

**MILLINOCKET MIDDLE SCHOOL
STUDENT HANDBOOK
2010-2011**



This year will be one of many new opportunities and challenges for students, parents, and faculty. By our working together, this school year will be a great one for each student.

Together we will succeed!

MILLINOCKET MIDDLE SCHOOL
199 State Street Suite 2
Millinocket, ME 04462
Principal's Office 723-6415 or 723-6430
Fax 723-6437

Principal: Mr. Petsinger
Secretaries: Mrs. McLaughlin
Mrs. Michaud

Teachers:

Ms. Bishop	Special Education
Mrs. Bond	Math, ELA and Social Studies – Grade 7
Mrs. Girs	Math and Engineering – Grade 8
Mrs. Inman	ELA and Social Studies – Grade 8 & 7
Mrs. Kittrick	ELA, Math, and Social Studies – Grade 6
Mr. D Kranich	Science, Herp. Lab, & Social Studies – Grade 7
Mr. G Kranich	Science & Engineering – Grade 8
Mrs. Stevens	Math, Science, and Engineering – Grade 6

Allied Arts:

Mrs. Angotti	Chorus
Mrs. Cravin	Art
Mrs. Franck	French
Mrs. House	Spanish
Mrs. Sindo	Health – Grade 8
Mrs. Vigue	Band
Mr. Waite	Music
Mr. White	Physical Education; Health (Grades 6 & 7)

Gifted & Talented: Mrs. Haskins
Title I: Mrs. Bradford and Mrs. Hallett
Library Technician: Mrs. Welch
Educational Technicians: Mr. Caverly, Mrs. Cesare, Mrs. Cyr, Mrs. Levasseur, Mr. Madore, Mrs. Tracy

Welcome to Millinocket Middle School!

SCHOOL CALENDAR 2010-2011

August	30, 31	Teacher Workshops
September	1	First Student Day Grades K - 9
	2	First Student Day Grades 10 – 12
	6	Labor Day
October	11	Columbus Day
	19	Early Release Day
November	10	First Trimester Ends
	11	Veterans Day
	12	Teacher Workshop Day
	18	Early Release Day & Parent/Teacher Conferences
	24	Teacher Workshop
	25, 26	Thanksgiving Break
December	22	Early Release Day
	23-31	Christmas Vacation
January	1	New Year's Day
	17	Martin Luther King, Jr. Day
	21	Early Release Day
February	9	Early Release Day
	21-25	February Vacation
March	3	Second Trimester Ends
	9	Early Release Day
	18	Early Release Day
April	6	Early Release Day
	18-22	April Vacation
May	13	Early Release Day
	30	Memorial Day
June	8	Anticipated last day of school without storm days
	9,10,13,14,15	Make up days if needed

MIDDLE SCHOOL BELL SCHEDULE

Opening Bell	7:30
Tardy Bell/Homeroom Starts	7:35
Classes Start	7:45
Lunch A	11:17 – 11:37
Lunch B	11:42 – 12:05
Dismissal	2:00
Office Detention	2:00 – 2:45

GENERAL SCHOOL EXPECTATIONS

1. Bicycles, Skateboards, and RipSticks: Students who ride bicycles to school are expected to park them in the racks as soon as they arrive. Students who bring a skateboard or RipStick to school need to pick up and hold the board upon entering school grounds. The board must remain in the school locker until the end of the school day. The administration reserves the right to revoke biking and board privileges indefinitely for infractions. **Once on school grounds, all students must remain on school property.**

2. Dress Code: The dress code will be enforced in keeping with our goals of providing a safe, healthy and nondiscriminatory environment for educating students for maximum academic and social development.

- a. Pants must be worn fastened and at the waist.
- b. Skirts, dresses and shorts must be long enough to reach mid-thigh.
- c. Midriff must be covered with clothing.
- d. See-through tops, low cut clothing and outfits that provide minimum coverage or are of a suggestive nature are prohibited, including backless dresses or tops, tube tops, tank tops, muscle shirts or other clothing that administration deems distracting.
- e. Underclothing shall not be visible.
- f. Clothing with rips, tears, holes are considered unacceptable for school.
- g. Clothing that promotes, advertises or mentions anything associated with drugs, including alcohol, tobacco products, or things of a violent or sexual nature are not allowed. Anything that is vulgar, obscene, rude, and lewd or is aimed at demeaning a specific group or individual is prohibited.
- h. The wearing of hats, caps, headwear or sunglasses is prohibited. These items must be removed upon entrance to the building and may not be worn until the completion of the school day. Hats are to be kept in lockers during the school day.
- i. Any article of jewelry or clothing considered to be a safety hazard is prohibited, including heavy chains, chokers and spike or studded jewelry.

