
Mattanawcook Academy

Student Handbook 2024-2025



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Welcome to Mattanawcook Academy!

As a school community, we aspire to support all students as they transition to the next phase of their lives. Mattanawcook Academy offers a wide variety of challenging, enjoyable, and successful curricular opportunities in the form of: athletic programs, performing arts, and musical programs with various clubs and activities.

It is my desire that your child's time with us is educationally profitable. Our goal, as a staff, is to provide all students with the opportunity to excel in academics, athletics, and fine arts so they may become positive, contributing members of our school and community. Mattanawcook Academy has a dynamic, hardworking staff who is committed to student success and will exhaust all resources to make sure the needs of all our students are met.

Mattanawcook Academy is proud of its commitment to technology. All students will continue to have the opportunity to be assigned a personal device for use in their classes this year. We are constantly striving to stay on the cutting edge of technology providing a more efficient building, increased communication, and most importantly, preparing our students for the fast-paced world they will face.

I believe Mattanawcook Academy is a wonderful place for students from different backgrounds to grow educationally, get involved, and have a meaningful high school experience. In many cases, a student's high school experience sets the stage for successes later in life and provides a lifetime of positive memories. I encourage your child to strive to become involved and engaged outside of the classroom as well. Extracurricular activities will not only enhance their high school experience, but they will also provide opportunities for students to learn the values of teamwork, individual and group responsibility, physical strength and endurance, competition, problem solving skills, and a sense of culture and community.

Matt Arsenault - Principal

Mattanawcook Academy

33 Reed Drive
Lincoln, Maine 04457

Main Office 794-6711

Guidance Office 794-6767

Adult Education 794-6712

Matthew Arsenault	Principal
Lucas Turner	Assistant Principal
Jessy Alexander	Guidance Counselor A-L
Katherine Grant	Guidance Counselor M-Z
Jessica Johnson	Adult Education Director
Jeremy Weatherbee	Athletic Director
Linda Kimball	Adult Education Administrative Assistant after 2:00PM
Deborah McIntire	Administrative Assistant
Shandra Haskell	Office Secretary
Sabrina Lujan	Guidance Secretary
Beth Thompson	504 Coordinator/Social Worker
Jeri Davis	School Nurse

Faculty/Staff:

Teachers:

Derek Brewer	Social Studies
Sarah Susen	Science
Scott Davis	Social Studies
Stephanie Thurlow-Shain	Health/Physical Education
Aslin Dubois	Alternative Education
Brian Krause	English
Marshall Haas	Science
David Hainer	Math
Deanna House	English
Ashton Carmichael	English
Jessica Johnson	Family and Consumer Science/Adult Education Coordinator
Kelton Rose	Science
Sarah Krause	Math
Briana Martinez	Art
Dean Libbey	Math
Delaney Rideout	Science
Ryan Libby	Health/Physical Education
Maylinda Boynton	Vocal and Instrumental Music
Carrie Ritchie	Math
Phillip Stanley	Social Studies
Jason Wright	Special Education

Raymond Tilton	English
Elizabeth Orr	Life Skills
Jacob Williams	Social Studies
Melanie Turner	French
Beth White	Special Education
Carla Wright	Spanish
Dana Houghton	Jobs for Maine Grads (JMG)
Jason Noyes	IT Director
Joey Karikala	IT Support

Ed Technicians:

Raven Flynn
Steven Ferris
Amanda Violette
Sonny Teacutter
Diane Wotton
Melanie Maxwell
Desirae Little

Teachers can be reached by calling 794-6711 or emailed. See

Note: There are several School Board Policies referenced in this student handbook. You can find those and additional School Board Policies on the RSU67 website www.rsu67.org. If you have any questions on policy or procedures please do not hesitate to contact the administration at the school or the Superintendent of Schools.

SCHOOL COLORS **Maroon and Gray**

SCHOOL MASCOT **Lynx**

LEAGUE AFFILIATIONS

Little Ten Conference – Football, **Penobscot Valley Conference** - Basketball, Baseball, Cheerleading, Field Hockey, Cross Country, Golf, Softball, Tennis, Track, Soccer and Wrestling.



SCHOOL SONG

Hail Alma Mater!
 Colors maroon and gray
 We'll sing our praises
 And stand by you always
 For we are loyal sons and daughters
 Faithful in all our ways
 We'll sing our praises
 For you, dear old M.A.
 Rah! Rah! Rah!

MATTANAWCOOK ACADEMY

Behavior Matrix

	Respect	Responsibility	Safety
Classroom	<ul style="list-style-type: none"> Communicate in appropriate ways Follow classroom expectations 	<ul style="list-style-type: none"> Be on time Come prepared Work well with others Do your own work Do all your assignments Study for all assessments 	<ul style="list-style-type: none"> "Think before you act" Use equipment, materials, and space as it is intended
Cafeteria	<ul style="list-style-type: none"> Wait your turn and wait patiently in serving line Use proper manners 	<ul style="list-style-type: none"> Deposit your tray in the proper area for cleaning Take care of your own trash Clean up spilled or dropped food 	<ul style="list-style-type: none"> Keep exits clear of backpacks, books and duffle bags Alert cafeteria staff of spilled drink
Hallways, Lobby and Staircase	<ul style="list-style-type: none"> Walk Maintain appropriate personal space PDA: Hand holding only 	<ul style="list-style-type: none"> Deposit drink containers in recycling bins Pick up trash you drop 	<ul style="list-style-type: none"> Move same speed as hallway traffic Maintain appropriate personal space
Locker room	<ul style="list-style-type: none"> Maintain appropriate personal space Maintain appropriate language, comments, etc. Allow room for all teams and teams members. 	<ul style="list-style-type: none"> Keep items kept in locker rooms clean Use bathroom facilities appropriately and as intended 	<ul style="list-style-type: none"> Keep items kept in locker rooms clean Use bathroom facilities appropriately and as intended
Bus	<ul style="list-style-type: none"> Follow bus driver, coach, or adult in charge instructions Use equipment and space as it is intended Treat people with care 	<ul style="list-style-type: none"> Follow bus rules Report damage to bus immediately Report inappropriate behaviors to appropriate person 	<ul style="list-style-type: none"> Sit in seats Move around in bus only at appropriate times Keep aisles clear Maintain appropriate personal space
	<ul style="list-style-type: none"> Follow dress code 	<ul style="list-style-type: none"> Follow policies and procedures written in School 	<ul style="list-style-type: none"> Keep hands and feet to yourself

School Wide	<ul style="list-style-type: none"> Hats off in the building Clothing covers from armpit to armpit and to mid-thigh Cell phones off and away during instructional time Be here Wear clothing free from drugs, alcohol, and sexual references. 	Board Policy and Student Handbook	
Assemblies, and Special Events	<ul style="list-style-type: none"> Be attentive to speakers, performers, etc. Put cell phones and other electronic devices away 	<ul style="list-style-type: none"> Discard used drink containers and trash in the appropriate receptacles 	<ul style="list-style-type: none"> Use the facility as it was intended Maintain appropriate personal space
Sporting Events	<ul style="list-style-type: none"> Cheer in support of your team Make only positive comments Show good sportsmanship at all times 	<ul style="list-style-type: none"> Discard used drink containers and trash in the appropriate receptacles 	<ul style="list-style-type: none"> Use the facility as it was intended Maintain proper decorum at all times
Parking Lot	<ul style="list-style-type: none"> Be cautious of pedestrians Be courteous to other drivers Park in assigned student parking 	<ul style="list-style-type: none"> Follow speed limits Use vehicles in an appropriate manner 	<ul style="list-style-type: none"> Follow speed limits Park in assigned parking spaces Drive defensively
Bathroom	<ul style="list-style-type: none"> Give people privacy Don't write on the walls 	<ul style="list-style-type: none"> Clean up after yourself Flush the toilet after using it Place trash in garbage Get in/Get out 	<ul style="list-style-type: none"> Practice healthy hygiene Inform an adult of issues and/or concerns

ACADEMIC HONESTY PROCEDURES AND EXPECTATIONS

Academic dishonesty takes many forms, including cheating, fabrication, facilitation, and plagiarism.

Cheating: Intentional use or attempt to use unauthorized materials, information or study aids in any academic exercise.

Fabrication: Intentional, unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitation: Deliberately helping or attempting to help another student violate academic honesty standards.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

The following steps will be followed to remediate the academic honesty infraction:

- Student(s) will be notified of the academic honesty infraction by the teacher
- Student(s) parent/guardian will be notified of the academic honesty infraction by the teacher
- Student(s) will receive a score of 1 in assignment completion if they participated in academic dishonesty in any way (e.g. Facilitation)
- Student(s) will need to meet with the teacher, on the teachers timeframe, to determine the course of action to redo the work and under what conditions the work will need to be done (e.g. in the presence of the teacher)

No matter what the consequences are, the fact remains that it is illegal and unethical.

