

LORANGER MIDDLE SCHOOL STAFF/FACULTY LIST 2011-2012



Administration

Mr. Philips	Superintendent, RSU #23
Mr. Crocker	Principal
Mrs. Smyth	Assistant Principal
Mrs. Marcotte	Curriculum Dir., RSU #23
Mrs. Faust	Special Education Dir., RSU #23
Mrs. Normand	Asst. Special Ed. Dir., RSU #23
Ms. Moutsatsos	Athletic Director
Mrs. Simmons	Office Manager
TBD	Office Secretary
Mrs. Morrell	Nutrition Program Dir., RSU #23

Faculty

Grade 4

		Room
Mrs. Allen	Team Leader	8L
Mrs. Paige		14L
Mr. Poirier		5L

Grade 5

Mrs. Clark		16L
Mrs. Day		7L
Miss Gamache		15L
Mrs. Giguere	Team Leader	13L

Grade 6

Mrs. Bartlett	Math, Team Leader	2A
Mrs. Gaudreau	Social Studies	2
Ms. Rossignol	Language Arts	4
Mrs. Sangillo	Science	3

Grade 7

Ms. Biette	Math	8
Mr. Nye	Science, Team Leader	Lab 2
Mr. Plante	Social Studies	12
Mrs. Kuchta	Language Arts	11

Grade 8

Mrs. MacDonald-Page	Language Arts	10
Mr. Regula	Social Studies	9
Mrs. Seaver-Maley	Science	Lab 1
Mrs. Skeffington	Math, Team Leader	5

Allied Arts

TBD	Art	Art Studio
Ms. Andrade	Chorus	Stage
Ms. Harding	Library Media Specialist	Library
Mme. Sell	French	3L
Ms. Lurvey	Family Cons. Science	FCS Lab
Mr. Regan	Physical Education	Gym
Mr. Shabo	Music/Band	Music
Mrs. Smarc	Health	1
Ms. Stearns	Computer Technology	9L

Specialists

Ms. Ledew	School Nurse	1L
Mr. Michaud	Social Worker	S.W. Office
Mrs. Nason	Guidance Counselor	Guid. Office
Mrs. Magee		Spurwink Counselor

Special Education

Mrs. Cone-Sabo	Grades 7-8	7a
Mrs. Eschenbrenner	Grades 4-8	4L
Mrs. Feigenbaum	Grades 4/5	6L
Mrs. Allie	Grade 5	10L
Mrs. Roberge	Grade 6	6
Mrs. Welzel	Speech/Language, Team Leader	Speech Room

Title One

Mrs. Gierie	Title One	7B
Ms. Hemphill	Title One	2L

Alternative Education

Mr. Knowles	Grades 8-12	Alt. Ed. Building
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Gifted and Talented Education

Mr. Barricelli

Literacy Specialist

TBD

Educational Technicians

Mr. Lavenbein	Special Education
Mrs. Sargent	Special Education
Mrs. Hibbard	Special Education
Mrs. Hinkle	Special Education
Mrs. Howe	Title I
Mrs. Belfance	Physical Education
Ms. Moutsatsos	Special Education/Alternative Ed
Mrs. Rague	Special Education

Custodians

Mr. Bineau
Mr. Doucette
Mr. Lapointe

Kitchen Staff

Mrs. Maynard, Kitchen Manager
Mrs. Timmons
Mrs. Descoteaux

A Note from Mr. Crocker and Mrs. Smyth

Students,

Welcome to school year 2011-2012! We had an exciting summer at Loranger, where we hosted reading and math instruction, as well as a Healthy Kids program. We also offered free breakfast and lunch programs, so it was nice to see some of you throughout the heat of the summer.

To begin the school year, we would like to reinforce three pieces of advice:

1. Always do your best.
2. Do what's right.
3. Treat others as you want to be treated.

We have a few changes in staffing for this school year. At the time of printing our handbook, we had three positions to be filled – Art teacher, Literacy Specialist, and Office Secretary. Our previous art teacher Mrs. Bolduc will be awaiting you at OOBHS, where she is now located. We wish her all the best in her new position!