The students are encouraged to check with one of the school administrators if they are not sure if an item of clothing is acceptable. There can be exceptions for special events such as dances and school spirit days. There also will be exceptions for health and religious reasons. Administrators may require special clothing for health and safety reasons for students participating in physical education or some extracurricular activities. Students who choose to not meet the dress code will not be permitted in class until acceptable clothing is secured. Repeated violations of the dress code will result in further disciplinary actions.

3. Food and Drinks are allowed only during lunch and morning snack/breakfast, or a special occasion as determined by faculty. Water may be permitted, dependent upon classroom program or activity. No food or beverages during computer use.

4. Gum chewing is not allowed due to issues with proper disposal.

5. Telephones: The office phone is available for student use to notify parents of a change in school schedule, such as an after school event or detention. Use of personal electronic devices such as I-pods, CD players, gaming devices and cell phones are prohibited during regular school hours or school events. Students who circumvent this rule will be asked to turn the device into the office to be picked up at the end of the day. Multiple infractions may lead to student and parent meeting with administration or parent coming in to pick up device.

6. **Corridor traffic:** Students are expected to pass quietly on the right from class to class without interrupting the learning in other classrooms. Conversations are expected to be quiet as well.
7. **School lunches and breakfasts** are available to all students.
8. **All students are expected to take personal responsibility for their behavior at all times.** Students who come to school unwilling to take part in regular classroom activities will be referred to the office. Parents will be contacted and asked to come after their student. The principal may request a meeting with the parent and appropriate discipline may be instituted.
9. **Parents are welcome at the Middle School.** Parents are expected to model appropriate dress, language, and behavior for students while on school property. Schools are non-smoking facilities.

CLASSROOM DISCIPLINE

All staff are responsible for student management and discipline at all times. Teachers are responsible for maintaining classroom standards. Student violation of classroom standards will be resolved as they occur. Parents will be contacted by the teacher if student behavior does not improve. Teachers will keep a record of steps taken to resolve the situation.

If the student is seriously disruptive in class and/or refuses to cooperate, the teacher will notify the administration that the student is being sent to the office. As soon as practical the teacher will communicate with the administration so that appropriate action can be taken. Any detention given for classroom misbehavior is the responsibility of the teacher. Other appropriate disciplinary measures may be used, providing that the student not be denied access to the classroom without first soliciting the assistance of the parents in attempting to resolve the problem.

Teachers are using classroom plans that state the behavior expected and the consequences for student choice not to behave appropriately. As the most significant persons in the lives of children, parents can do much to encourage good behavior. Parental support of classroom management plans are an essential element of the effectiveness of the plan. We know that we can count on parental understanding and support.

DISCIPLINE OUTSIDE THE CLASSROOM

Unacceptable behaviors, such as fighting, throwing snowballs, vandalism, insubordination, and the use of vulgarity will be handled by any staff member in the vicinity. Violations shall be reported to the principal **for appropriate action, which may include, but not be limited to, office detention, in school suspension, Friday school (2-5pm), or suspension.**

DETENTION

Detention is used as a consequence for inappropriate behavior at school. Parents will be notified of the detention and reason. The student is expected to serve detention as assigned.

Office detention may be postponed for sufficient reason by the parent contacting the office. Teacher detention may be postponed by the teacher involved. In each case, prior arrangements must be made by the student and parent.

Some sufficient reasons include medical or other health services appointments, family emergencies or obligations. School activities such as sports practice, games or rehearsals are not sufficient reasons.

SUSPENSION

For flagrant violations of school rules and expectations, students may be suspended from school for up to 10 days at a time. In-school suspension may be an appropriate alternative for certain situations. Parents will be contacted by phone and informed in writing of the reason for the suspension and its duration. Students are expected to make up all missed class work. It is expected that parents will personally discuss a serious disciplinary situation with the administration as soon as possible. Parental support in dealing with serious issues is greatly appreciated.

Students may be suspended from school for serious misbehavior, including but not limited to:

- Serious disrespect to any staff member;
- Endangering the health and safety of others;
- Fighting;
- Alcohol and/or drugs;
- Tobacco products on school grounds or in the building;
- Insubordination;
- Vulgar and inappropriate language;
- Making threatening and/or harassing comments and/or actions.

If suspension is ineffective in changing student behavior in such situations as excessive violence, the principal may consult with the superintendent and parents, and refer the student to the superintendent for consideration for expulsion.