Additionally, students may face one or more of the following consequences as determined by their teacher(s), school administration and/or advisor:

- Possible probation or dismissal from school honor societies.
- Possible removal of teacher recommendation(s) from the student's file (if applicable).
- Possible negative impact of recommendations for scholarships.

ACCEPTABLE COMPUTER USE POLICY

Students must have a parental signed Computer Network/Internet Acceptable Use Policy on file at M.A. in order to have a computer issued to them. (Refer to RSU 67 Policies IJNDB, IJNDB-E and IJNDB-R1-3)

ACTIVITIES, CLASS and CLUB

Make all arrangements for an activity through and with approval of your class or club advisor and the principal. Activities should be planned at least two weeks in advance. Activities and clubs must be approved by administration and be supervised by a faculty member.

ACTIVITIES, SCHOOL SPONSORED

	Respect	Responsibility	Safety
Assemblies, and Special Events	<ul style="list-style-type: none"> • Be attentive to speakers, performers, etc. • Put cell phones and other electronic devices away 	<ul style="list-style-type: none"> • Discard used drink containers and trash in the appropriate receptacles 	<ul style="list-style-type: none"> • Use the facility as it was intended • Maintain appropriate personal space

Anytime students attend a school sponsored event, they are expected to meet the behavioral expectations as outlined in our Behavior Matrix.

AFTER SCHOOL PROCEDURE

Students should only remain at school if they have an after school activity, meeting with a teacher, or are attending after school club. Students planning on riding the late bus must sign up in the office by 12:00 PM.

ADVISORY

All students at MA belong to and participate in Advisory. Students meet on a daily basis with their Advisory leader and peers. Through advisory, we hope that each student in our school can develop a positive relationship with his/her advisory leader, develop strong relationships with peers, and feel both academically and personally supported. To best ensure this, students remain in the same Advisory group and with the same Advisory leader throughout their high school career.

ASSEMBLIES/ACTIVITY PERIODS

Assemblies/Activities are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Student behavior at an assembly should be in accordance with our Behavior Matrix. Students not meeting expectations may be removed from the assembly/activity.

Student attendance is mandatory during school assembly/activity. Students will not be dismissed from school because they do not wish to participate in the assembly/activity. If a student does not wish to participate they will be provided a quiet place to study until the assembly/activity is over. Students will only be dismissed from an activity for excusable absence reasons defined by Maine Educational Statutes. Please see the Attendance section for definition of excusable absences.

ATHLETICS

	Respect	Responsibility	Safety
Sporting Events	<ul style="list-style-type: none"> Cheer in support of your team Make only positive comments 	<ul style="list-style-type: none"> Discard used drink containers and trash in the appropriate receptacles 	<ul style="list-style-type: none"> Use the facility as it was intended Maintain proper decorum at all times

	<ul style="list-style-type: none"> Show good sportsmanship at all times 		
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At Mattanawcook Academy we believe that the athletic program contributes to the all-around development of the student. We would like to acquaint parents as well as students with the objectives of our program. We feel that a better understanding of our aims and the means of attaining them will result in your full cooperation and support.

The program is designed to contribute to the physical, social and emotional development of the students. We hope through athletic participation students will learn teamwork, sportsmanship, cooperation, loyalty to one another and to their school and community. We also want students to learn to become good competitors and gracious hosts, to give the game their best, to always play the game by the rules, and to take defeat without bitterness and victory without gloating.

We have great pride in our student athletes. We wish to exemplify that pride through the efforts everyone displays in **sportsmanship**. Positive behavior should be modeled in all interscholastic activities. Encourage and support all these athletes, coaches and officials. Please do not boo, taunt or degrade anyone or any part of this competition. Thank you for your support of sportsmanship and Maine High School athletics.

ATTENDANCE

We believe that there is a direct correlation between academic achievement and regular, prompt attendance. A student’s success in high school and future educational and career activities depends on positive attendance habits. Regular and consistent school attendance helps students develop responsibility and self-discipline and aligns with our district and school mission and school civic and social expectations. Regular and consistent school attendance also prepares students for the world of work. By recording and reporting attendance, we seek to promote and encourage positive attendance habits for each student. The major responsibility for acceptable attendance lies with the student and the parents/guardians.

Students are expected to be in school and on time to class every day. Students should be fully aware that interactions in the classroom constitute a valid and critical part of the course work and that these interactions cannot be duplicated.

Parents/Guardians are expected to notify the school the day of an absence or the following day of any absence or extenuating circumstances regarding illness or personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents/Guardians should discuss the importance of good attendance with their students.

Mattanawcook Academy follows state statutes when determining whether an absence is considered excusable. According to state statutes an excusable absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the 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 prior approval.

This definition of excusable absences comes from the Maine Education and School Statutes, 2013-2014 Edition.

An absence for any other reason is considered an unexcused absence and will be subject to administrative disciplinary action.

TARDY TO SCHOOL

For school attendance purposes tardiness is considered an absence from school.

Upon late arrival to school, a student must immediately report to the office, fill out an absence slip and provide a reason for their tardiness. They should also provide a written note from a parent/guardian or professional excusing the absence. For a tardy to be excused, it must be for one of the same reasons an absence would be excused or it will be considered unexcused.

5 unexcused tardies per semester will result in detention. Further tardies may result in additional disciplinary action.

EARLY DISMISSAL FROM SCHOOL

Notification for student dismissal from school should happen prior to student leaving and must be for one of the same reasons a student would be excused for an absence. See ATTENDANCE. Students with an unexcused early dismissal will make up missed time after school. Students should not leave school without permission from appropriate school personnel regardless of the reason. Failure to do so will result in disciplinary action.

Professional appointments should be scheduled outside of the school day when possible. A note for appointments, signed by the professional or designee, must be presented to the office upon return, if the absence/dismissal is to be excused.

All students who become ill at school will be dismissed by the school nurse.

ACTIVITY PARTICIPATION

Students must be present and on time for school in order to participate in extracurricular activities. To be eligible to participate in extracurricular activities a student must be at school no later than **8:45 AM** on the day of the activity. Students not meeting this requirement will not be eligible for any extracurricular participation on that day. Professional appointments such as doctors, dentists and counselors appointments are acceptable as long as the student provides a

note from the provider verifying the appointment. Any other special appointments or circumstances will be reviewed by administration before being approved (e.g. tardies, driver exam, college visitation, funeral, school related trips, etc).

ADVANCED PLACEMENT COURSES

If a student wishes to enroll in one of our Advanced Placement Courses they must meet the criteria set forth by the teachers of that course for admittance. This may mean some additional summer reading or preparation before being enrolled. Advanced Placement courses do not follow the RSU 67 course curriculum. Instead the curriculum is outlined by the College Board and must be approved by the College Board to allow the AP Designation to go on the high school transcript. To receive credit and the AP Designation a student must earn a 70 average across all Learning Targets. There is no additional weight attached to AP course in the Grade Point Average calculation.

AUTOMOBILES

	Respect	Responsibility	Safety
Parking Lot	<ul style="list-style-type: none"> • Be cautious of pedestrians • Be courteous to other drivers • Park in assigned student parking 	<ul style="list-style-type: none"> • Follow speed limits • Use vehicles in an appropriate manner 	<ul style="list-style-type: none"> • Follow speed limits • Park in assigned parking spaces • Drive defensively

Students driving vehicles on school campuses is a privilege not a right. Students who drive vehicles to school must:

Park the car in the student parking lot upon arrival and do not move it without permission from the office until the end of the day. Go directly to school - do not remain in cars or loiter in the parking lot.

Drive with care when entering and leaving the school area itself. Speed should not exceed **15 m.p.h.** Any student reported for inappropriate driving may have their driving privilege on campus suspended. Length of suspension is to be determined by the administration along with the possibility of referral to the School Resource Officer.

Vocational students must use school transportation to and from vocational school. Exceptions may be granted with permission from the parent/guardian, vocational school director, and the high school principal. Permission slips are available at the Region 3 vocational school.

AWARDING OF CREDIT

For a student to receive credit for a course they must successfully meet all course requirements and have an average of 70 across all learning targets. Credit for all Mattanawcook Academy

courses will be issued on a semester basis. The amount of credit awarded for a semester-long course will be .5 credits.

BEFORE SCHOOL PROCEDURE

Upon arriving on school grounds a student must go to the designated waiting areas which are the lobby and cafeteria. Students should not linger in their cars, parking lot, or leave school grounds once arriving unless checking in at the office first. Failure to follow these procedures may result in disciplinary action.

