reason to question the authenticity of written authorization, they shall make appropriate efforts to telephone the student's parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Administrators may institute other appropriate procedures regarding release of students to parents, guardians and authorized persons.

The school reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons.

MARANACOOK ALTERNATIVE PROGRAM (MAP)

The MAP program is available to high school students whose educational needs are not being met in the regular school setting. In order for students to be considered for the alternative program they must contact their guidance counselor for an application and description of the program requirements.

CAPITOL AREA TECHNICAL CENTER

Junior and senior students may attend Capitol Area Technical Center for specialized programs. Acceptance into these programs is through an application process that starts with course sign-ups in the spring of a student's sophomore year. Students who attend the technical center are expected to maintain the same attendance requirements as all other MCS students and use bus transportation to and from the technical center. Students in these programs are expected to be active members of their advisee groups and attend all advisee functions including homeroom, class meetings, and advisee activities.

GIFTED & TALENTED

(Refer to Educational Program for the Gifted and Talented Policy IHBB)

Maranacook operates a state approved gifted and talented program. Eligibility for the program is based on standardized testing, teacher rating scales and performance assessment. The students may be gifted in general intellectual ability, specific academic aptitude, or artistic ability. For additional information about the gifted and talented services, contact the guidance department.

GUIDANCE SERVICES

The guidance department supports students in many ways, from social-emotional support, to high school registration, and post-secondary planning. These topics may be addressed in individual meetings, small groups, classroom presentations, and through the advisor system. School Counselors in the guidance office are student advocates who consult and collaborate with teachers, administrators, and families to help students be successful. School counselors are professionally certified and adhere to professional ethics, such as confidentiality. Information shared in counseling will not be shared with others, except in these circumstances: threat or harm to self/others, suspected abuse, or by court order. If students or families are facing an issue and are not sure where to start, the guidance office is an excellent resource. Be sure to become acquainted with the guidance office!

Like the MCHS Guidance Facebook page (www.facebook.com/maranacookguidance) for updated information on:

- College Visits
- Scholarships
- Leadership Opportunities
- Testing Reminders
- Parent Nights
- Important Deadlines
- And much more!

HEALTH CENTER

(Refer to Student Wellness Policy JL; Student Health Policy JLC; Administration of Medication to Students Policy JLCD; Student Medication Permission Form JLCD-F)

The mission of the Maranacook Student Health Center is to provide support for the optimal physical and mental health of Maranacook Community School students by providing access to a variety of treatment services, health information and referral services at the school-based health center. The health center offers medical care and counseling services every day during the school year. The health center is open to all students. The school nurse is available everyday to assist students with their health needs and the athletic trainer sees students on Tuesdays and Thursdays. Expanded services are also available with physician assistants and counselors on a daily basis. Parent permission must be on file for expanded health center services. Emergency information on each student must be provided annually by families. Students who become ill at school should inform the teacher and then report to the health center. Medical marijuana is not allowed on campus and students must follow the appropriate RSU 38 protocol for this.

Confidentiality: It is the policy of the Maranacook Student Health Center that all written, electronic, and oral student health information will be considered confidential. No health related information will be released to a third party without the written permission of the parent except information that will be shared with the student's primary care provider. In cases where a minor is permitted by law to consent for health care services, written permission of the student to release information to a third party must be obtained. Unless the student's health condition, situation, or behavior presents a serious threat to their health or safety, no verbal or written information will be released without the student's expressed

permission. Maranacook Student Health Center staff strongly encourage students to involve their parents/guardians in all aspects of their health care.

Medications: Special arrangements can be made with the school nurse if it is necessary for medication to be taken during school hours.

No medication is allowed to be in a student's possession or kept in lockers, handbags or backpacks. This includes prescription drugs and over-the-counter medications. The only exceptions are epi-pens and inhalers.