As you read this handbook with your teacher and parents/guardians, we do have some particular sections we would ask that you review carefully:

- Lockers, Lost and Found, and Valuables at School – PLEASE review these three sections and make an effort to keep your own belongings all year!
- Attendance and Tardiness sections - As it is very difficult for teachers to reenact discussions and activities that take place in the classroom, we cannot stress enough how important it is for you to be on time and to be present.
- Loitering – This is a section that needs your review! We cannot reinforce how important it is for you to arrive to school on time (7:30 at the earliest) and to leave after your academic or extra-curricular activities have ended.

We also ask that you review the DRESS CODE and ELECTRONICS/CELL PHONE sections. It is your responsibility to understand these expectations. CELL PHONES NOT ONLY NEED TO BE TURNED OFF, BUT THEY ALSO NEED TO BE PLACED IN YOUR LOCKER! Finally, if you are a regular bus student, you will only be dropped off at a different location in emergency situations. In the event of an emergency, your parents/guardians will need to contact Transportation directly at 284-5959, and they will notify our office staff.

Finally, we do have a NO GUM CHEWING POLICY. This is in place to maintain the utmost quality of our school building and our furniture. We also want you to be effective communicators, which is difficult with a wad of gum in your mouth. Failure to comply with this policy will be seen as a Level II Infraction.

Good luck this year, and as long as you conduct yourself with PRIDE, RESPECT, AND RESPONSIBILITY, we at LMS will be the best we can be!

Mr. Crocker and Mrs. Smyth

SECTION I - SCHOOL INFORMATION

ACADEMIC GRADING

Grades 4 & 5:

You will receive a standards-based report card three times during the school year; these grading periods are called trimesters. The reports are designed to show progress you have made in each area of study. First trimester ends Tuesday, November 22nd; second trimester – Friday, March 9th; third trimester – June 14th.

Grades 6-8:

You will receive a report card FOUR times a year. First quarter ends Friday, November 4th; 2nd quarter – January 20th; 3rd quarter – March 30th; 4th quarter – June 14th. Grades are indicated with a letter grade. The grade table is as follows:

A = 100-93
B = 92-85
C = 84-77
D = 76-70
P = Passing
F = 69 and below, failing

The grade achieved at the end of each quarter is the grade that will be recorded on your permanent record. Make it a good one!

ACADEMIC HONOR ROLL - Grades 6-8

After each quarter, grades are compiled and High Honors and Honor Roll lists are established. To be eligible for High Honors, you must earn no less than an "A" average in each class. To be eligible for Honors, you must earn at least a "B" average in each class, with no more than one "C" grade. The "C" grade must be offset by at least one "A" grade to have a "B" average. Good luck!

ACADEMIC PROGRESS REPORTS

Progress reports will be sent home during the middle of each grading period. These reports communicate your strengths and/or weaknesses to your parents. Parents of 6th-8th grade students have access to students' grades via the PowerSchool Parent Portal at <http://powerschool.oobschools.org/public> and it is our hope that your parents receive information on your progress regularly. If a parent/guardian does not have a home computer, our computer lab is always available for use. We will continue to print out copies of progress reports for families who request hard copies, and we will also print out progress reports for students earning lower-than-average marks.

ACADEMICS

You take classes in Math, Social Studies, Language Arts, Science, Health, and Physical Education. Students will have the opportunity to have all Allied Arts classes throughout their five years at LMS; however, not all Allied Arts are offered to all students each year. Our Allied Arts classes include Art, Music, Family Consumer Science, Health Education, Physical Education, and Computer Technology.



AGENDAS

Loranger Middle School provides you with a school agenda/planner, which is used to organize your assignments and projects. Your parents are encouraged to view your agendas **every night**. **Students, keep your agendas with you at all times.** The fee for a lost agenda is \$5.00!!!!

ARRIVAL TO SCHOOL

Whether you are a walker or are driven to school in the morning, you should arrive **no earlier than 7:30 A.M.** Parents should be aware that there is no supervision before that time. Once you arrive on school property, you are not allowed to leave without parent permission.