BUS POLICIES AND PROCEDURES

	Respect	Responsibility	Safety
Bus	<ul style="list-style-type: none"> Follow bus driver, coach, or adult in charge instructions Use equipment and space as it is intended Treat people with care 	<ul style="list-style-type: none"> Follow bus rules Report damage to bus immediately Report inappropriate behaviors to appropriate person 	<ul style="list-style-type: none"> Sit in seats Move around in bus only at appropriate times Keep aisles clear Maintain appropriate personal space

Buses are provided along regular bus routes to students who need transportation to school. Mattanawcook Academy administration will handle all bus discipline situations for its students. If a student needs to take a different bus than his/her regularly scheduled bus, he/she must bring a parent note to the office stating the reason for the busing change. If the reason is in compliance with RSU 67 School Board Policy EEA-R Bus Transfer Policy, the office staff will then issue a note for the student to give to the bus driver.

Late Bus Procedure

A bus will be provided at 3:15 for students who stay after school for academic support, organizational meetings, or detention. Students **MUST** sign up in the office by 12:00 p.m. each day for the 3:15 bus. Buses will only be scheduled if there are students signed up. Students who sign up for this bus must ride it. Failure to follow this procedure will, on the third violation, result in loss of late bus riding privileges.

CAFETERIA PROCEDURES

	Respect	Responsibility	Safety
Cafeteria	<ul style="list-style-type: none"> Wait your turn and wait patiently in serving line Use proper manners 	<ul style="list-style-type: none"> Deposit your tray in the proper area for cleaning Take care of your own trash Clean up spilled or dropped food 	<ul style="list-style-type: none"> Keep exits clear of backpacks, books and duffle bags Alert cafeteria staff of spilled drink

The school cafeteria is maintained as a vital part of the health program of the school. Both traditional hot lunch and an a la Carte menus are available for individual choices.

All students are expected to follow the guidelines set forth in the Mattanawcook Academy Behavior Matrix above. Students not doing so will be given an alternative site to eat their lunch. Students may not leave the cafeteria/lobby during lunch, without permission of duty personnel. Students are not allowed to call out for take-out food or leave campus to eat lunch. Breakfast will be served starting at 7:00 a.m.

CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell Phones

Cell phone use will be allowed during non-instructional times. Non-instructional times are considered the time before and after school, during lunch and transitioning between classes. All students will be reminded of this procedure during class meetings to review important policies and procedures at the beginning of school.

Cell phone use during instructional times (class time) is not allowed. During class time cell phones must be off, and out of sight. Class time starts when the bell rings to start the period and ends when the bell rings to end the period. If a student has his/her cell phone on (audible ring or vibrate), or out for any reason (checking time) the teacher will confiscate the cell phone and bring it to the office and the student can pick it up at the end of the day. A second offense will result in a parent/guardian having to come to school to claim the device. If a student refuses to turn over his/her cell phone to the teacher it will be considered insubordination and cause for more significant consequences up to suspension from school.

Other Technology Use

Students will be allowed to listen to music with earphones, on a laptop or Ipod during cafeteria and library study halls (already in place) and lunch. Students may also listen to music during non-instructional class times and if so also at the discretion of the teacher. Non-instructional class time is loosely defined as the time the teacher does not need or desire the student's undivided attention. Each teacher has the right to set up their own classroom expectations around the use of earphones not to exceed those set by the administration.

Students will not be able to listen to music with earphones during Learning Lab/Common Time/Academic Focus if they are failing classes. Students will need to completely focus their attention on their failing grades.

Continued infractions of these procedures will result in further disciplinary action determined appropriate by the administration.

STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES PROCEDURES

The R.S.U. No. 67 Board of Directors believes that students learn best in classrooms free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices that may interrupt the teacher and other students have no place in the classroom and are prohibited, unless for a legitimate educational purpose expressly permitted or directly assigned by the classroom teacher. Examples of such articles include but are not limited to the following: cell phones, CD players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities. The following guidelines apply to possession and use of electronic devices:

- A. Electronic devices may not be used in any unethical or illegal manner;
- B. Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;
- C. Camera devices may not be used to photograph another person in any locker room, restroom, or any other place where others have reasonable expectation of privacy;
- D. The use of cell phones is prohibited during class time. In certain circumstances, a teacher may grant a student permission to use a cell phone during class. Cell phones may be used in-between classes and during lunch.
- E. Mattanawcook Academy is not responsible for any lost, damaged, or stolen cell phones. Students are responsible for the care and security of their devices, while on campus.

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions:

- A. The teacher may give a warning to the student to put the electronic device in a locker, backpack/purse, or other secured location during classroom instructional time;
- B. The teacher or administration may confiscate the device and release it to the student at the end of the regular school day;
- C. The principal(s) or designee may confiscate the device and release it only to a parent/guardian. At the discretion of the principal(s) or designee, the student may be prohibited from possessing a personal electronic device on school property or at any school-sponsored activity for such a period of time as the principal or designee deems reasonable;
- D. The student will be subject to disciplinary consequences up to and including expulsion when and where appropriate. If needed, law enforcement may be contacted for extenuating circumstances.

Students found in violation of this policy shall be subject to the following disciplinary measures.

A. Notification of Students a. This policy will be included in the student handbook

B. Consequences

- a. First Incident. Confiscate device
- ii. Warn student
- iii. Notify parent/guardian by telephone or in writing
- iv. Return device to student at the end of the school day

- b. Second Incident. Confiscate device
- ii. Office detention
- iii. Return device to parent/guardian

- c. Third Incident. Confiscate device
- ii. In-school suspension up to three days
- iii. Return device to parent/guardian at the end of the school year

Violations beyond the third incident shall be referred to the Superintendent for appropriate disciplinary measures. Cross Reference: JIC – Student Code of Conduct JICJ – Student Use of Cellular Telephones and Other Electronic Devices JK – Student Discipline Adopted: June 1, 2011

CHEMICAL USE BY STUDENTS

Statement of Philosophy

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

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

A. Prohibited Conduct

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

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

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. Prevention/Education

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

D. Intervention

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

E. Policy Communication

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

Legal Reference: 21 USC 812 (Controlled Substance Act); 21 CFR Part 1300.
11-15 20 USC 7101 et seq. (Safe Drug-Free Schools and Communities Act)
P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
17-A MRSA 1101

42 USC 290dd-2; 42 CFR 2.1 et seq.
20-A MRSA 1001(9); 4008; 6621 et seq.
22 M.R.S.A. §§ 2390-2394

Cross References: GBEC – Drug Free Workplace
JJI – Student Activities/Extracurricular Activities Eligibility
JIC – Student Code of Conduct
JICIA – Weapons, violence, Bullying and School Safety
JKD – Suspension of Students
JKE – Expulsion of Students
JLCD – Administering Medications to Students
JRA – Student Records
JFCL – Breathalyzer Use

Adopted: August 17, 2005
Revised: August 16, 2006, February 4, 2009; October 20, 2009; October 6, 2010;
April 25, 2012; March 19, 2014
Reviewed: December 6, 2011

NOTE: This is a required policy.

CHEMICAL USE BY STUDENTS PROCEDURES

Students who violate Policy JICH, Chemical Use by Students, will be subject to guidelines listed below.

I. Violations at school or at school functions

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

1. Investigate the incident which shall have occurred in the current school year and determine appropriate action. Any appropriate discipline will begin following the investigation and will be carried out in full regardless of the date of the infraction;
2. Inform parents of incident;
3. Inform appropriate authorities, if necessary;
4. Suspend student(s) for up to 10 days and request that student(s) be screened for chemical dependency. The student(s) can return to school upon receipt of a written verification that a Chemical Dependency Screening has occurred. Failure to report for screening will result in a hearing with the Board to determine what action will be taken.
5. Recommend that appropriate follow-up will be conducted, as determined by the screening process.
6. Additional offenses by the student will result in a 10-day suspension, and the student will be required to meet with the Board for a hearing. The student will also be requested to report immediately to a chemical dependency clinic.
7. Student(s) will be ineligible to participate in any school activity for which a grade is not received for 30 activity days (Monday – Saturday).

Awards Ceremonies:

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

Definition of School Activity:

Athletics

Trips, excluding Project Graduation

Clubs

Social Events, including 8th grade last dance, senior prom (graduation ball), and whitewater rafting, field trips, senior trip and paintball outings for seniors

Intramurals
Non-graded Music Activities
Student Elected and Appointed Positions, etc.