HOME SCHOOL INSTRUCTION

(Refer to Home Schooling Policy IHBG and Home Schooling-Participation in School Programs Policy IHBGA)

Home instruction students may enroll in specific, day-school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate, and all prerequisite course requirements are met. The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.

MEDIA CENTER

Materials may be checked out for a period of 3 weeks with unlimited renewals, unless a reserve is placed on that material. Students with overdue materials must return those materials prior to checking out new items.

SPECIAL EDUCATION

(Refer to Individualized Education Program Policy IHBA, Referral/Pre-Referral Policy IHBAA, Referral/Pre-Referral Procedures IHBAA-R, Children Identification Policy IHBAC)

The high school offers a continuum of services to meet the needs of individual students. Students are included in regular classrooms with additional support from the learning center. Specialized instruction in reading, writing, organizational skills and life skills are provided on an individual basis. Participation in these programs is determined through the special education process. Please refer to the district's website (www.maranacook.org) for Special Education Rights and Process policies and information. If you suspect that your student has a disability and may be in need of special education services, you can make a parent referral to the school or the special education office. If you wish to make a referral, inform either this office or your principal, also stating what disability you suspect. If you are not sure which disability, let us know what problems your student is experiencing in school. To qualify for special education services, students must have a disability that is listed in the State of Maine regulations, the disability must be causing an adverse effect on their educational performance, and the student is in need of special education in order to access the general curriculum.

SECTION 504

Section 504 is one part of the Rehabilitation Act of 1973. For many years, its main thrust has been in the area of employment for individuals with disabilities and for members of minorities. Within the last several years, however, the Office of Civil Rights (OCR), charged with enforcement of Section 504 has become proactive in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. Under Section 504, "handicapped person" means any person who has a physical or mental impairment, which substantially limits one or more such person's major life activities; has a record of such impairment; or is regarded as having such impairment.

If there is a reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodation or related service in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

STUDENT TRANSFERRING TO ADULT EDUCATION

A student must withdraw from Maranacook Community High School prior to enrolling in Adult Education. It is recommended to contact the Adult Education Director to discuss the option of an Adult Education Diploma using HiSet. Current seniors receiving a diploma through the adult education program may attend Project Graduation provided they are recommended to do so by the Principal. Only those graduating seniors who would normally graduate with the current senior class will be considered for inclusion.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

All students participate in a level of MTSS through education instruction, focus time, focused studies, and individual work interventionist.

AFTER SCHOOL HOMEWORK HELP

Students are welcome to participate in after school tutoring on Tuesday and Thursday from 2:45-4:45 p.m. Students can also meet with individual teachers as scheduled: before or after school, during study halls and during Focus Time.

STUDENT SUPPORT STUDY

Students who are struggling academically either during a previous semester or current semesters, may be placed in a Student Support Study where they will receive one on one help with executive functioning skills and work completion.

FOCUS TIME

Several times during the week, students may request or receive a “tag” for focus time. This time is either one on one time or small group time with the classroom teacher. This time can be used for catching up on content due to absences, getting extra help, and retaking a quiz. This is also a time when clubs meet. A teacher requested focus time takes priority over clubs.

DUAL ENROLLMENT PATHWAYS

This program is an opportunity for students to earn college credit while still in high school. Please see Program Studies for Dual Enrollment opportunities.

STUDENT BEHAVIORAL EXPECTATIONS

(Refer to Standards for Ethical and Responsible Behavior Policy ADAA; Student Hazing Policy ACAD; Harassment and Sexual Harassment of Students Policy ACAA; Care of School Property Policy JICB; Student Discipline Policy JK; Expulsion of Students Policy JKE; Use of Physical Restraint and Seclusion Policy JKAA)

Good citizenship begins with seven basic qualities. A good citizen is trustworthy, responsible, honest, respectful, tolerant, compassionate, and hardworking. All members of the Maranacook Area School community are expected to incorporate these standards. Students are expected to behave in school and at school functions in a manner that will be a credit to themselves and to the school. It is the school’s philosophy to work out difficulties at the lowest level and provide an opportunity for growth and change. These are guidelines only, and more serious discipline, up to and including expulsions, may be imposed for any offense when the administration determines that the offense warrants such action.

