

Lawrence Junior  
High School  
2023-2024



Student Handbook

**Lawrence Junior High School  
2023-2024  
Handbook  
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**Lawrence Junior High School  
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Handbook**

**Welcome to Lawrence Junior High School  
Home of the Bulldogs!**

Welcome to the 2023-2024 Academic School Year at Lawrence Junior High School. The dedicated faculty and staff are excited to embark on this year of learning with you. Lawrence has a long tradition of providing an excellent learning environment for our 7<sup>th</sup> and 8<sup>th</sup> grade students. That environment is structured to meet the goals of our vision statement:

**Vision Statement**

*Lawrence Junior High School will provide a physically and emotionally safe environment for all, promoting programs that foster quality in academic pursuits, health, wellness, and responsibility. We will maintain high expectations for our students by implementing a curriculum that is challenging, integrative, and exploratory, recognizing individual strengths and needs through various teaching and learning approaches. We will use a variety of classroom assessment techniques linked to achieving these results. Through our collaborative efforts, each student will progress toward becoming a self-directed and lifelong learner, clear and effective communicator, creative and practical problem solver, and informed thinker, resulting in a responsible and involved citizen.*

Our vision statement is at the heart of all we do here at LJHS and most central to that is the standard of high expectations for our students. Staff members are dedicated to helping students to set and achieve goals that will help them develop into contributing members of our community and society.

Two years is a short amount of time to accomplish all that we have set forth in our vision statement. This goal is achievable if we work together during those two years. It takes the collective efforts of our Bulldog Family to ensure that all students experience academic, social, and emotional growth.

The purpose of this handbook is to provide the information necessary to realize the expectations and goals we have established. In the handbook you will find policies and procedures necessary for the day-to-day operations.

The next two years will be time spent watching your students grow from nervous elementary students to strong independent junior high school students. There will be times of challenge as well as celebration as both are necessary for growth. Know that our staff is here to support our students and families during both those times, and we look forward to embarking on this journey together!

## **Lawrence Junior High School Bulldog Beliefs:**

As Lawrence Junior High School Bulldogs, we believe that:

- We are prepared to learn
- We help each other out, no matter the setting
- We work to resolve conflicts appropriately
- We set goals and work diligently to achieve them
- Above all, we are all respectful and kind to one another

### **Note to Students and Parents**

This handbook has been developed within the framework of the MSAD 49 School Board's policy manual. Members of the Bulldog Community should become familiar with the contents of the handbook to ensure the best educational experience for the LJHS community. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. MSAD 49 reserves the unlimited right to make changes to the handbook at any time without prior notice. This handbook is provided solely for the convenience of members of the LJHS Community and MSAD 49, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

### **M.S.A.D. #49 STUDENT CODE OF CONDUCT Adapted from CODE: JIC**

MSAD 49 is committed to maintaining a safe, respectful, and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens.

To achieve this goal, the Board has developed this Student Code of Conduct with input from school administrators, staff, students, parents, and the community. Based on values identified as essential to ethical and responsible behavior, the Code articulates the MSAD 49 Board's expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents, and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

### **Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

### **General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to the safe, orderly, and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

### **Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, the Board's policies will prevail.

- A. **Violence and Threats:** Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

- B. **Weapons:** Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.
- C. **Bullying:** Bullying is not acceptable conduct in MSAD 49 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.
- D. **Hazing:** Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in public school." No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.
- E. **Discrimination and Harassment/Sexual Harassment:** Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, or national origin, sexual orientation or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.
- F. **Drug and Alcohol Use:** Students shall not distribute, possess, use or be under the influence of "bath salts" or of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.
- G. **Tobacco Use:** Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphilia associated with "vaping." Violations of this policy may result in disciplinary action up to and including expulsion from school.
- H. **Conduct on School Buses:** Students must comply with all school rules while on school buses. Students who violate these rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.
- I. **Computer/Internet Use:** Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.
- J. **Athletic/Extracurricular Activities:** Students must follow all MSAD 49 Board policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

## **Discipline**

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. School administrators have the discretion to tailor discipline to the facts and circumstances of the particular situation. Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses, danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective.

### **Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's emergency management plan if appropriate.

### **Referrals to Law Enforcement Authorities**

The Superintendent and principals have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/principals may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities

### **Dissemination of the Student Code of Conduct**

The Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students, and parents through handbooks and/or other means selected by the Superintendent and building administrators.



## **Daily and General Information**

### **Attendance**

There is a direct correlation with a student's attendance and their success and enjoyment of school. Students that attend school on a regular basis are more successful in their academics and social lives. It is critical to work with the administration, counselors, and teachers when a student is struggling with regular attendance.