II. Violations not at school or at school sponsored activities

If a K-12 grade student is in possession of, is in the possession of with intent to sell, is voluntarily in the presence of, is using, or is under the influence of chemicals not at school or not at school functions or voluntarily attends a function where chemicals are being illegally used, the following procedure will be followed:

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

Definition of School Activity:

Athletics
Trips, excluding Project Graduation
Clubs
Social Events, including 8th grade last dance, senior prom (graduation ball), and whitewater rafting, senior trips, and paintball outings for seniors
Intramurals
Non-graded Music Activities
Student Elected and Appointed Positions, etc.

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2. If the award ceremony occurs within the 30-day suspension period, any student recognized at a regional or state level will be allowed to participate in the awards ceremonies on the conference or state level.

If an activity has a tryout and the student is ineligible at the time of a tryout, they will not be allowed to participate in the tryout, therefore making them ineligible for participation in that activity.

II. Self or Third Party Referrals

Self or third party referrals, prior to any infraction, will require the student to report immediately to a chemical dependency clinic for screening. The student can return to school and activities upon written recommendation by the chemical dependency clinic. Referrals should be directed to the guidance department or principal.

NOTES:

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

Legal Reference: 21 USC 812 (Controlled Substance Act); 21 CFR Part 1300.11-15 20 USC 7101 et seq. (Safe Drug-Free Schools and Communities Act) P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989) 17-A MRSA 1101

42 USC 290dd-2; 42 CFR 2.1 et seq.
20-A MRSA 1001(9); 4008; 6621 et seq.
22 M.R.S.A. §§ 2390-2394

Cross References: GBEC – Drug Free Workplace
JJI – Student Activities/Extracurricular Activities Eligibility
 JIC – Student Code of Conduct
 JICH – Chemical Use by Students
 JICIA – Weapons, violence, Bullying and School Safety
 JKD – Suspension of Students
 JKE – Expulsion of Students
 JLCD – Administering Medications to Students
 JRA – Student Records
 JFCL – Breathalyzer Use

Adopted: March 19, 2014

CONFERENCES (Pupil-Teacher-Parent)

Communicating a student's progress to parents/guardians is done through PowerSchool, progress reports, report cards, phone calls, and emails, but sometimes there is no substitute for a face to face meeting. At any time throughout the school year a parent-teacher-student conference may be requested. Please do not hesitate to contact a teacher, guidance counselor or administrator to schedule a meeting if you have any questions or concerns about a student's progress.

DANCES

Mattanawcook Academy dances are for Mattanawcook Academy students and invited guests. One guest may be signed per one MA student. Guests must not be over the age of 20 and in good standing at their sending school. Guests Mattanawcook Academy students must register their invited guest no later than the Wednesday of the week of the dance. A guest dance form will be provided for return. No guests will be admitted at the door.

A form will be available in the office the week of any dance at which time any student wishing to bring a guest must sign the form. The above list will be available to ticket sellers during the dance and only guests whose names appear on the list will be admitted.

Students who leave the building during the dance without prior approval of the administration will not be readmitted. Dance times will be determined by administration and will not exceed three hours in length. No one will be admitted to the dance 30 minutes after the doors open unless special arrangements have been made with the administration prior to the dance. A student who has been absent or dismissed the day of the dance will not be eligible to attend the dance that evening unless the absence/dismissal has had prior approval from the administration. Violation of these regulations by any student or guest will result in suspension of the privilege of attending M.A. social functions.

Students are expected to dress appropriately for all dances. If a student's clothing is deemed unacceptable, they may be asked to change or leave.

Class and organizational advisors serve as chaperones for dances put on by their organizations.

DRESS CODE

Students attending Mattanawcook Academy are expected to dress appropriately for school.

Refer to RSU#67 School Board policy JICA

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

M.A. offers a variety of extracurricular and co-curricular activities to meet the interests of its students. Some activities meet for specific seasons, while others are yearlong commitments. Following is a list of the activities available at M.A.:

- Baseball
- Basketball
- Class Officer
- Cross Country
- Every 15 Minutes
- Fall Cheering
- Fall Play Production
- Field Hockey
- Football
- Golf
- Indoor Track
- Outdoor Track
- Intramural Activities
- Math Team
- Musical Production
- National Honor Society
- Soccer
- Softball
- Spring Track
- Tennis
- Student Council
- Winter Cheering
- Wrestling
- Upward Bound
- Volleyball
- Yearbook

Students interested in participating in activities should pay attention to daily announcements for meetings and sign up information. All M.A. students, who are eligible in accordance with present RSU 67 Extra-Curricular policy, can participate in extracurricular activities.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY (File: JJJ)

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

The R.S.U. No. 67 Board of Directors recognizes the importance of extracurricular activities, as long as participation in such activities does not interfere with satisfactory academic progress and student welfare. Therefore, the Board has established the

following standards for eligibility.

Eligibility Requirement:

To be eligible for extracurricular participation in grades 4-12 a student must have a minimum of a 70 average in all classes.

Procedures for grades 9-12:

All students' grades shall be reviewed by the principal/designee every four (4) weeks, typically the first Monday of every month

Any student who has not earned a 70 average in all classes shall be on Extracurricular Activity Probation for four (4) weeks. The student shall be allowed to practice, but not attend any extracurricular activities from the date the student became ineligible.

A student can become eligible immediately by improving his/her average score to a 70 in all classes.

If the student remains ineligible for a second consecutive scoring period, they are ineligible for all extracurricular participation (this includes all practices, performances, games, or school recognition/award ceremonies).

Secondary (9-12) students must be taking six approved courses in order to participate in extracurricular activities.

If a tryout falls within the time students are on academic extracurricular probation, they may try out and be judged in the same manner as their peers, but they may not participate beyond the tryout time. They shall be eligible for participation beyond the tryout time once they have met the academic standard for extracurricular eligibility.

Mattawancook Junior High School (MJHS) students in grades 4-8, must achieve a passing grade of 70 or above in all subjects in order to remain eligible to participate in extracurricular activities.

REGIONAL SCHOOL UNIT No. 67

Procedure:

All students' grades will be reviewed by the principal/designee once a month.

If a student is determined ineligible, he/she shall be placed on academic probation.

Students on academic probation shall have up to two weeks to improve their grades to passing in each subject area.

Students who are not passing classes after the two-week probation shall be temporarily suspended from all extracurricular activities. Students will be able to participate once all subjects are passing.

The school principal/designee shall be responsible for developing and enforcing rules

concerning academic eligibility. Because of the relationship between athletics and student health and safety, a sports physical shall be required before a student may participate in any extracurricular athletic

activity. Valid sports physicals shall be required every two years. Students shall also be required to submit a completed health questionnaire each year prior to participation. Returned questionnaires shall be reviewed by the district nurse, who shall refer students deemed in need of further examination, to their personal physician.

A student who suffers serious illness or injury must obtain written “return to play” permission from his/her physician before further participation in athletics is allowed.

All students must demonstrate evidence of health insurance coverage before participating in extracurricular athletic activities.

Conduct, Attendance, and Other Rules:

The Superintendent/designee shall be responsible for developing and enforcing extracurricular activity rules pertaining to student attendance. The principal shall be responsible for developing and enforcing conduct and/or training rules, including rules on substance abuse. Students participating in extracurricular activities shall be subject to all applicable conduct-training rules (and the consequences for violating them) as well as all other rules.

Sports Physicals and Insurance:

Because of the relationship between athletics and student health and safety, a sports physical shall be required before a student may participate in any extracurricular athletic activity. Valid sports physicals shall be required every two years. Learners shall also be required to submit a completed health questionnaire each year prior to participation. Returned questionnaires shall be reviewed by the district nurse, who shall refer students deemed in need of further examination, to their personal physician.

A student who suffers serious illness or injury must obtain written “return to play” permission from his/her physician before further participation in athletics is allowed.

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to all applicable conduct-training rules (and the consequences for violating them) as well as all other rules.

Cross Reference: ADC – Tobacco Use and Possession

ADC – Tobacco Use and Possession Admin. Procedure
JJ - Extracurricular Activities JICH – Chemical Use by
Learners JICK – Bullying

Adopted: March 7, 2007

Revised: March 19, 2008; September 16, 2009; May 16, 2012, August 17,
2016, September 20, 2017, September 4, 2019

MATTANAWCOOK ACADEMY’S EXPECTATIONS FOR ATTENDANCE

There is a direct correlation between academic achievement and regular, prompt attendance. Consistent school attendance helps students develop responsibility, self-discipline, and aligns with our district and school mission and academic expectations. Consistent school attendance also prepares students for post-secondary education and employment. Recording and reporting attendance promotes and encourages positive attendance habits for each student.

The major responsibility for acceptable attendance lies with the student and the parents/guardians. Teachers, counselors, and administrators are responsible for publishing and reviewing attendance expectations, assisting students, and working with parents/ guardians in meeting the goal of acceptable attendance.