Advisor Involvement in Discipline

Upon the receipt of an Incident Report on an advisee, the high school advisor will:

- speak privately with the advisee about the report;
- contact the school appointed disciplinary personnel to discuss the course of action, if appropriate;
- attend student and parent disciplinary meetings; and
- notify special education staff of the Incident Report and pending meetings when applicable.

In the case of some serious incidents needing immediate attention, the administration or Behavior Specialist will attempt to reach the advisor and parents as the incident unfolds, but may need to proceed in an expeditious manner.

EXAMPLES OF CONDUCT THAT WILL RESULT IN DISCIPLINARY ACTION:

- Promoting or participating in an illegal activity, e.g. drugs/ alcohol/tobacco products, evidence of prior use of illegal substance on person or belongings.
- Possession of dangerous weapons or objects meant to intimidate, coerce, or harass (See Weapons in School Policy)

TABLE OF CONTENTS

- Acts or threats of violence against people or property (See Care of School Property Policy & Weapons, Violence & School Safety Policy).
- Acts of physical, verbal, or emotional harassment (See Weapons, Violence & School Safety Policy).
- Obscene, vulgar or sexual language or gestures (See Harassment and Sexual Harassment Policy).
- Reckless or dangerous driving (Refer to Student Driver Guidelines).
- Cheating and plagiarism (See Academic Integrity Code)
- Unauthorized cell phone use
- Failure to follow the dress code (see details below). The administration and staff at Maranacook reserve the right to make judgments about appropriate dress. Students who are found to be in violation of the dress code will be asked to change/cover up.
- Skipping or being late to classes, study hall, or homeroom
- Failure to enter and stay in the building once a student has arrived at school
- Public display of affection
- Disrespectful conduct toward others
- Use of skateboards on school property

NOTE: The list does not include all unacceptable conduct.

POSSIBLE CONSEQUENCES INCLUDE: community service, detention, in-school suspension, out-of-school suspension, and expulsion

NOTE: Students who are suspended may not return to the campus for any reason or participate in or attend any after school or evening activities on those days. Students suspended on Friday, may not participate in Saturday events. Students involved in serious infractions during the school year may be prohibited from participating in end-of-year activities, including but not limited to Prom, Class Night, Project Graduation, and/or Graduation Exercises based on the recommendation of the Deans in consultation with staff. Skipping school is not authorized by the administration and against the law. Seniors participating in a skip day (even with a note from parents) will be required to make up the time in detention.

CELL PHONE EXPECTATIONS

Cell phones may be used before and after school hours, during lunch, between classes and if the student is signed out during study hall to the student center or media center.

According to district policy JICJ, cell phones are prohibited during class time unless the teacher has authorized its use for instructional purposes. Upon entering a classroom, students must have phones in silent mode and put away. If unpermitted use of the cell phone occurs during class time, this will be regarded as a cell phone violation. The teacher will ask the student to put the phone away and will document the violation to the administration. This is considered the student's first and only warning for the school year. If the student refuses to put the phone away, the office will be notified and

the phone will be brought to the front office for the remainder of the day. The student has the responsibility of picking the phone up at the end of the day.

Any cell phone violation after the first warning, the office will be notified and the phone brought to the front office to be picked up by the student at the end of the day. After repeated cell phone violations, a parent may be contacted and required to pick up the phone and disciplinary action may be issued.

DRESS CODE

We are fully committed to student self expression, however, clothes with language which is derogatory or dehumanizing to individuals or individual identities will not be tolerated. Clothing that creates a hostile or intimidating environment is unacceptable. This includes, but is not limited to, clothing displaying hate speech, profanity, pornography and illegal substances or activities.