ASSEMBLIES

An announcement will be made from the office prior to a general assembly. You will sit in an assigned area with your supervising teacher. At all times, you will be polite and respectful. You are personally responsible for the impression made by the school as a whole (whether or not guests are present). Do not whistle, clap uncontrollably, and/or talk during a program. Be proud; be respectful; be responsible.

ASSESSMENTS

You are assessed in a variety of ways throughout the school year. Assessments are valuable tools that document your progress. The following assessments are given throughout the school year; make sure you are present during these times:

- Fall NWEAs – September – all grade levels for Reading and Math
- NECAPS – October – all grade levels
- Winter NWEAs – January – all grade levels for Reading and Math
- Science MEAs – March – 4th and 8th only
- Spring NWEAs – May – all grade levels for Language Usage, Reading, and Math

For more information on these assessments, visit the following: www.nwea.org and www.maine.gov/education/necap/standards.html.

ATTENDANCE/PLANNED ABSENCES/REQUEST FOR SCHOOLWORK

Class attendance is considered to be a basic educational requirement for passing a subject and for grade promotion. Classroom instruction, and the discussions which take place in the classes, are important parts of each course and of the educational process. When you miss class, that part of the instruction cannot be replaced.

Steps to follow when you are absent:

1. Your parents/guardians must telephone the school to inform the office of your absence before 8:00 A.M. on the day of the absence. (Please respect that our school secretaries are required to call home when a student is reported absent from class. A phone call in advance is much appreciated.)
2. The office will accept a written note (signed by a parent) in anticipation of a student's absence.
3. Present the written excuse to the office any time before 8:00 A.M. prior to the absence.

Missed work is **your** responsibility. You should make arrangements to get any missed assignments from teachers and, if necessary, set a time to stay after school or see the teacher for assistance. If you have been absent **three or more days**, your parents may call the main office to request homework

assignments before you return. **For one or two day absences you are expected to contact a classmate to get the missed assignments.** Make-up work for any absence should be completed within one week of return.

If your parents/guardians are planning to take you out of school for plans that are prearranged; for example, a family trip or other outside-of-school experience, your parents must submit a Planned Absence Form (The form can be obtained at the main office or on the school website.). This is to be submitted at least five days prior to departure. This is an official request for teachers to gather your work. ***Please note that Loranger Middle School does not look favorably upon extended absences from school for vacations.***

Students are recognized for Gold, Silver, and Bronze Attendance at the end of each school year. A Gold certificate indicates perfect attendance; Silver denotes only one absence, tardy, or dismissal; and Bronze denotes only two absences, tardies, or dismissals. Students in 6th, 7th, and 8th grade receive Gold and Silver certificates/recognition for attendance at the end of each quarter.

BAND - Grade 5/6-8

Any student in grade 5 may choose to participate in the band program. Lessons will be made available for all players during the school day. Starting in grade 6, band is a full-year elective course that meets during Learning Lab – 1:30 – 2:15. You may participate in the band program provided you have had prior instruction with a band instrument. Lessons will be made available for all (including beginning students) who wish to participate in the band program. Once a member of the large group, you have the opportunity to perform in various select, small groups, such as jazz band, solo, and ensemble. You must maintain satisfactory grades and behavior to continue in the band program.

BUS DISCIPLINE - Riding the school bus is a *privilege*. Failure to adhere or conform to these rules may result in loss of school bus privileges. Once a student boards the bus - - and only at that time - - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day.

Non-Compliance:

Bus misbehavior will not be tolerated. A bus driver cannot safely drive the bus and watch each child along the bus route. *Distractions could cause serious accidents.*

First Offense will be a written warning for students in grades K-5. Students in grades 6-12 will receive a written warning and one (1) hour detention. **Offences of a serious nature may require an immediate suspension.**

Second Offense will be a one to three day suspension from riding the bus.