ATTENDANCE POLICY AND PROCEDURES

Maine State Law has placed the legal obligation for your child's attendance in school on both the parent and the school. School attendance has a direct effect on each student's educational growth and development. Maine Statute, Title 20A, lists legitimate excused absences. These are for:

- Personal illness;
- Doctor or other health professional appointments that cannot be made at any other time;
- Religious observation;
- Emergency family situations, as verified by the principal; and
- Planned absences for personal or educational purposes, approved through the principal.

All absences not included as excused absences are considered unexcused absences, in which case the student is considered truant from school. Maine law defines truant as absent without an appropriate reason. Habitual Truancy is defined as 10 or more unexcused absences. All absences require a signed or phone call from a parent.

In the case of extended absences of more than 2 days, a parent may wish to call Mrs. McLaughlin or Mrs. Michaud at 723-6415 to request assignments from teachers. Assignments will be available at the office for parental pick up or sent home if means are available. **When a student is ill in the morning, the parent should call the school to notify the office at 723-6415. If a child is not present and the office has not been notified, the secretary will call to verify the student's whereabouts.**

DISMISSALS: There are certain times when students will be dismissed due to illness or appointments. Students need to bring in a signed note from home to the office at the beginning of the school day to obtain a dismissal slip in order to be dismissed from class by the teacher. Please try to make appointments outside of school time.

TARDINESS AND ABSENTEEISM: Students who are tardy to school must report to the office to obtain a pass to class. We will notify you in writing after the 3rd tardy. Students will be required to stay after school to make up missed class time. Teachers will not admit a tardy student without a pass. After the 3rd unexcused absence or tardy, the administration may request a meeting with parents and student, the grade level team, and the guidance counselor to develop an attendance contract tailored to your child's specific circumstances. Attendance is a major factor in learning.

PLANNED ABSENCES: If you are taking a trip or special vacation, it can become a planned absence if you notify us well in advance for approval for attendance purposes. Your child's team can then work with you and your child on make-up assignments, including time after school to assist your child with any skills or projects that may be missed. Regular attendance is essential for skills development.

HABITUAL TRUANCY: If your child has three or more unexcused tardies and/or absences, the school will initiate a series of meetings to develop a plan to address the truancy. If the student continues to be truant, the school will follow all procedures as outlined in the law and policy. Our mission as a school is to ensure that each child learns. Attendance is a major key to learning.

DRUGS, ALCOHOL, TOBACCO, AND FIREARMS/WEAPONS

The use, possession, or sale of drugs, alcohol, tobacco, and/or firearms in Millinocket school building and on school grounds is prohibited. School sponsored sports activities, field trips and after-school events are considered to be on school property. Lockers are school property and their contents may be searched and inspected at any time. If the search of lockers results in the discovery of any drugs, alcohol or firearms, all material will be turned over to the police department, all tobacco products will be confiscated. Parents will be notified immediately. Other disciplinary action up to and including suspension and expulsion will be instituted according to school policies. Students who are found to have brought a firearm or weapon to school (as defined by federal law) shall be referred to the superintendent for expulsion.

Random searches by administration and the canine squad of the State Police may occur throughout the school year.

PERSONAL PROPERTY

Students, we cannot stress enough the importance of protecting your own property by proper and consistent use of the lockers assigned for your own use. Large sums of money, valuable jewelry, and electronic devices should not be brought to school, and we will not assume responsibility for loss of such items. Sneakers, jackets, and other such items should be well marked for easy identification.

A lost and found box is located at the head of the stairs near the principal's office. At the beginning of each trimester, the box will be emptied and the contents sent to I Care Ministries. Items such as books, glasses, jewelry, and electronic devices are to be turned into the office. Students who have lost such items should report the loss to the office as soon as possible.

SCHOOL PROPERTY

All books, materials and equipment issued to you are your responsibility and are to be returned by you in essentially the same good condition as when you received it. If you are issued a damaged item, immediately notify the teacher of the damage so that you will not be held responsible for charges for repair or replacement. Repair or replacement charges apply to laptops, desktops, microscopes, desks, books or any other material or equipment issued to you or used by you and damaged or lost while in your care.

Notices will be sent to parents regarding the amount owed for material or equipment lost or damaged by their children. These bills may be paid in full at the Middle School office. Bills not paid may, by State Law, be added to an individual's municipal tax bill.

LOCKERS

Each student is assigned a locker for storage of outer garments, books, and school supplies. The combination of the lock should not be shared with others. Please keep lockers closed and clean at all times. Remember that if you lose anything from your locker, you are responsible and will be expected to pay for any school property lost. Lockers may be opened by key by the office in the event that you should forget your combination or the locker is jammed.