Students Must Wear:

- Shirt
- Bottom:
pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

* High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire

The administration or the staff at Maranacook reserves the right to make judgments about appropriate dress. If a staff member feels that a student's dress is inappropriate, the student may be sent to the office. The student must immediately report to the main office. Administration will determine the next course of action and determine if the clothing is inappropriate. If the clothing is deemed inappropriate they will be asked to change.

BOMB THREATS

(Refer to Bomb Threats Policy EBCC)

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Conduct Prohibited

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. Placement of a bomb or of a "look-a-like" bomb on school premises will be considered a threat for the purpose of this policy because of the potential for evacuation of the school and other disruption of school operations.

Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence of status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA ss 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A MRSA ss 1001 (9) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the IEP process as having a disability and who conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

HARASSMENT

(Refer to Harassment & Sexual Harassment Policy ACAA & Student Discrimination & Harassment Complaint Procedure ACAA-R)

Maranacook Community School recognizes each student's right to a learning environment that is free of intimidation, hostility, and offensiveness. In order to ensure such an environment, students are not to engage in harassment of any other person. Any act of harassment including, but not limited, to those based on race, color, sex, sexual orientation, religion, age, national origin or physical or mental disability is a violation of this policy. Some of these acts may also constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to unwelcome behavior such as:

- Verbal abuse
- Harassment that rises to the level of physical assault, and/or abuse;
- Sexual advances, gestures, comments or contact;
- Threats and bullying;
- Offensive language, jokes and teasing;
- Ridicule, slurs, derogatory action or remarks; and
- Abuse of power

Such unwelcome acts constitute harassment when the conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive work or educational environment. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, advisor, or administrator. The Affirmative Action Officer for the district is the school principal.

SEARCH & SEIZURE

Based upon a reasonable suspicion, school officials may conduct a search of students, lockers, and personal items when on school property. Student refusal to cooperate with a search will result in immediate suspension.

STUDENT HAZING

(Refer to Student Hazing Policy ACAD)

Injurious hazing activities of any type including harassment, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of this school shall encourage, permit, condone, encourage, or engage in injurious hazing activities.

SUBSTANCE ABUSE

(Refer to Drug and Alcohol Use by Students Policy JICH; Use of Tobacco on School Premises Prohibited Policy ADC)

The use of illegal or non-prescribed substances, including tobacco products, poses a significant health problem for students, resulting in negative effects upon behavior, learning, individual growth, and development of skills. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverages. No student shall manufacture, distribute, possess, use or be under the influence of any illegal or non-prescribed drug before, during or after school hours, at school or at any school-related activity.

--- Substance Use/Abuse Procedures ---

Possession or use of prohibited substances on campus or at any school related activity:

It is the responsibility of any staff member who suspects a student of the possession, use, or being under the influence of a prohibited substance, including tobacco products, to report the case immediately to an administrator. If there is a suspicion of possession, use, or being under the influence, parents are called by an administrator. **NOTE: In addition to the following procedures students involved in co-curricular activities will abide by the school and home contract.**

First Offense:

Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.

1. If verified or confiscated then:
2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating from the rest of the student population.
4. Law enforcement and the superintendent are notified. Student, administrator, guidance counselor and/or advisor and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to reach consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion, as well as the following factors:
 - a. Substance abuse treatment history
 - b. Level of involvement in school activities and academics

TABLE OF CONTENTS

- c. History of other discipline problems
 - d. Student attitude and responsibility for actions
 - e. Parental support for options
 - f. History of legal problems/current involvement with legal system
5. a. Suspension up to 5 days OR
 6. b. Student takes part in an educational experience around substance abuse OR
C. Student participates in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.
 7. A plan for consequences B or C needs to be created within 2 weeks of the offense and carried out within 12 school weeks.
 8. If the plan is not created within the 2 weeks or if the plan is not carried out within 12 weeks, the suspension will be enforced
 9. Student meets with guidance counselor within 3-5 days of the offense for a substance use screening. The results of that screening will determine whether or not a full clinical use evaluation is needed. Failure to do this in the specified time frame will result in the suspension being enforced.
 10. Based on the results of the screening, the student will develop a change plan within 3-5 days. The student will present the change plan to an administrator and advisor to demonstrate that they are safe to be in school.