Third Offense will be a five to ten day suspension from the bus. A meeting will be held with the student, his/her parent(s), the principal, the bus driver, the transportation director, before a student may return to the bus.

Fourth Offense(s) will mean student can no longer ride the bus.

Any future offense(s) after a student has resumed riding privileges will mean complete suspension for the remainder of the year.

The above regulations apply to all bus students who ride a bus regardless of age or grade level. Once a student loses his privilege to ride the bus, he/she will be under suspension from riding all buses.

Bus rules apply for riding to and from school, or for activities requested by the various schools during

the school year and are applicable to all who ride on the school bus.

CHILD FIND RESPONSIBILITIES – Please see information on pages 27 and 28.

CHORUS - Grades 4-8

Any student in grades 4-8 may choose to participate in Chorus. Chorus rehearsals for grades 4 and 5 will be held during lunch recess and/or after school. Grades 6, 7 and 8 will have chorus as an elective during Learning Lab on Mondays and Tuesday – 1:30 – 2:15. You must maintain satisfactory grades and behavior in order to continue in Chorus. Concerts will be held several times during the school year.

COLOR GUARD - Grades 6-8

You may wish to become a member of the Color Guard, which will march with the band in a number of parades. Color Guard practices are held after school or in the evenings in the Fall and Spring.

COMMUNICATION BETWEEN SCHOOL AND HOME

- 4th and 5th grade teachers send weekly newsletters home.
- Each Monday the assistant principal sends home a Monday Memo. This can be received electronically or can be sent home with you.
- Should any questions or concerns arise, parents should call the school at 934-3702 or 934-4848 between the hours of 7:00 A.M. and 3:30 P.M.
- Administrators, team leaders, and teachers will use e-mail for group announcements and/or weekly communication. For written copies of these announcements, please return the written request found in this handbook.
- Parents are always welcome to e-mail administration or individual teachers; however, we encourage phone conversations whenever possible.
- Teachers may be available before 7:50 A.M. and after 2:15 P.M. and during occasional planning periods to meet and/or to reply to outside communication.

Please understand that instructional time cannot be interrupted for a phone call or message, except in an emergency.

COUNSELING- SCHOOL GUIDANCE, SOCIAL WORK, AND SPURWINK COUNSELOR

Our counseling staff is here to help you achieve your highest growth -mentally, emotionally, and socially. If you are struggling in any of those areas or feel you could be performing at a higher level academically, please talk to your teacher and/or an administrator, and he/she will set you up with the appropriate support person. We want you to feel at home at Loranger, and if that's not the case, please let someone know.

DANCES - Grades 6-8

- You may not leave the building and return during the dance, except in an emergency.
- Photos cannot be taken without prior administrative approval.
- Dances are for students in grades 6, 7, and 8 ONLY.
- Dances are from 6:30 to 8:30 P.M.
- Students must arrive at the dance by 7:00 unless prior arrangements have been made with administration.
- **Students exhibiting unacceptable school behavior (numerous detentions, for example) or poor attendance may lose dance privileges.**
- Any student who is suspended (in-school or out-of-school) between dances may not attend the next school dance.

- You must be in school by 11:00 A.M. to attend dances (reason for late arrival must be excused, i.e. doctor's note required).
- School dress code will be adhered to for all dances.
- Parents are asked to drop off and pick up as close to beginning and end times as possible. Failure to adhere to this may jeopardize future dance attendance.
- Any student wishing to bring a guest to the dance must complete a formal request (located in the main office) for administration to contact the guest's middle school. A guest must be a student in grades 6, 7, or 8.