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

### **Absences**

When students are ill, or for some reason unable to attend school, parents or guardians should call the school between 7:15 and 8:15 in the morning to report the absence and the reason why. Any student who is not present by 10:15 may be prohibited from participating in any after school extracurricular activities, such as athletics, drama, etc.

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

When a student has been absent for any reason, it is their responsibility to contact teachers for work that has been missed during the absence. Generally, make up assignments are due within one or two days of the original due date. Teachers and students may arrange for extended time if necessary. If a student is absent for an extended period of time it is recommended that they work with teachers and the school counselor to develop a plan for completing missing assignments and materials. Assignments and materials may be posted by teachers on Google Classroom, Remind or Google Calendar. Students should check with teachers to determine the best location to find missing work.

### **Cafeteria**

In the cafeteria, students are expected to display basic rules of etiquette for dining in public. All food should be consumed during the lunch mod. Any leftover food must be repacked in a sealed container or lunch box. No open food or beverage should leave the cafeteria. When in line for your food, you should be courteous, quiet, and respectful. No devices should be in use while in line.

School meals are free for the first meal, any additional meals will be treated as an "A la Carte" item and will need to be paid for at that time. Students may purchase additional milk if they choose or purchase a milk to go with a meal brought from home. "A la Carte" and vending items are available at various costs.

While in the cafeteria:

1. Be courteous at all times to the lunchroom staff and to one another.
2. Stay seated unless you are getting food or disposing of food.
3. Chairs must remain where they are; do not move chairs to a different table.
4. Clean your entire table area. You will not be dismissed until the table area is completely clean.
5. Speak in conversational tones at all times. No yelling.
6. Practice table manners.
7. Clean up all spills.
8. Enter the cafeteria calmly and quietly.
9. Do not throw food or other objects.

When an adult needs your attention, they will flash the ceiling lights. Immediately stop talking and listen. Help everyone enjoy the lunch break.

### **Cell Phones/Wireless Devices**

Cell phone use is prohibited during the school day, except for lunch in the cafeteria. Cellphones are to be stored in a backpack or purse when not in use. Cell phones are one of the major contributors to disruption of the learning environment and disciplinary referrals. We ask for your support to minimize these issues.

When a student needs to communicate with a parent or guardian, they may ask their classroom teacher's permission to access their phone quickly, or they may use the student designated phone in the office.

Cell phones that are not properly stored will be held in the office for the remainder of the day. Repeat offenses will result in the cell phone being held in the office with the request that a parent or guardian pick up the phone.

This also applies to smart devices, such as smart watches, that mimic the functions of a cell phone.

**Use of wireless earbuds is prohibited during the school day, with the exception of lunch time. If students require earphones for an academic activity, they must be plugged into their computer.**

**The use of cameras in any type of electronic device is strictly prohibited.**

### **Classrooms Rules and Expectations**

Each teacher will communicate a set of classroom rules and expectations to be followed in their classrooms. These rules are in alignment with the school's code of conduct but may differ slightly from teacher to teacher. Violations of classroom rules will be addressed by the classroom teacher. Repeated violation of the classroom rules may result in a referral to the administration for additional consequences.

### **Co-Curricular Activities**

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

Lawrence Junior High School offers the following co-curricular sports.

Participation may require tryout:

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

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

- Lawrence Junior High Theater Company
- LJHS Morning News
- Yearbook
- Mentoring Program
- Student Council
- Others may be added as necessary

### **Computer Charging**

Students are expected to fully charge their computers each night. Computers are an essential component of the learning process and failure to bring a fully charged device to school interferes with that process. Students that repeatedly fail to charge their computers may be prohibited from bring their computers home each night.

### **Detention**

Classroom teachers may assign a detention for behaviors that are not appropriate or conducive to a positive learning environment. Detentions for teachers will occur after school or during lunch, at the option of the teacher. Teachers are required to provide students who ride the bus to and from school a 24-hour notice for any detention served after school is dismissed and will notify parents or guardians of the detention.

If a student fails to stay for a detention, unless rescheduling arrangements have been made between teacher and parent, the student will be referred to administration for appropriate consequences which may be additional detentions or suspensions.

Students may also be assigned to after-school detention by administration for severe or excessive violations of the school's code of conduct.

**Early Dismissal**

If a parent finds it necessary to have a child excused early, the parents are asked to send a note with the child giving the date, the time he/she is to be picked up, who will be picking the child up, and the reason for the early dismissal. For the safety and protection of all students, it is necessary for all parents and others to report to the main entrance for student dismissal/sign-out. Also, it is important that you have updated your list of people who are permitted to pick up your child, as we will check for those permissions. If a person is sent to pick up your child and they are not on your emergency contact list, we will not release your child to that person until they have been verified.