Second Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion. If verified or confiscated then:
2. Administrator or designee will meet with the student.
3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population. Student is sent home with parent.
4. Law enforcement and the superintendent are notified.
5. Student, administrator, guidance counselor and/or advisor and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to meet consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion as well as the following factors:
 - a. Substance abuse treatment history
 - b. Level of involvement in school activities and academics
 - c. History of other discipline problems
 - d. Student attitude and responsibility for actions
 - e. Parental support for options
 - f. History of legal problems/current involvement with legal system
 - g. Input from substance abuse professional
 - h. Response to first offense interventions
 - i. Overall impact to the safety and well being of the students and staff at the school

6. There will be a mandatory suspension for 5 days. Upon return to school, one of the following additional consequences will be agreed upon:
 - a. Participating in a Risk Reduction Program
 - b. SIRP Student will participate in an educational experience around substance abuse
 - c. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.
7. A plan outlining the details of choice a, b, or c. above will be created within 2 weeks of the offense and carried out within 12 school weeks.
8. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Third Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.
2. If verified or confiscated then:
3. Administrator or designee will meet with the student
4. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
5. Law enforcement and the superintendent are notified.
6. Minimum 10 day suspension with a mandatory recommendation from administrator to the school board for consideration for expulsion.
7. If school board decides against expulsion then, upon return to school, one of the following additional consequences will be agreed upon:
 - a. Participating in a Risk Reduction Program such as SIRP
 - b. Student will participate in an educational experience around substance abuse
 - c. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.
8. A plan outlining the details of choice A, B or C above will be created within 2 weeks of the offense and carried out within 12 school weeks.
9. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Providing prohibited substances on campus or any school related activity:

First Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to school board for expulsion;
7. Student referred for clinical substance use evaluation (if one has not already been done);

8. If student should return after the completion of the evaluation, s/he will meet with designated school personnel to develop a Substance Abuse Contract;
9. Student will follow the terms of the Substance Abuse Contract which is monitored by a certified Substance Abuse Counselor and designated school personnel.

Second Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to School Board for expulsion.

WEAPONS, VIOLENCE & SCHOOL SAFETY

(Refer to Weapons, Violence, and School Safety Policy JICIA)

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. School staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

Students are prohibited from engaging in the following conduct 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:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to: firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, and Kung Fu stars, and nun chucks;
- B. Use of any object, although not necessarily designed to inflict bodily harm and/or to intimidate, coerce or harass another person. Examples of such objects include, but are not limited to: bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters) files, tools or any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;

- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA ss 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA ss 1001 (9 & 9-A) that specifically prohibit the use and possession of weapons, infractions or violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

Psychological Evaluation/Risk Assessment:

The Superintendent may request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense. Although it is considered to be an important assessment tool, the parent/guardian of the student may refuse to submit to it.

AFTER SCHOOL ACTIVITIES

Students may stay after school to participate in athletic or co-curricular activities. When the activity has ended, students should wait outside for family members. Students must be present for the full day in order to participate in any after school activities. ***Students who are under suspension or expulsion may not participate in any school-related activities including the prom.***

CO-CURRICULAR ACTIVITIES

Students participating in co-curricular activities are representatives of the school. They are expected to meet a high standard of behavior, outlined in the administrative policy on co-curricular participation and must sign a behavior contract at the beginning of each season. **Please refer to the Co-curricular Student Handbook for all eligibility requirements.** Among the co-curricular activities available to students are: Math Team, Language Clubs, Student Senate, National Honor Society, Speech & Debate Team, & Drama Productions. Students interested in starting a new activity should contact the Student Services Director.