DRESS CODE - The RSU School Board recognizes that the responsibility for the dress and appearance of students rests with you and your parents/guardians. The school will intervene when your personal attire choices create a distracting influence on the school program or affect the health or safety of others. Inappropriate attire that is prohibited includes, but is not limited to, the following:

- Clothing that resembles sleepwear
- Clothing or accessories that are ripped up or that reveal midriff (shows skin between pants and top) or undergarments when standing or sitting
- Pants that are not pulled up to an appropriate location on your waist
- Tube tops, halter tops, tank tops with spaghetti straps and/or with undergarments showing, transparent tops or low-cut, revealing tops
- Clothing, accessories or jewelry that promote or encourage profanity, drugs, alcohol or tobacco, violence, pornography or intolerance
- Hats, caps worn inside the building except where there are specific celebration, instructional, safety, religious or medical reasons
- Cleats, footwear with heels over 3 1/2" or (narrow) spike high heels, or Heelys® (sneakers with wheel attachments)
- Inappropriate jewelry - overly long or heavy chains, such as spiked animal choke chains, spiked bracelets, "safety pin" jewelry, or jewelry with protrusions that could be considered dangerous, unsafe, or used to cause damage or injury
- Appropriate shorts and dress length (The general guideline will be whether or not the item is as long as the student's arms extended down while making a fist; however, **the final decision is up to the discretion of administration.**)

You need to be in Dress Code compliance for **all school activities** before and after school including dances and spectator sports. A staff member will discretely and sensitively ask you to cover up inappropriate clothing, and you must cover up or change into appropriate clothing **immediately**. If you are unwilling or unable to comply, your parent/guardian will be called in to school.

- **First Offense** – You will be asked to change and/or will be offered clean clothing from the Nurse's Office.
- **Second Offense** - You will be asked to change and/or will be offered clean clothing from the Nurse's Office. Your parent/guardian will be contacted.
- In the event of a **Third Offense** - This behavior may be deemed as insubordination, and the appropriate Level II consequence (ranging from Office Detention to 5-day OSS) will be assigned. Such inappropriate response **may** result in a parental meeting, too.

ELECTRONIC DEVICES/CELL PHONES/CAMERAS - You are not to bring electronics (mp3 players®, iPods®, cd players, radios, headsets, recorders, video games, Gameboys®, stereos, etc.) to your classrooms without permission from the classroom teacher. If a classroom situation allows for you to listen to music, any staff member has the right to listen to the appropriateness of the music being played. You are not to use pagers, cell phones, or cameras during the school day. If you bring cell phones or pagers to school you are required to have them **turned off and PLACED IN YOUR**

LOCKER. Receiving calls or texts from parents is not acceptable – school phones are always available for your use in an emergency!

You will not be allowed to make unnecessary calls. The main office phone is available before/after school, but you need to have a pass from your sending teacher. If you are found using the aforementioned items during school time you will be subject to the following:

- **First Offense** – You will be asked to surrender the device to a building administrator until the end of the school day.
- **Second Offense** - These items will be surrendered and may only be claimed by your parent/guardian at the end of the school day.
- In the event of a **Third Offense** - This behavior may be deemed as insubordination, the items will be surrendered, and the appropriate Level II consequence (ranging from Office Detention to 5-day OSS) will be assigned. Such inappropriate use **may** result in loss of privilege until the end of the school year and a parental meeting at the discretion of administration.

FERPA – Please refer to guidelines on pages 26 and 27.

FIELD TRIPS - All school policies apply. If you have previously violated school rules you may lose the right to attend school field trips. Parental permission and notification will always be done for an offsite field trip.

504 INFORMATION – Please refer to guidelines on page 28.

HAT DAYS – On designated Fridays we will sponsor special “Hat Days.” This is an opportunity for you to pay \$1.00 to wear a hat for the day. All proceeds will benefit local charities and/or school activities.

HOMEWORK - Your teachers set expectations at the beginning of the year regarding late work acceptance, point values, and time limits. Make sure you know these expectations! Please understand that choosing not to complete an assignment is NOT an option. It is expected that ALL work will be completed. **Receiving a 0 for an assignment is NOT an option. If need be, students will receive morning detentions (7:30-7:50) to complete work, lunch detentions, and/or after-school academic support.**

HOMEWORK HAVEN - Homework Haven is available for grades 4, 5 and 6 after school on Monday through Thursday each week. Homework Haven is a quiet place for you to study for one hour after school. An educational technician or classroom teacher supervises Homework Haven; this is a place where you can learn, study, or get help on schoolwork. In the event of a cancellation, the school secretary will announce the cancellation during morning announcements; students will be allowed to phone home.