**Late to School**

If you arrive at school after 7:25 in the morning, you must first stop at the Main Office to check in. You will need a note from home explaining the reason for being late or a parent phone call to the office on the day tardy.

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

- Doctor's appointment that could not be scheduled outside the school day
- Family emergency
- Religious holidays
- Illness

**Out of School Suspension**

There are times where progressive disciplinary actions have not resulted in a desired change of behavior or times that behavior is so severe that a student may require removal from the school environment. If that is the case, the parents/guardians of that student will be contacted and will be asked to have their child picked up from school as soon as possible. During such times, a student may be suspended for a specified period of time and be required to remain at home.

During times of suspension the student may request work to be completed but may not participate in any activities or events on school property during the time of their suspension.

**Profanity and Rudeness**

Students are expected to always treat others with respect. Students who choose to use language that is intended to hurt or threaten other students through intimidation, language that is vulgar, demeaning, questioning of other students' parentage, sexual orientation or moral character will result in corrective action. Any language or slang terms used that are derogatory or disrespectful towards a protected class (as defined by federal law) should be reported to school administration immediately and may result in a complaint of harassment.

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

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

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

### **School Resource Officer**

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

### **School Locker**

Lockers will not be assigned to all students during the 2023-2024 school year. If a student wishes to have access to a locker for storage of possessions they do not need in the classroom, they may request one through their homeroom teacher. It is important to note that students will not have regular access to lockers during passing between classes. They may access them upon arrival and dismissal and with a pass from a classroom teacher when necessary. When lockers are in use, the school reserves the right to inspect these lockers at any time for health and safety reasons. School officials may search lockers at any time, even if a locker has been secured with a lock, and the results of such search are admissible as evidence in court.

### **School Nurse**

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

If you feel ill, you should let your classroom teacher know and ask to see the nurse. Please check in with the main office to be sure the nurse is available. Dismissal should be done by the school nurse.

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

## **Student Dress**

Lawrence Junior High School is a place where all students come to learn in a safe and respectful environment. While students are encouraged to express themselves through their clothing choices, it is necessary to have expectations for appropriate dress for our students to maintain the learning environment.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- A shirt and bottom (or the equivalent such as a dress) must be worn at all times. Undergarments must not be visible. Private areas must be covered at all times. Footwear must be worn at all times (specific footwear may be required for certain activities and/or safety reasons; For example: sneakers in PE; covered shoes in wood shop or science labs).
- Clothing that promotes discrimination or hate, based on race ethnicity, color, religion, creed, national origin, gender, sexual orientation, age disability, or citizenship, is not permitted.
- Students must not wear clothing or accessories that could be considered dangerous or used as a weapon (ex: spikes, chains, sharp objects, etc..).
- Clothing should not cover the head area, such as hats, hoodies, or bandanas unless worn for cultural, religious, or medical reasons.
- Clothing should not contain reference to anything prohibited by district policy included, but not limited to profanity or reference to drugs or alcohol.

When clothing worn by a student is deemed inappropriate for the school environment, administration or counselors will work with the student to find alternate clothing for the day. If no acceptable clothing can be found, the school may reach out to a parent or guardian to assist with obtaining alternative clothing. Continued violation of the dress code policy may result in progressive disciplinary actions.

## **Emergency Information**

### **Building Evacuation:**

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

### **Lockdown:**

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

**No School Announcements:**

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

**Severe Weather:**

Living in northern New England, as we do, the weather can change quite rapidly and deteriorate so that we may have to dismiss students earlier than normal. All efforts will be made to notify parents when this occurs however, we cannot guarantee that we will be able to contact all parents. In cases of deteriorating weather, we ask that you tune your radio or television to stations listed above for school cancellations. You can also check the school cancellation hotline or the school website, Daily Notices link. Please make sure that when you fill out the emergency cards you include a telephone number where you can always be reached, if possible.

**Policy and Miscellaneous Information****Bomb Threats**

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

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

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

**Copyright Compliance**

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

**Due Process**

Every Lawrence Junior High student has the right to “Due Process” regarding disciplinary procedures. Students who are suspended for more than one day will have the opportunity to gather, at the parents’ request, all work that student will be missing for the suspended period

### **Expulsion**

No student shall be expelled from school except by action of the Board. Following a proper investigation, and in accordance with the Board's districtwide disciplinary policies, the Board shall expel a student if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9-A). Students in grade five or below cannot be expelled, except for violations of the Gun-Free Schools Act, as provided in 20-A MRSA §1009(9-A).