Academic Eligibility

Eligibility will be based on a monthly grade and HOW score check. Students must be passing ALL classes and have HOW scores of at least a 2. Any student who does not meet these requirements will become ineligible for their activity and/or lose privileges. Once the scores have reached the minimum, the student is eligible again. Grades and HOW scores will be checked once per month. Teachers have two weeks to grade assignments.

Note: The Administrative Team has the authority to allow a student to participate on a case by case basis.

Grade and HOW score dates 2022/2023:

9/30, 10/28, 11/22, 12/22, 1/13, 3/3, 3/31, 4/28, 5/26

****Eligibility status takes effect on the first school day after the grade check.****

The fall play and spring musical will follow a different time schedule based on the performance dates.

Fall Play

Grade check will occur on a predetermined date. Any students not passing will have until two weeks before the performance to become eligible (determined once play dates have been set). Any student not passing at that time will not be allowed to perform or work in any capacity in the play.

Spring Musical

Grade check date will be determined once the musical dates have been set. This date will be approximately halfway through the practice period. Any students not passing will have until two weeks before the performance to become eligible (determined once musical dates have been set). Any student not passing at that time will not be allowed to perform or work in any capacity in the musical.

Note: The Administrative Team has the authority to allow a student to participate on a case by case basis.

FUNDRAISING

Fundraising activities including dances are to be approved in advance by the Student Services Director. Groups are encouraged to undertake creative fundraising activities within the guidelines that include promoting healthful eating habits. Fundraising forms are available in the Student Services Director's office. Approved activities are added to the Fundraising Calendar.

SCHOOL DANCES

The following guidelines apply to dances:

- All handbook rules apply
- Have a signed Dance Contract on file
- All attendees must arrive within one hour of the dance start time
- If students leave the dance, they may not return.
- Dances are intended for MCS high school students only

[TABLE OF CONTENTS](#)

- A limited number of guests are permitted to attend dances and must be approved by an administrator prior to the dance. Guests must sign in upon arrival. The administration reserves the right to deny permission for anyone to attend
- Families will be called and students will be sent home if they violate the rules
- Students absent from school or suspended the day of the dance may not attend. When dances occur on Saturday, students must be present on the preceding Friday.

SCHOOL TRIPS

Each year students have the opportunity to participate in various school trips. Whenever students participate in a school trip, it is required that they make up work within the time frame stated on their field trip form.

STUDENT SENATE

The Student Senate is a representative body with two members from each high school advisee group. The Student Council is elected by students and staff to represent each class. The Senate is a forum for students to express their concerns, to assist in the administration of the school, and to participate in the management of student activities. It operates with a constitution and by-laws. The Senate is intended to promote leadership, initiative, and citizenship among students at Maranacook. It is the responsibility of senators to bring suggestions and concerns from advisee groups to the attention of the Senate and to report on Senate action to their advisee groups. A major goal of the Student Council is to promote school spirit.

--- Winter Carnival ---

This is a weeklong celebration, where grade levels compete against each other, in hopes to become the winter carnival champions for the year. It is run and organized by the Student Senate. There are themed days and those who dress up appropriately for the theme will get points added to their grade level. Staff who dress up will also count for points towards their advisee group grade level. Most activities are held after school with teachers volunteering to judge the different events. Events are held in the high school, outside or at the middle school. All events typically finish up by 4pm with the exception of the hall decorating, which goes until 9pm. On the Friday of winter carnival week, there is a half day of school in the morning and a school-wide assembly, with various competitions in the afternoon. Staff are invited to partake in the volleyball competition.