Students are expected to be in school and on time to class every day. Students should be fully aware that interactions in the classroom constitute a valid and critical part of the course work and that these interactions cannot be duplicated.

Parents/Guardians are expected to notify the school the day of or the day after an absence. Extenuating circumstances regarding illness or personal and family problems that may have an effect on attendance should be communicated to the school. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents/Guardians should discuss the importance of good attendance with their students.

Teachers are expected to maintain accurate daily attendance records and report them properly in PowerSchool. Each teacher is responsible for beginning class on time and creating a consistent classroom environment that makes the student’s attendance valuable and necessary.

Counselors are expected to help students recognize possible consequences of poor attendance and to counsel students in making good decisions. Counselors are to communicate

with students, teachers, and parents/guardians and work closely with administrators to help detect problems early.

Administrators are expected to coordinate the efforts of students, parents/guardians, teachers, and counselors when a student's absences are adversely affecting school success. Administrators are to enforce the procedures necessary to improve the student's attendance.

To promote this philosophy and to assist students in developing lifelong, responsible attendance patterns we have created the following rubric:

Definitions:

- A. A School Approved Function (SAF) absence, tardy, or dismissal is excluded from the rubric calculations.
- B. School Approved Functions are defined as those activities or times when a student is in school or attending a school-sponsored/supervised event, but not in their regularly scheduled classroom. Teachers and administrators will be responsible for recording the SAF code in PowerSchool.
- C. Verified Professional Appointments (VPA) are appointments that cause a student to be absent from school/class for health reasons. A professional appointment/absence will not be counted in attendance total if a written verification of the appointment/absence is provided by the health care provider.

SAFs may include:

1. Meetings with school personnel such as a teacher, social worker, guidance counselor, or an administrator;
2. Group meetings such as National Honor Society, Tri-M Music Honor Society, Student Council, and other student clubs;
3. Extracurricular activities such as athletics, band or choral events, and any other school-sponsored/supervised activity.

Student classroom attendance will be recorded in PowerSchool and can be viewed and monitored through the parent portal at any time. Teachers will assess classroom attendance according to the above rubric. The average of the attendance scores will be reported in the student's PowerSchool and on their high school transcript.

MATTANAWCOOK ACADEMY'S EXPECTATIONS FOR STUDENT CONDUCT IN THE CLASSROOM

(MODELING RESPECT, RESPONSIBILITY AND SAFETY AS DESCRIBED IN MATTANAWCOOK ACADEMY'S BEHAVIOR MATRIX)

There is a direct correlation between academic achievement and the extent to which a student models respect, responsibility and safety, and accepts consequences for his/her decisions

(hereafter referred to as conduct). A student's success in high school and future educational and career activities depends, in part, on these attributes. Expecting students to model appropriate conduct aligns with our district and school mission and behavioral expectations. By recording and reporting the extent to which a student's conduct is acceptable, we seek to promote and encourage each student to develop into a responsible, courteous school and community citizen.

The major responsibility for demonstrating acceptable conduct lies with the student and the parents/guardians. Teachers, counselors, and administrators are responsible for publishing and reviewing expectations and for assisting students and working with parents/guardians in meeting this goal.

students are responsible to know the expectations for conduct at Mattanawcook Academy and procedures for dealing with inappropriate conduct outlined in the student Handbook and Behavior Matrix, which can be found on the district website. students are expected to demonstrate respect, responsibility, and safe behavior and to accept the consequences of their decisions.

Parents/Guardians are responsible to know the expectations for conduct at Mattanawcook Academy and procedures for dealing with inappropriate conduct outlined in the student Handbook and Behavior Matrix found on the district's website. Parents/Guardians should discuss the importance of demonstrating appropriate conduct with their students.

Teachers are expected to maintain accurate records when a student's conduct is inappropriate and report them in PowerSchool. Each teacher is responsible for explaining, modeling, and enforcing his/her classroom procedures, including consequences associated with failing to follow these procedures. Teachers will assess classroom conduct every two weeks using the Classroom Conduct Rubric.

Counselors are expected to help students recognize possible consequences of making poor choices and to counsel students in making good decisions. Counselors are to communicate with students, parents/guardians, and administrators and work closely with teachers to help detect problems early.

Administrators are expected to coordinate the efforts of students, parents/guardians, teachers, and counselors when a student's conduct and choices are adversely affecting school success. Administrators are to enforce the procedures necessary to improve the student's conduct.

To promote a philosophy of being respectful, responsible and safe students, we have created the following rubric:

Definitions:

- A. Minor Behavioral Infraction/Action – is defined as an inappropriate behavior that affects self or others and results in a verbal warning, behavior referral, teacher conference, or home contact. Examples of minor infractions are, but not limited to behaviors such as: being tardy to class, arriving without materials, disruptive talking, or misuse of technology, etc., which interrupt class activities, promote distractions, are irresponsible, disrespectful, unsafe or interfere with the learning of self and/or others.

- B. Major Behavioral Infraction/Action - is defined as a *repeated minor infraction and/or a significant inappropriate behavior* that results in an office referral, behavior referral submission (Major), team meeting, student-teacher conference, or home contact. Examples of major infractions are, but not limited to behaviors such as: insubordination, physical or verbal provocation, use of drugs/alcohol/tobacco, plagiarism, stealing, dishonesty, inappropriate language directed at a staff member, or bullying/harassment.

The teacher will log minor and major classroom infractions into PowerSchool and complete a behavior referral form. Major classroom infractions may be logged into PowerSchool by the administration when applicable.

FINANCIAL OBLIGATIONS

Seniors must meet all financial obligations to the school prior to graduation activities or jeopardize participation in those activities.

FIRE DRILLS/BUILDING EVACUATIONS/LOCKOUT AND LOCKDOWNS

A building evacuation plan and procedure is posted by the exit door in each room. Teachers review the plan and procedures with students at the start of the school year. Students should become familiar with the exit routes posted in each of their classrooms.

When the fire alarm sounds, students are asked to exit the building in an orderly fashion, no running, pushing or horseplay.

Students are to remain at least 50 feet away from the building and follow all teacher and administration instructions. No one is to return to the building or leave the designated area without permission given by the principal or his authorized representative.

If there is a building evacuation that requires students to remain outside the building for an undetermined amount of time students may be moved to another location. If for some reason students cannot return to the building for the remainder of the school day; evacuation dismissal procedures will be followed to release them to their parent/guardian in a safe and orderly manner.

If a lockout should occur all exterior doors will be checked for security and no one will enter or exit the building through any door other than the security door closest to the office in the lobby.

If a lockdown should occur all students and staff will locate the closest room capable of being locked from inside and remain in the room and out of sight and quiet until the proper authorities come to retrieve them. No students should be using their cell phone during a lockdown to avoid unnecessary noise and confusion with local responders.

GAMBLING

Any activity that involves wagers and payout will not be allowed. Examples include playing cards, flipping or matching coins, or rolling dice. Any form of gambling will not be permitted.

GRADE POINT AVERAGES (GPA) & HONOR PARTS

Mattanawcook Academy does not weigh any courses. All courses carry the same value in the GPA calculations. Honors Designations will carry no additional weight in GPA calculations and will be reported on the high school transcript. The final GPA calculations are calculated at the end of the seventh semester.

For a student to be eligible for an honor part they must have attended Mattanawcook Academy for a minimum of four semesters and be in attendance both semesters of their senior year. Students not meeting the above requirements will not be eligible for honor parts.

COURSE OPTIONS FOR MEETING GRADUATION REQUIREMENTS

Due to the increase in options available to students for high school courses the following is a listing of options and criteria for using those options towards a Mattanawcook Academy diploma.

- **Adult Education Courses-** A full time day student may take adult education courses and count them towards graduation requirements with prior permission from the Adult Education Director and high school administration. Students will not be allowed to take an adult education course in place of a course offered during the day. Adult education courses are used as make-up for classes for students with limited time left in school.
- **College Courses-** A full time day student may take college courses and count them towards graduation requirements with prior permission from the administration and/or their designee. College courses must be taken at an accredited institution and have comparable breadth and depth as a year-long Mattanawcook Academy high school course.
- **College courses may be used to meet graduation requirements, but will not be used in GPA calculations.**
- **Exchange Program Courses-** A student wishing to count study abroad courses toward graduation credit must meet the same criteria as any other regular full time day student if they wish to receive a Mattanawcook Academy diploma and be eligible for rank-in-class and honor part.
- **PLATO Courses-** PLATO courses may be used for credit recovery, for graduation, and if the student is considered at risk of dropping out of school. PLATO courses will not be used in GPA calculations. Please refer to the Mattanawcook Academy Program of Studies for a more complete description on requirements.
- **Pass/Fail Courses-** A full time day student with permission of the teacher and administration may take a maximum of two Mattanawcook Academy courses as pass/fail

courses throughout their high school career and have them count towards graduation requirements. Pass/fail courses carry no numerical grade and therefore cannot be calculated into the GPA, but should a student fail to pass a pass/fail course a grade of zero will be calculated into their GPA.