LOCKER SEARCHES

Under the U.S. Constitution, all citizens are protected from unreasonable search and seizure. However, this does not mean that you are legally protected from search and seizure of any materials in your locker. Remember that the locker assigned to you is school property, and the locker and its contents may be inspected at any time without cause. In addition, school officials may inspect and search any locker if it is suspected that a law, school rule, or school policy has been violated. Any materials regarded as illegal or inappropriate for school will be removed from your locker, and the authorities will be contacted as appropriate. Random searches by the administration and the canine unit of the State Police may occur throughout the school year.

DANCES

Dances may be held during the school year. They may be scheduled on Friday evenings from 6:30 to 9:30 pm. The dances are sponsored by the student council under the guidance of the student activities director. Tickets will be sold in advance of the event. The school reserves the right to deny admission to any student. The dances are supervised by school staff. Appropriate dress is required and school rules are in effect. Behavior that is inappropriate in school, is also inappropriate at the dance, and is subject to the same consequences.

Unless permission is given by the Principal, a student absent from school the day of the dance will not be eligible to attend the dance that evening.

Students are required to remain for the full time at the dance, and will be allowed to leave early only in the company of a parent or guardian. Only Millinocket Middle School students are allowed to attend our dances. Parents are welcome to attend the dance or to stop by to visit. All proceeds will go to the Middle School activities fund.

PROMOTION POLICY

Student promotion and retention is based on student achievement of the school curriculum. Students who do not achieve the curriculum may be considered for retention. When grade level teams are considering possible retention for students, parents will be invited to take part in the deliberations. Students who are experiencing academic difficulty, will be provided with opportunities to remediate the skills. Parents will be notified if remediation is not effective, and invited to take part in discussions and development of personal learning plans for their child.

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.)

- Parents have a right to a yearly notice of their rights and exceptions.
- Parents and adult students have the right to inspect and review records within 45 days of the request, seek to amend records, and to have some control over disclosure, including health and mental health records.
- Review of school records by parent/adult student is done in the presence of a school official. Copies of records are made only when failure to do so effectively denies access. The school may charge for copies. There is a process for amending records or inserting parental statements.
- District schools have the right to send records to schools where the student is seeking entry or enrollment, without prior consent of parent. Certain records, such as confidential health information and psychiatric information, require another specific release. Under certain conditions, records are released to juvenile justice without parent consent.
- The school may release directory information without parental consent. Directory information includes the name, the student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school, participation in extracurricular activities, and honors and awards received. Parents may request that the school not release directory information. Please call the office at 723-6415.

SPECIAL EDUCATION AND 504

In accordance with federal and state laws and regulations, this school provides special education and supportive services to students identified under special education or 504. Parents have the right to refer their child to the Pupil Evaluation Team if the parent believes that their child has a disability and is in need of specialized instruction. Staff may refer through the Student Assistance Team. Please call the office at 723-6415.

TITLE I

In accordance with federal and state laws and regulations, our school provides Title I services for students in grades 6-8. Students may be referred by parents or staff. Please call the office at 723-6415.

ENGLISH LANGUAGE LEARNERS

In accordance with federal and state regulations, our school provides services for students. If your child does not have English as the first language or is bi-lingual and you have any concerns, please call the office at 723-6415.

**MILLINOCKET SCHOOL DEPARTMENT
AFFIRMATIVE ACTION POLICY STATEMENT**

The Millinocket School Department recognizes the dignity of the individual student/employee to work and learn in an environment which is free of discrimination on the basis of sex, race, national origin, age religion, marital status, or handicap. Accordingly, students and employees are prohibited from engaging in discriminatory practices. In addition, the Millinocket School Department assures that it will comply with all federal and state laws, rules, and regulations which exist regarding civil and human rights.

Assurance of nondiscrimination will be provided through compliance with policies and procedures developed by the Millinocket School Department. The need for such policies and procedures, and their development and inclusion in current administrative requirements, shall be documented through the maintenance of Millinocket School Department Affirmative Action Plans. Responsibility for implementing and enforcing this policy rests with the Superintendent of Schools and/or the affirmative action officer designated by the Millinocket School Department.

DISSEMINATION STATEMENT

It shall be the policy of the Millinocket School Department to disseminate the affirmative action policy in its entirety at least annually by means of the newspaper and in the student handbooks in grades K-12. An abridged version shall be included on all bulletins, announcements, application forms, and recruitment materials. The abridged statement shall read as follows:

“The Millinocket School Department will not discriminate in its education or employment practices on the basis of sex or any other anti-discrimination standards included in state or federal law.”