INTERNET/COMPUTER USE - The RSU Board believes that the use of the Internet is an educational tool that facilitates communication, innovation, sharing ideas, and access to information. In accordance with the School Department Policy on Acceptable Use of the Internet, you must strictly adhere to the established Internet use procedures. Both your parents and you must sign agreements in order for you to gain Internet access. In the event that you do not comply with all of the established rules and guidelines, you could lose Internet use for an extended period of time. **If you accidentally access an inappropriate site while using the Internet, you should immediately inform the supervising adult to eliminate a discipline situation.**

Students are responsible for costs associated with vandalism to software or hardware, including laptops that are issued to 7th and 8th graders.

ILLNESS AT SCHOOL

You should tell your teacher if you become ill at school. Teachers will immediately report your illness to the office, and you will be referred to the school nurse. If it is determined that you should go home, your parents will be contacted and arrangements will be made for transportation. You should not leave the building during school hours until your parents have been notified and approval through the office has been secured. You cannot be dismissed without parental and school permission.

LEARNING LAB

Learning Lab is held every day for 6th, 7th, and 8th graders. This is an opportunity for you to work independently in the library or classroom, to work with individual teachers in a small, study environment, or to get organized.

LIBRARY/MEDIA CENTER

The Library/Media Center is a pleasant place in which to read, have computer access, or study. It is open daily Monday through Thursday from 7:50 A.M. to 3:00 P.M. and Friday until 2:15 P.M. Throughout the year, students have opportunities to participate in various book groups, contests, and other reading incentives. Visit <http://lorangerlibrary.blogspot.com> to see what is happening each week. In the library, you may check out books for two weeks and then may renew the book(s) for an additional two weeks. Students who wish to use the library during his or her Learning Lab should get a pass from Mrs. Harding ahead of time. Actually, our library is virtually open 24/7. You can access the Loranger Library Catalog from ANY computer by simply clicking on the Library icon on our school web page. This allows you access to databases, encyclopedias, and other research tools at home as well as at school. Now how cool is that?



LOCKERS

Lockers are issued to you at the beginning of the year and are **NOT TO BE SHARED**. All lockers are school property and not personal property. You are responsible for keeping your assigned locker clean, both inside and out. Damages caused by misuse of tape, scratches, etc., will be charged to the student responsible. Any locker malfunction should be reported to the homeroom teacher or to the office. Any money or other valuables kept in your lockers is done so at your own risk – do **NOT** give out your combination to avoid possible theft. Students in grades 6-8 will be given a combination lock for their lockers and are required to keep their lockers locked **at all times**. Failure to do so will result in appropriate consequences. 4th and 5th graders are **not** given locks; therefore, do not store valuables at school.

LOITERING

You are not allowed to “hang out” when school is not in session. Doors open at 7:30 AM, and the final bell rings at 2:15. You should not be here unless you have prior administrative approval and/or are participating in a school-sponsored activity. Once the school day ends or athletic contests and practices are over, students are to leave immediately. Failure to abide by this could result in loss of after school privileges. Walkers need to leave the building promptly. If you are waiting for a ride home, please communicate ending times with your parents and wait quietly and respectfully in the lobby (during inclement weather).

LOST AND FOUND

Please write your name inside clothing and on articles brought to school whenever possible. This will help insure that lost items are returned quickly. Lost and found items for unmarked articles left behind by students are located in the lobby cubbies. If you are missing something that has been worn or brought to school, please check this area periodically. Lost items will be held for a reasonable length of time to allow you and/or your parents to locate missing items.