- **Online/Distance Education High School Courses-** A student may count on-line or distance education high school courses toward graduation credit as long as the course meets the same criteria as any other regular full time day student if they wish to receive a Mattanawcook Academy diploma and be eligible for rank-in-class and honor part. Online/Distance Education High School Courses courses will not be used in GPA calculations.

GRADE POINT AVERAGES (GPA) & HONOR PARTS

For the graduating classes of 2024-25 graduation and speaking parts are determined according to the student's GPA based on completion of seven (7) semesters, which typically is midway through their senior year. The principal will announce the names of the ten top ranking students by the middle of the second semester to provide ample time to check and recheck GPA calculations. In order to be ranked among the top ten in the class, a student must have attended M.A. for at least two full years, which must include both semesters of their senior year and be considered a full time student.

Students delivering addresses at graduation will be the four top ranking seniors:

1. Valedictory Address
2. Salutatory Address
3. First Honor Essay
4. Second Honor Essay

GRADE REPORTING SCHEDULE

Parents and students have access to student grades and other information through Mattanawcook Academy's student information system PowerSchool anytime throughout the school year. Access is granted to PowerSchool through student and parent user ID's and passwords. Student Id's are provided to students through school. Parent ID's must be gotten directly from PowerSchool by accessing their website and creating a parent account using the student Id. Due to changes from PowerSchool Mattanawcook Academy no longer has the ability to provide user ID's and passwords to parents.

Due to the high use of PowerSchool by students and parents we no longer distribute paper copies of progress reports and report cards unless requested by parents. A progress report request form is sent home at the beginning of each year in the student information packets.

GRADUATION CREDIT REQUIREMENTS

Twenty-four (24) credits are required for graduation. To be considered full time a student must carry a minimum of 6 credits per semester.

Mattanawcook students will be required to meet the additional requirements to earn a certified diploma based on standards as defined by the State of Maine when those requirements are finalized. Information regarding certified diplomas will be communicated to all students and families as soon as the information becomes available from the Commissioner of Education. (Refer to RSU 67 Policy IKF)

GRADUATION SPEAKING PARTS

Graduation speaking parts will be determined by a set of criteria that will include academic scores as well as additional criteria set by faculty and students. (See Honor Parts above)

GUIDANCE DEPARTMENT

The Guidance Department of Mattanawcook Academy provides various services for students as they attempt to orient themselves to our shifting society and meet demands made of them in and beyond school.

M.A. Guidance is equipped to help students with problems they might encounter, whether of an educational, vocational or personal matter.

The services of the Guidance Department are also available to former students, parents, or any citizen residing in the area served by Mattanawcook Academy.

Information on scholarships and awards will be distributed to seniors through the Guidance Department.

HOMEWORK

Homework should be in compliance with the RSU 67 Homework Policy. (Adopted 7/11/07)

HONOR ROLL

Scholarship is recognized and encouraged through the academic honor roll. The list of students with honor grades will be announced and published at the end of each semester. The Honor Roll requirements are as follows:

High Honors - All course score averages of 95 or above.

Honors - All course score averages of 85 or above.

HONORS DESIGNATIONS

Any student may receive an Honors Designation in any required Math, Science, English or Social Studies course. To receive an Honors Designation a student must meet all course requirements and have an average of 95 across all Learning Targets. Honors Designations criteria will be published on the high school transcript. Honors Designations do not carry any additional weight in the grade point average calculation.

INDEPENDENT STUDY/EDUCATIONAL PRACTICUM

Independent Study

An Independent Study is designed to enhance or further a student's knowledge or understanding of a particular content area. It is not designed or intended to take the place of a regularly scheduled course and students will not be allowed to use it for that purpose. For a student to do an independent study, he/she must work in conjunction with a teacher mentor to design the independent study and the course outline described below must be submitted to administration for approval. To receive recognition for the independent study, the level of knowledge or skills learned must be comparable to that of a regularly scheduled day class.

Educational Practicum

There are times when a student considering a career in teaching or related field may benefit from a practical learning experience. An option for that student would be an educational practicum. A student pursuing a practicum will work closely with the teacher and may assist in preparing for classes, help supervise the class, and lead classroom activities. A student in a practicum cannot be left alone to supervise a class or activity, discipline students, have access to confidential material such as grades, medical or any other private information or be responsible for any duties that are the responsibility of the classroom teacher.

Requirements/considerations for taking an Independent Study/Educational Practicum are:

- The student must have permission from the teacher mentor, administrator, and parent.
- A **written course description and outline by week** must be developed by the student and teacher mentor. The description and outline must be reviewed, approved, and signed by the teacher, student, parent, guidance counselor, and administrator. The description/outline should include expectations for both the teacher and student and be designed for the duration of the Independent Study/Educational Practicum (e.g. semester, year). Expectations should include, but not be limited to: specific content to be covered, assignments to be accomplished, grading procedures and timeline, and expected completion date.
- There must be a regularly scheduled class or time period during the school day which the student and teacher must meet.
- Independent Study/Educational Practicum students may be awarded credit, but will only be eligible to receive a pass/fail grade. Pass/fail courses carry no numerical grade and therefore cannot be calculated into the GPA, but should a student fail to pass a pass/fail course a grade of zero will be calculated into their GPA.
- Students will be limited to one Independent Study/Educational Practicum per semester.

INSURANCE

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

LIBRARY MEDIA CENTER

General Use:

- 7:00-3:00 - Monday - Friday
Open additional hours at the discretion of the school librarian.
- Students are expected to adhere to the RSU 67 "Student Code of Conduct". Library use is a privilege; therefore, infractions may result in library restrictions and other disciplinary actions.
- A variety of print, multimedia, and on-line resources that support and enhance the school curriculum are available for assignments and relevant research. The use of books and magazines for pleasure is also encouraged.
- Personal listening devices may be used to listen to audio books and music.
- Tutoring/Peer mentoring is available during learning lab periods.

Borrowing:

- 3 weeks: Fiction and non-fiction books
- 5 days: Magazines
- Reference materials are for library use only unless permission is granted by the school librarian.

Volunteering:

- Student volunteers are welcomed to assist in a variety of library-related tasks. Library volunteering is considered community service.

Restrictions:

- Overdue materials: Students with materials more than one week overdue may lose their privileges to sign out additional materials. Privileges will be reinstated when materials are returned or renewed.
- Soda, energy drinks, and popcorn are not allowed in the library. All other beverages and snacks are subject to the approval of the librarian.

LOCKERS

Due to the lack of students utilizing school lockers we will no longer automatically issue students lockers. Instead students will be asked if they chose to have a locker. Those that do will be issued lockers on the ground floor that will be more accessible to them throughout the school day. Students should keep all valuables locked in their school lockers and not share their combination or locker with another student. Since lockers are a permanent part of the building,

students are expected to keep them clean and in good condition. Lockers are school property and may be searched at any time.

MAKE-UP WORK

Having to do make-up work is typically associated with students being absent from class. After an absence all missing work, whether formative or summative, must be made up within a reasonable amount of time as determined by the teacher. During class (if available and appropriate), before school, after school, Academic Focus are opportunities for students to make-up missing work and students should take advantage of these opportunities. Students are primarily responsible to make the effort and take the time to obtain all make-up work and discuss a time to meet with the teacher if it is necessary to do the make-up work.

CLINIC

The Clinic is available to all MA students. Behavioral Health Counseling is offered during regular school hours. This may be initiated after the enrollment form is completed and a referral is made by either the parents/guardians or faculty. Enrolling in the clinic requires a parent or legal guardian to complete an enrollment form. Once this form is completed, the enrolled student will have access to these services, regardless of ability to pay. If a student has health insurance the insurance will be billed for services rendered. Clinic hours will be posted.

MEDICATION IN SCHOOL

Maine laws define how the school deals with both prescription and non-prescription medication. We are required to oversee medication administration for all students while under the umbrella of school activities. Students may carry and self-administer specific limited medications while participating in school activities, including asthma rescue inhalers (albuterol) and Epi-Pens provided the proper paperwork is completed. A Physician's written order is required for a student to self-carry and administer medication. We have standing orders for Tylenol (Acetaminophen) and Motrin (Ibuprofen) which is provided by the school.