SEXUAL HARASSMENT POLICY

The Millinocket School Department recognizes the right of each student to perform in an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, the Millinocket School Department should not engage in harassment of students and students should not harass other students, where harassment is based on race, color, sex, religion, national origin, or handicap. Conduct that is harassing to students or employees will not be tolerated. Any employee or student will be subject to disciplinary action for violation of this policy, up to and including suspension or expulsion. Persons engaging in such conduct may be susceptible to prosecution under the criminal law. Acts of this nature are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment:

1. Unwelcome sexual advances, gestures, comments or contact
2. Threats
3. Offensive jokes
4. Ridicule, slurs, derogatory action or remarks

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the affirmative action officer and/or the principal. The affirmative action officer and/or the principal shall advise the person who has allegedly been harassed of the various options available to the

person; Title IX civil action, formal request for discipline by the Millinocket School Superintendent and/or school committee members, or by filing a complaint to the directors of the United States Office of Civil Rights, U.S. Department of Education, Washington, D.C.

The Millinocket School Department's affirmative action officer is responsible for providing technical assistance to Millinocket School Department staff and handling complaints of this nature. Any employee or student may contact the Millinocket School Department's affirmative action officer at 723-6400.

ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

From: Louis DiFrederico

To: Citizens of Millinocket

All Schools in the Millinocket School Department have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the Superintendent's Office of the Millinocket School Department.

STUDENT DRUG AND ALCOHOL POLICY – MILLINOCKET SCHOOLS

The school committee recognizes that the use of mind or mood altering chemicals is a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual. Students use and abuse of alcohol and other drugs also affect the development of skills related to participation in extracurricular activities. Familial chemical dependency problems, likewise, affect the learning of children and place them at high risk of developing chemical health problems.

Student health problems are primarily the responsibility of the parents or guardians. However, the school and community share in that responsibility because chemical health problems affect learning and development.

The school committee supports education and awareness activities for school personnel, students and parents. These educational programs cover chemical use and abuse problems, including the symptoms of chemical dependency and related problems affecting students.

The school committee believes that a chemical health policy should include:

- 1.) Clear rules and consequences concerning the possession/use and distribution of chemicals and
- 2.) Assurances to the students that the school will help them confront and overcome their chemical use and abuse problems.

Consequently, the school committee is committed to offer a comprehensive chemical health program that addresses primary and secondary prevention.

Primary prevention includes, yet is not limited to, those activities that focus on chemical health education, self-esteem, chemical-free alternatives, decision-making, and coping skills.

Secondary prevention addresses early intervention, referral, follow-up, and support services for students and their families.

Schools alone are not responsible for solutions to problems of chemical use, abuse, or dependency. Schools are one of the most effective places to combat chemical abuse problems but can do so only with the support of the community and with the collaboration of experienced chemical abuse treatment providers. Chemical abuse problems experienced by students are influenced by a wide range of social conditions; they must be responded to by the responsible

community agencies. These guidelines attempt to define the school's role in this complex problem.

The use and abuse of alcohol and other drugs create a barrier to academic and social achievement. As schools learn how to better manage chemical abuse problems, the potential for learning increases.

Any school policy on chemical abuse must find a balance between aid to students, property, and the school learning environment. Criminal and disruptive activity on the part of chemical abusers should not be tolerated and must be controlled. A chemical health policy, therefore, will include clear rules and consequences. Still, students need to be assured that the school will help them confront and overcome their chemical abuse problems. Students should feel that the school is a place free from chemical use or distribution and a place that is safe to ask for help for their use or abuse problems.

PEST MANAGEMENT NOTIFICATION (Registry)

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

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.

When required by law, parents/guardians and school staff will be notified in advance of specific pesticide applications. In order to receive notification, you must request to be placed in the school's notification registry. Notification will be given at least five days before the planned pesticide application. When required by law, pesticide applications notices will be posted in school and on school grounds.

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

A copy of the school's system IPM/Pest Management Policy is available for your review in the school office. The school 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 School" regulation (Chapter 27 of the Department of Agriculture Board of Pesticide Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator or Superintendent of Schools at 723-6400.

September 1, 2010

Dear Parents:

Please sign below indicating that you have read and reviewed the Student Handbook 2010-2011 with your child.

Please return this form to your child's homeroom teacher by September 10, 2010.

Parent Signature

Date

Dear Student:

Please sign below indicating that you have read and reviewed the Student Handbook 2010-2011 with your parent.

Student Signature

Date