SCHOOL CLUBS

There are many teams and clubs available for you to join! Below is the information about what is offered and who to see for more information

Club Name	Club Name
Speech & Debate Club	Health Center Advisory
Civil Rights Team	Rotary Club's Interact
Book Club	Writing Center
GSTA/ LGTBQ	Outdoor Club
Teen Issues	Tech Team
Math Team	Gaming Club
National Honor Society	Knitting Club
Anime Club	
Middle School Mentors	

SCHOOL SPORTS

Fall Sports	Winter Sports	Spring Sports
Golf	Varsity Girls Basketball	Varsity Baseball
Varsity Girls Soccer	JV Girls Basketball	JV Baseball
JV Girls Soccer	Varsity Boys Basketball	Varsity Softball
Football	JV Boys Basketball	JV Softball
Varsity Boys Soccer	HS Alpine	HS Track / Field
JV Boys Soccer	HS Alpine	Girls Tennis
Varsity Field Hockey	HS Nordic	Boys Tennis
JV Field Hockey	Varsity Hockey	Boys LAX
HS Cross Country	JV Jockey	Girls LAX
Girls Volleyball		

QUESTIONS and where to go when you have them

The first person you should go to with a question is your advisor. While your advisor may not know the answer, they should be able to help you go to the right person to find an answer.

Other common staff members you can see regarding commonly asked questions are...

- Academic Help... your advisor or RTI Coordinators... (Mrs. Tinckham, Mrs. Graziano, and Mrs. Shink)
- College/ post secondary planning... guidance office (Kim Radley or Sara Chisholm)
- Discipline... Administration (Dr. Conway, Mrs. Graziano or Mr. Dorman)
- Dual Enrollment... guidance office (Ms.Radley or Mrs. Chisholm) or Principal (Dr. Conway)
- Eligibility (sports) ... athletic director (Mr. Remington)
- Eligibility (study hall/ driving privs)... Deans (Mr. Dorman or Mrs. Graziano)
- Grades... your teacher or your advisor
- Health Center... health center director (Mrs.Morrill)
- HOW Scores... your teacher or advisor
- Lunch balances... front office rep (Mrs. Hall)
- Research help... media specialist (Mrs. Guillemette)
- Sports and clubs... Athletic Director (Mr. Remington)
- Technology issues... Technology Integrator (Mrs. Twiss)

Teachers, administrators and staff

Maranacook is fortunate to have a group of very caring and dedicated educators here to support you. You should feel comfortable to talk to any staff member and know your concerns and questions are treated with respect.

If you are unable to see a staff member in person, please email them. To email any staff member you can use the following formula:

Firstname_Lastname@maranacook.com

(i.e. dwayne_conway@maranacook..com)

You should expect a response within 48 hours.

APPENDIX

Habits of Work Rubric (HOW)

	Exceeds the Standard 4	Meets the Standard 3	Partially Meets the Standard 2	Does Not Meet the Standard 1
Collaborative Worker MGP: B.7; C.4; C.6; D.1; D.4; D.5; D.6	ALWAYS... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	CONSISTENTLY... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	SOMETIMES... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively	RARELY... --Works well with others by being kind, using polite language and a respectful tone of voice --Listens respectfully --Accepts responsibility for actions -- Uses group time effectively
Quality Learner MGP: A.1; A.2, A.3; A.4; B.2; C.1; C.2; C.3; E.2; E.4	ALWAYS... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	CONSISTENTLY... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	SOMETIMES... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity	RARELY... --Engages in class activities --Uses class time efficiently and effectively --Asks questions --Perseveres --Cleans up after an activity
Responsible Learner MGP: B.1; B.3; B.4; B.5; B.6; C.5; C.7; D.2; D.3; E.1; E.3	ALWAYS... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes 100% of practice assignments	CONSISTENTLY... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes at least 75% of a practice assignments	SOMETIMES... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- AND Completes at least 50% of a practice assignments	RARELY... --Arrives to class on time --Follows class routines --Advocates for self as needed --Completes assignments and projects by due dates --Arrives to class with needed materials --Makes up work, when absent by designated time period -- Completes a practice assignment

- In order to earn a score in a particular category, all components within that score need to be met
- Violating the Academic Honesty Guidelines would result is a HOW Score of 1 in Responsible Learner