### **Federal Notices and Legislative requirement**

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

### **Harassment and Complaint Procedure**

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

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

### **Homeless Students**

Children in families who are homeless (living in a shelter, motel, vehicle, on the street, or doubled up with friends or relatives because they cannot afford housing) are eligible to enroll in school. If you believe you or your child is homeless, please inform the school or contact the District Homeless Liaison, Sean Boynton, Assistant Superintendent, at (207) 453-4200 extension 3102

### **Restraint & Seclusion**

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

### **School and the Law**

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



### **Social Probation**

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

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

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances (including alcohol, scheduled drugs, controlled substances, performance-enhancing substances, prescription drugs not prescribed to the student, any substance which can affect or change a student's mental, physical or behavior pattern, paraphernalia, and look-alike drugs or substances). This policy is in effect before, during and after school hours, at school, in any school building, on any school premises, in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school approved activity or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools. Students who violate the policy are subject to discipline, up to and including suspension and expulsion from school). See Board Policy JICH

### **Supporting transgender or gender expansive students:**

Lawrence Junior High School strives to foster a learning environment that is safe, affirming, and free from discrimination, harassment and bullying for all students.

Lawrence Junior High School shall accept a student's assertion of their gender identity when there is consistent assertion of gender identity or any other evidence that the student's gender identity is sincerely held as a part of their core identity.

Students shall be permitted to use restrooms, locker rooms and changing facilities corresponding to the gender identity which the student asserts at school.

As with all students, if a transgender or gender expansive student needs additional support, the student and/or the parent or guardian may contact school administration in order to address those needs of the student.

For athletics: Interscholastic athletic activities will be addressed through the Maine Principals Association Transgender Participation Policy. Staff will support students navigating the eligibility process to try to ensure a respectful and supportive process for the students.

Cross Reference:       ACAA – Harassment and Sexual Harassment of Students  
                              ACAA-R – Student Discrimination/Harassment and Title IX  
  Sexual Harassment Complaint Procedures  
                              Maine Principals' Association. (2013). Transgender student athlete  
  participation. (Maine Principals' Association Handbook)

### **Supervision**

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

### **Transfer of Student Records**

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

As required by state law, MSAD 49 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

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

Parents are responsible for sending their children to school. If a child is truant from school a DHHS referral will be made, as well as notification of law officials. Parents can be fined not more than \$250 and may be charged with abuse or neglect. Parents can be considered to be putting their child in jeopardy for failure to get their child to school. A student is considered truant in Grades 7-12 if he/she attains 7 consecutive days of unexcused absences or 10 full days of unexcused absences throughout the school year.

The State of Maine has set the following reasons for excused absences:

- Personal health, including the person's physical, mental and behavioral health
- An appointment with a health professional that must be made during the regular school day and the absence has prior approval
- Observance of a recognized religious holiday when the observance is required during the regular school day and the absence has prior approval
- A family emergency
- A planned absence for a personal or educational purpose that has prior approval

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

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

**For Informational Use Only**  
**ANNUAL STUDENT INFORMATION NOTICES AND AGREEMENTS**  
**2022-2023 SCHOOL YEAR**

**Note to Parents/Guardians: Please read the following notices and provide us with your responses as appropriate. If you wish to change your responses during the school year, you may contact the school office. These forms can be accessed through the online registration portal.**

**DIRECTORY INFORMATION**

Under the federal Family Educational Rights and Privacy Act (FERPA), MSAD # 49 has designated the following student information as directory information that can be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. However, parents/eligible students over 18 do have the right to request that directory information not be released.

**To prevent the release of directory information, you must check the line below.**

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

**INFORMATION ON MSAD #49 WEBSITE**

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

**Please check the appropriate line below:**

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

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

**For Informational Use Only**

**OUTSIDE MEDIA**

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

**Please check the appropriate line below:**

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

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

**FOR HIGH SCHOOL STUDENTS ONLY:**  
**INFORMATION PROVIDED TO MILITARY RECRUITERS/INSTITUTIONS OF**  
**HIGHER EDUCATION**

The No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education upon request. However, parents/guardians and high school students do have the right to request that the school not release such information without prior written consent.

**To prevent the release of information to military recruiters and/or institutions of higher education, you must check the appropriate line(s) below. If a line is not checked, the school is required by federal law to disclose the student's name, address and telephone numbers to military recruiters and/or institutions of higher education that request it.**

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

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

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

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

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

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

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

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

### **Inspection of Records**

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

### **Amendment of Records**

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

### **Disclosure of Records**

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

### **1. Directory Information**

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

### **2. School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility.

School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

### **3. Other School Units**

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

### **4. Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law.

Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

### **Complaints Regarding School Department Compliance with FERPA**

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

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