If it is necessary for a student to take any other medication at school, it must be brought in the original container from the pharmacy and be labeled appropriately. All medications must be left in the office, accompanied by the appropriate paperwork.

Mattanawcook Academy Laptop/Device Information

As part of the laptop/device initiative at RSU No.67, all students shall have an opportunity to participate in the laptop/device take home program. Laptops, cases and chargers shall be loaned to all students whose parents submit a parent/guardian signed permission form, which indicates they understand the following: School Board policies IJNDB, IJNDBE, and RSU 67 Laptop/Device 1:1 Initiative.

Laptop/Device Rules

These rules provide students and parents/guardians with the expectations and responsibilities connected to the use of a district owned laptop/device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules shall result in administrative review and possible disciplinary consequences.

Technology, including laptops and other devices, must be used only:

To support learning

In compliance with local, state, and federal laws

To be academically productive

Security Reminders:

Share logins and passwords only with parents or guardians

Follow Internet safety guidelines and school rules and policies

Understand that device and network use are filtered and monitored, and students have no expectation of privacy in their use of these school resources

Students are prohibited from:

Defacing district issued equipment in any way, including, but not limited to, the following:

Marking, painting, drawing or marring any surface of the devices or any stitching on the case

If such action occurs, the student may be billed the cost of repair or replacement.

Liability for Damage or Loss

Families are responsible for the laptop/device, charger and the storage bag if damaged or lost. Students are responsible for any costs due to damage or loss of district issued laptops/devices not covered by the manufacturer warranty. Families may want to consult their insurance provider to obtain third party coverage for potential damage to the laptop/device and its accessories, which include, but is not limited to the laptop/device, the provided carrying case, and the charger.

Note: If a laptop/device is claimed to have been stolen every effort will be made to locate the laptop/device, but without the return of the laptop/device it will be considered lost.

Caring for the laptop/device

The laptop/device is district property, and all users shall follow this procedure and the RSU No. 67 Acceptable Use Policy to limit potential damage and discipline:

Students shall use the laptop/device assigned to them and not lend or borrow another student's laptop/device.

Students are responsible for the general care of the school issued laptop/device, including:

Keeping the laptop/device battery charged for school each day;
Using only a clean, soft cloth to clean the screen, and no cleaners of any type;
Storing and inserting cords and cables carefully into the device; and
Never leaving the device unattended, in an unlocked locker, unlocked car, an unsupervised area, or an area that exposes the device to extreme heat or cold.

Laptops/devices failing to operate properly and/or are damaged must be evaluated immediately by the IT Department. IT personnel will determine and communicate the cause of the damage or malfunction and the repair/replacement cost to school administration. Administrators shall communicate these determinations to the parents/guardians and discuss payment for repair/replacement, as necessary.

Carrying the laptop/device

Laptops/devices must be kept in the carrying case, if provided, when not in use. The laptop/device should always be transported in the carrying case. Carrying cases should not hold other objects (folders, books, other) to avoid placing excessive pressure and weight on the laptop/device screen.

Carrying case

Students shall be assigned a laptop/device carrying case.
Students are expected to protect and take proper care of the carrying case.
Students may not alter the appearance of the case in any way.
Students are responsible for the replacement cost of lost, defaced or otherwise unusable carrying cases.

Screen care

Do not carry the laptop/device by the screen, which can be damaged if pressure is applied.

Do not lean on the top of the device when closed or place objects on the laptop/device (including inside book bags and backpacks) that place pressure on the screen.

Take care not to bump the laptop/device against lockers, doors, or floors.

Only clean the laptop/device screen with a dry soft cloth or antistatic cloth.

Care of the laptop/device at school

If the laptop/device is to be stored at school it must be placed in one of the school supplied charging stations.

Loss of the laptop/device at school must be reported to the administration immediately.

Care of the laptop/device at home

Charge the laptop/device fully each night.

Do not use the laptop/device on soft surfaces, such as pillows or blankets.

Store the laptop/device on a desk or table, but never on the floor.

Protect the laptop/device from extreme heat or cold, food and drinks, small children, and pets.

Do not leave the laptops/devices in a vehicle.

Loss of the device at home or in school must be reported to administration immediately.

Theft of the device outside of school must be reported to the police, and a copy of the written report must be provided to school administration.

Webcams

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

Recording videos or taking pictures to include in a project

Recording a student giving a speech and playing it back for rehearsal and improvement

Webcams may be used at home only with permission and supervision from parents/guardians.

Listening to music

Listening to music on your laptop/device is allowed during non-instructional times.

Listening to music on your laptop/device during instructional times is not allowed unless permission is given by the teacher.

Watching videos, including movies

Watching content appropriate videos on your laptop/device during non-instructional times is allowed.

Watching content appropriate videos on your laptop/device during instructional times is not allowed.

Watching educational videos on your laptop/device during instructional times is allowed with permission of the teacher.

Using the laptop/device at school

Students are expected to bring fully charged laptop/devices to school every morning. Students are also expected to bring their laptop/device to all classes unless a teacher advises them not to do so.

Students that fail to bring their laptop/device to school

Students must see Administration/IT for a temporary loaner device.

Students borrowing a loaner laptop/device for the day must return the loaner to the IT Department/Office at the end of the school day.

Loaner laptop/devices not returned shall be reported to building administration for possible disciplinary action.

Students will not be issued a loaner device if they currently haven't returned a previous loaner device.

Students' mobile device that need repair

Loaner laptop/devices shall be issued for students that leave their school issued device in the IT Department for repair.

Laptop/devices on loan for extended repairs are allowed to go home.

Printing

A printing station located next to the IT room is available for student printing.

Students are encouraged to share all work with their teachers through appropriate services when possible, to avoid excessive printing costs.

Printing stations are available for times when printing is necessary.

Using the laptop/device at home

Students are encouraged to take the laptop/device home with them every day.

A WiFi internet connection is required for full functionality of laptop/devices; however, some applications can be used if no Internet access is available.

Students are bound by the Acceptable Use Policy and all other guidelines for the use of laptop/devices at home or other non-school locations.

Parents/guardians are responsible for supervising student use of the laptop/device at home.

Students are responsible for care and safekeeping of the laptop/device at all times.

Students are responsible for making sure the laptop/device is fully charged before returning to school.

Laptop/device return procedures: during year and end of year

Students transferring out of RSU 67 must return the laptop/device and accessories before the final day of attendance.

Students may be billed for the cost of replacing laptop/device and accessories that are not returned or repairing devices and accessories that are damaged upon return.

NATIONAL HONOR SOCIETY

The four qualifications for membership in the Mattanawcook Academy National Honor Society are Scholarship, Character, Leadership, and Service.

SCHOLARSHIP

- Have a minimum of 90 GPA..

SERVICE

- Willingness to render any service to the school and community when called upon.
- Willingness to do committee or staff work.
- Readiness to show courtesy by assisting visitors, teachers, and students.

LEADERSHIP

- Demonstrate leadership in classroom or organization work.
- Demonstrates leadership in promoting school activities.
- Is thoroughly dependable in any responsibility he/she accepts.
- Successfully holds school offices or positions of responsibility.
- Demonstrates initiative in carrying out any responsibility without the prodding of teachers.
- Exemplifies the qualities and attitudes which are a silent influence on others for good.

CHARACTER

- Meets pledges and responsibilities to school and teachers.
- Demonstrates highest standards of honesty and reliability.

- Constantly exemplifies desirable qualities of personality.
- Cooperates by complying with school regulations.

Students who meet the minimum cumulative grade point requirements after the second semester of their sophomore or junior year are invited to complete the student activity information form and write an essay outlining future plans, leadership experience, and reasons for becoming a member of the National Honor Society. Information packets and essays will be reviewed by a committee comprised of MA faculty who will determine selection to National Honor Society. Completion of the information packet and essay does not guarantee selection.

NOTICES & ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are published on the daily bulletin each day. All notices must be approved by the administration.

OFFICE DETENTION PROCEDURES

Administration reserves the right to assign office detention for disciplinary infractions to our Student Code of Conduct. Office detention is held from 2:30pm to 3:10pm Tuesday through Thursday. A student who is assigned office detention must serve the office detention for the time it is assigned, typically the following afternoon. Students must be on time for office detention. Late students will be admitted at the discretion of the detention monitor. If a student is not admitted it will count as a missed detention. A missed detention for a non-legitimate reason will result in 1 additional office detention being assigned to the original office detention(s). The second time a student misses office detention for a non-legitimate reason it will result in up to a 10 day suspension from school and a required parent/guardian conference to discuss the issue prior to the return of the student.