Maine Guiding Principles

A. A clear and effective communicator who:

1. Demonstrates organized and purposeful communication in English and at least one other language
2. Uses evidence and logic appropriately in communication
3. Adjusts communication based on the audience
4. Uses a variety of modes of expression (spoken, written and visual and performing including the use of technology to create and share the expressions)

B. A self-directed and lifelong learner who:

1. Recognizes the need for information and locates and evaluates resources
2. Applies knowledge to set goals and make informed decisions
3. Applies knowledge in new contexts
4. Demonstrates initiative and independence
5. Demonstrates flexibility including the ability to learn, unlearn and relearn
6. Demonstrates reliability and concern for quality
7. Uses interpersonal skills to learn and work with individuals from diverse backgrounds

C. A creative and practical problem solver who:

1. Observes and evaluates situations to define problems
2. Frames questions, makes predictions and designs data/information collection and analysis strategies
3. Identifies patterns, trends and relationships that apply to solutions
4. Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response
5. Sees opportunities, finds resources and seeks results
6. Uses information and technology to solve problems
7. Perseveres in challenging situations

D. A responsible and involved citizen who:

1. Participates positively in the community and designs creative solutions to meet human needs and wants
2. Accepts responsibility for personal decisions and actions
3. Demonstrates ethical behavior and the moral courage to sustain it
4. Understands and respects diversity
5. Displays global awareness and economic and civic literacy
6. Demonstrates awareness of personal and community health and wellness

E. An integrative and informed thinker who:

1. Gains and applies knowledge across disciplines and learning contexts and to real-life situations with and without technology
2. Evaluates and synthesizes information from multiple sources
3. Applies ideas across disciplines
4. Applies systems thinking to understand the interaction and influence of related parts on each other and on outcome

Dance Contract

1. Dance Expectations:

- a. MCHS students and Guests must arrive within the first 60 minutes of the dance. Guests must enter the dance with their MCHS sponsor. MCHS students are limited to one guest each. Guest contracts must be submitted by 2:30 on the Thursday before the dance.
- b. Students who leave the dance will not be readmitted for any reason.
- c. Any participant found in unauthorized areas will be removed from the dance. MCHS students are subject to further disciplinary action.
- d. Being under the influence or in possession* of alcohol or drugs will result in immediate removal. MCHS students are subject to disciplinary action, the police officer present will be notified.
(*Possession includes arriving in a vehicle that knowingly contains drugs or alcohol.)

2. Dress Code Requirements

- a. All base layer clothing apparel must remain on throughout the dance.
- b. Pants must be on the waistline (no sagging).
- c. See-through fabrics must have a backing which covers necessary private areas. Cutouts exposing midriffs are prohibited.
- d. Exposed cleavage is to be minimal.
- e. Back of dress may not be lower than the waist.
- f. School appropriate attire is required (i.e. No derogatory symbols including those referencing drugs or alcohol.)

If dress code is not followed, students will: (a) not be permitted into the dance, or (b) be removed. If you have any questions or concerns about your clothing, please contact MCHS administration (207-685-4923 ext.1038) AT LEAST 24 HOURS BEFORE THE DANCE.

3. Dancing Regulations

- a. All dancers must remain vertical with feet on the ground.
 - b. Refrain from rubbing or touching any private body parts, yours or others.
 - c. Refrain from excessive sexual contact, including but not limited to grinding, freaking, and mashing.
- If you, or your guest, violate the dance regulations, you will both be asked to briefly leave the dance floor, after a second violation you will be removed from the dance, parents will be contacted and refunds will not be given!

I understand that I am under the jurisdiction of the school and must follow all school rules. Failure to do so may prohibit my entrance to or removal from the dance, and no refunds will be given. I have read, understand, and will comply with the MCHS Dance Contract as stated above.

_____	_____	_____
Student Name	Student Signature	Date

_____	_____	_____
Parent Name	Parent Signature	Date