LUNCH PROGRAM

The RSU 23 School Nutrition Program uses a computerized food program called Nutrikids. You have a school meals debit account, identified with your personal ID number (PIN). You enter your PIN on the pin pad whenever you purchase breakfast, lunch, milk or a la carte, and the cost is deducted from your account. Money must be paid in advance on your account in order to purchase meals. You will not be allowed to “charge” meals if you have no money in your account. School Breakfast and Lunch menus are available on the district website at www.rsu23.org and in the school’s main office. Meal prices for ’11-’12 are as follows:

Breakfast: \$1.25/day or \$25.00/month

Lunch: \$2.50/day or \$50.00/month

Milk: \$.50

PERMISSION FOR LEAVING SCHOOL GROUNDS

Once you arrive on school grounds, you are not permitted to leave the at any time during the school day without permission from the school office. If you have a doctor's appointment, you should bring a note from home indicating the time your parents or guardians will be picking you up from school. You will not be dismissed to anyone other than a parent or guardian without written parental permission.

PHYSICAL EDUCATION

All students take physical education classes. In grades 4 and 5, you will come to gym class dressed appropriately. Students in grades 6-8 will be prepared to change from school clothes into proper gym attire. Proper footwear is a must for all grade levels.



POSITIVE RECOGNITION

Loranger Middle School feels that positive recognition is a valuable tool in your learning and behavior. We introduce recognition programs to increase your participation, your learning, and the overall school climate. Some of the programs are as follows: Student of the Trimester (4th grade), Awards Assemblies (6th, 7th, and 8th), Recognition Night (8th) and individual classroom recognition (4th through 8th) – usually in the form of extra recess.

RETENTION INFORMATION

If you do not meet grade-level standards, you may be retained in the same grade for the next year. At the end of every quarter/trimester, parents will be notified in writing if promotion is in jeopardy. Stay organized, do your work, and ask your teacher for extra help!

SAFETY DRILLS, CODES, AND COMMUNICATION

In an effort to keep Loranger Middle School safe, our district crisis committee has adopted certain procedures to maintain a safe environment for you and staff. In the following situations, administration may announce one of the following safety codes over the intercom system:

Code Green Bells will be delayed and **staff and students are to remain in classrooms with no exceptions.** Instruction continues as usual.

Code Yellow Code Yellow is the indication for a practice lockdown drill. Students and teachers **remain in rooms** and are silent and still.

Code Red Staff and students **remain in rooms with no exceptions.** Students in the hallways or bathrooms should report to the nearest classroom immediately. Lock doors and any windows accessible from the outside. Close blinds or curtains. Remain inside away from doors and windows. If the fire alarm sounds during a Code Red situation, do not evacuate unless directed by the Crisis Response Team and/or public safety personnel. Remain silent and still.



These procedures are practiced and evaluated on a regular basis to ensure safety. Some of the procedures we evaluate are safety/lockdown, fire evacuation, bomb threats, and random searches with police dogs. If a student is determined to have made a threat against the school, that student will face suspension/expulsion and will be referred to the police and will be prosecuted to the fullest extent of the law.

An evacuation plan is posted in each room. Teachers will periodically review the plan in order for you to become familiar with it. Do not pass another or break the line of exit. Do not run. If you can reach an outside door first you are to hold it open until all have left the building. Remain at least fifty feet away from the building until the signal is given to reenter. No one is to return to the building until administration instructs. In addition to evacuation drills, the school may practice safety lock-down drills. These drills are done to practice securing the rooms and building in the event of an unwanted person in the school. Lockdown procedures are established and will be reviewed periodically.

Student compliance during these drills is a safety issue. Any student exhibiting noncompliant behavior will receive appropriate consequences.



STUDENT ACTIVITIES

Loranger Middle School offers various activities for students in Grades 4-8. You are urged to participate in at least one activity. In grades 4-5 – Chorus, Book Crew, French Club, Healthy Kids, and Drama are offered. In grade 5 – Beginner Band is offered. In grades 6-8 – Intramural sports, Student Council, Book Crew, Color Guard, Band, Drama Club, and Chorus are offered. In grades 7/8 – French Club is available. Extracurricular athletics are offered to 7th and 8th grade students – girls can participate in soccer, field hockey, basketball, track, and softball; boys can participate in soccer, football, basketball, track, and baseball.