PUBLIC DISPLAYS OF AFFECTION (PDA)

While in high school, it is natural for relationships to develop and for students to have a desire to display affection. Demonstration of that affection and commitment often takes place in public areas, such as while walking to and from classes, or at school events. Mattanawcook Academy has the responsibility to maintain a social order that is representative of our community and the parents of our students. It is important that the staff and administration of M.A. provide an atmosphere that promotes safety, respect, and professionalism, while honoring the students' relationships. The following rule has been established by M.A. staff with help from the Student Council:

Holding hands is the only display of affection allowed at Mattanawcook Academy. Students who are seen by a staff member in violation of this rule will be reminded of this rule by the staff member. Students who are brought to the administration's attention for continually violating the PDA rule will be subject to further disciplinary consequences.

RESTROOMS

Students are encouraged to use the restrooms before and after school, between class periods and during the lunch period. Students are expected to keep them clean. Loitering, smoking, or vandalism in the restrooms is prohibited. If you are feeling ill, report to the office - **DO NOT** remain in the restroom.

SCHEDULE CHANGE POLICY

Students should initiate schedule change requests with the counselor during the first week of school or the first full week of the second semester. Students must obtain verbal approval for the class to be added before seeking approval to drop a particular course. Students will be admitted to new classes and study halls only when the student presents the guidance secretary with the completed schedule change request with the required signatures. These signatures must be obtained within 48 hours of receiving the form. In order for students to enter the new class, they must present a copy of their new schedule to the classroom teacher.

All schedule changes must have teacher, parent, and counselor signatures. Students will obtain signatures in the following manner:

1. Obtain teacher's signature.
2. Obtain parent's signature.
3. Obtain counselor's signature.
4. Turn in to guidance secretary for counselor approval.

Requests for schedule changes **will not be honored** after the first two weeks of the first semester or after the first two weeks of the second semester. (This means no class can be added or dropped after the second full week of school each semester unless there is a parent/student conference with the guidance counselor, administration, and the teacher(s).)

- It is understood that all schedule change requests will be honored on the condition that space is available in the course(s) desired.
- All schedule changes must be approved by the **student's parent** and counselor BEFORE entering class or dropping a course.
- Intra-departmental changes which affect other departments are considered schedule changes and are subject to the normal schedule change request constraints.
- During the second semester add/drop period, yearlong courses to which the student enrolls at the start of the year are not considered eligible for schedule changes unless arrangements to make a schedule change were intended and documented at the start of the year.

Exceptions to this policy: (administrator approval required)

1. Administrative request
2. Guidance/Teacher or department head recommendation
3. IEP recommendations
4. Medical reasons

STUDENTS MUST MAINTAIN A MINIMUM OF 6 MA COURSES. Therefore, after the add/drop period has ended, students carrying six (6) classes may not withdraw from a course. On-line and independent courses must be a student's 7th class. Students enrolled in a Region III program must also be enrolled in three (3) Mattanawcook Academy courses for credit to be a full-time student.

SCHOOL CANCELLATIONS

In the event of storms or other conditions that might cause the closing of schools, students/parents/guardians will be notified through the District's home contact system. School cancellations can also be heard and seen on radio stations Q106.5, 92.9, 95.7 or 107.3, or tune in to television stations WABI-5 and WLBZ-2 for no school announcements. Please do not call the Superintendent, or the school on such occasions.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students and the officials of school athletic activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully.

School Spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

School spirit is pride in your school, pride in yourself, pride in your classmates. To succeed, every school must have it. It is heard cheering at athletic contests and seen in the corridors.

School spirit is you and what you make it. It is being a good citizen of your class, your school and your community. Mattanawcook Academy can never have too much of it. You give it to us and enrich yourself with it by participating with enthusiasm in what you do.

JUNIOR/SENIOR PRIVILEGES

Junior/Senior privileges will be extended to any senior fulfilling the following criteria:

- Have a minimum of six (6) approved classes
- Have 85 or better academic scores in all of their courses

It is a junior/senior's responsibility to know whether they have junior/senior privileges or not. Failure to be in attendance during a required Learning Lab will result in the loss of Senior Privileges for a period of time to be determined by administration.

The senior privileges are limited to:

- A junior/senior with privileges will not have to report to school until his/her first scheduled academic class.
- A junior/senior with privileges may leave school after his/her last scheduled academic class.
- A junior/senior with privileges can spend their study hall time in the cafeteria or library.

- A junior/senior with privileges may not leave the school building during study hall time if their study hall falls between two classes.

Any junior/senior failing to meet any of the above expectations may have their junior/senior privileges revoked immediately and indefinitely as well as any other appropriate disciplinary action determined by the administration.

A parent/guardian wishing their student to not have senior privileges at any time should contact the school administration.

SCHOOL SOCIAL WORKER

School Social Work is a specialized area of practice within the broad field of the social work profession. School social workers bring unique knowledge and skills to the school system and the student support services team. They are instrumental in furthering the purpose of the schools - to provide a setting for teaching, learning, and for the attainment of competence and confidence. School social workers are hired by school districts to enhance the district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving that mission.

The School Social Worker can work with students to improve their relationships with others, understand themselves and their strengths and limitations, cope with stress, develop decision making skills, improve their self concepts, problem solve, and any issue that involves social, emotional, physical or environmental difficulties that interfere with a student's school adjustment and achievement.

STUDENT COUNCIL

The Student Council is an active school organization. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where students can assume as much of the responsibility of organizing as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The Student Council's principal purposes are:

- To promote student leadership through the general activities of the school.
- To aid in the internal administration of the school.
- To teach the student the value of working in a democracy.

SCHOOL NURSE SERVICES

Every student has access to seeing the school nurse at appropriate times. This means that for non-emergent issues, a student can see the school nurse before and after classes, study hall and common time. If a student has an emergent issue they can have the instructor call the school nurse at any time. An emergent issue is when a student has an illness such as vomiting,

temperature greater than one hundred degrees, asthma attack, migraine etc. A non-emergent issue is coming to get a Tylenol or ibuprofen.

TELEPHONE CALLS

The phone system at Mattanawcook Academy is designed for the operation of the school. It is not designed for the convenience of students, and for them to make social calls.

Students will not be called out of class to accept phone calls unless it is an emergency.

Otherwise messages will be taken and students will receive those messages at a convenient time in the school day. Parents/guardians are asked not to text or call their child while their child is in school because it encourages students to violate our cell phone procedures.

TEXTBOOKS/SCHOOL ISSUED MATERIALS

The school district provides textbooks and other materials for students to use at no cost. Every student is responsible for the proper care of textbooks and other school issued materials.

Textbooks should be covered and kept free of writing and intentional damage. All textbooks and materials should be treated by students as if they were their own.

The loss of books should be reported immediately to the subject teacher. Textbooks are expensive, ranging in cost from \$75.00 to \$175.00 dollars. Students who damage or lose textbooks are expected to pay for them. Students unwilling to pay for lost or damaged school materials by the time they are a senior will not be allowed to participate in graduation activities.

VALUABLES

Students are cautioned not to bring large amounts of money or valuable items to school and should lock all valuables in their assigned locker and not share their combinations or lockers with other students. When possible, the administration will assist in the recovery of lost or stolen items, but will not assume responsibility for any lost or stolen items.

VISITORS

All visitors to MA must report to the office and sign in upon entering the building.

WITHDRAWAL FROM SCHOOL

All withdrawals from school should be processed by the guidance department. Before a student withdraws from school, a meeting with the student, parent/guardian, guidance counselor, and school administration is recommended. In the case of a student moving, district paperwork will be provided to arrange for student files to be sent to the receiving school.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day RSU 67 receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask RSU 67 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RSU 67 decides not to amend the record as requested by the parent or eligible student, RSU 67 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board- a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, RSU 67 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

RSU 67 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSU 67 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

[Note: RSU 67 maintains a more extensive policy on education records. That policy can be obtained by contacting Heather Rockwell, Affirmative Action Officer.]

RSU 67 PEST MANAGEMENT NOTIFICATION

Policy ECB-July 9, 2003

RSU 67 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review at the Pest Management Coordinator's office at the Ella P Burr School, 23 Ella P. Burr Street in Lincoln, ME. The Office also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator, Andy Edwards, at 794-3014.

When a pesticide has been used, records pertinent to the application including labels and material safety data sheets will be maintained at the Pest Management Coordinator's Office for two years following application. Records are to be completed on the day the pesticide is applied. Pest surveillance records will be maintained to verify the need for pesticide treatments. **For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731 or go www.state.me.us/agriculture/pesticides/schoolipm**

Legal Reference: 7 MRSA ## 601-625
22 MRSA ## 1471-A-1471-X Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules
(Standards for Pesticide Applications & Public Notification in Schools)