Extracurricular Eligibility Requirements

You should be passing all subjects. If you are failing a subject at Progress Report time or at the end of the quarter, you may be ineligible to participate in any extracurricular activity for a period of up

to two weeks (10 school days) and/or until passing. During the two-week period, you will be placed on academic probation. You may continue to practice but will not be allowed to participate in games.

If at the end of the two-week period the grade(s) have improved to passing, you will become eligible for participation. If not, you will be removed from the team or club roster for the remainder of the grading period. It is the discretion of the administration and the extracurricular leader to review grades throughout the extracurricular activity and to assist failing students in returning to passing grades.

TARDINESS - If you are not in your homeroom by 8:00 A.M. you will be considered tardy, and you must report to the office. Over-sleeping or other “personal” reasons are not legitimate excuses. Students in grade 4/5 are allowed three unexcused tardies; students in grades 6-8 are allowed two (due to shorter grading terms).

Grades 4-5

- **First three unexcused tardies** – Warnings (At the 3rd unexcused tardy, we will present the student with a warning slip indicating further consequences and will make every effort to either call home or mail home a warning letter.)
- **Fourth unexcused tardy** – Appropriate Level II consequence (ICO for Grades 4/5)
- **Fifth unexcused tardy and any subsequent tardies** - Appropriate Level II consequence (ranging from ICO to ISS). **Excessive tardiness will necessitate a student-parent-administrator conference.**

Grades 6-8

- **First two unexcused tardies** – Warnings (At the 2nd unexcused tardy, we will present the student with a warning slip indicating further consequences and will make every effort to either call home or mail home a warning letter.)
- **Third unexcused tardy** – Appropriate Level II consequence (Office Detention for 6-8)
- **Fourth unexcused tardy and any subsequent tardies** - Appropriate Level II consequence (ranging from multiple Office Detentions to 5-day OSS). **Excessive tardiness will necessitate a student-parent-administrator conference.**

Unexcused tardiness to class is subject to discipline by the teacher in charge, usually make-up time after school. Be on time!

TEXTBOOKS/LIBRARY BOOKS - All basic texts are loaned to you for use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You are responsible for each book assigned and should have book covers on the texts at all times. **Lost or damaged books need to be replaced!** It is the school’s practice to withhold report cards, end-of-the-year celebration participation, and/or promotion materials until all book charges have been settled. Be responsible!

VALUABLES AT SCHOOL - Please do NOT bring valuable articles or sums of money to school unnecessarily. The school is not responsible for items you lose. You should NEVER leave valuables unattended in the school. Personal jewelry left on the stage during gym class is never secure. Lock jewelry and any other valuables in your gym locker; however, **do NOT leave valuable personal items in your gym lockers overnight!!!** During PE classes and extra-curricular activities after school, keep all items of clothing and valuables in a **locked** locker!

VISITORS TO THE SCHOOL - Under no circumstances are you to bring a student visitor to the school without prior approval by the principal and teachers. All visitors must report to the office, sign in, and pick up a badge before reporting to any classroom.

WITHDRAWAL FROM SCHOOL - TRANSFERS

When moving to another school system, you and your parent should notify the school office and your teacher(s). The parent/guardian will complete a transfer form, and you may take it to your new school. We will forward all records and necessary information to your new school when requested by the new school.

NOTES

SECTION II - BUILDING RULES

Be Respectful - Be Proud - Be Responsible

It is our intent to keep Loranger Middle School a safe place for all students and adults. We will maintain an atmosphere that is orderly and will respect each person's right to learn in an environment that is free from disruptions and distractions. Any student, who acts in an unsafe manner, is disrespectful or disruptive, or who detracts from another's ability to learn, will be given a consequence consistent with our school's discipline code.

GENERAL BUILDING RULES

1. Students may be in rooms before and after school, **only** under the supervision of a teacher or authorized adult.
2. Food and drinks are only allowed during designated times and in designated areas. Food and drinks may not be taken from the cafeteria at lunchtime.
3. Backpacks are to be kept in lockers, except when needed for allied arts classes.
4. Inappropriate displays of affection are not allowed.
5. **NO GUM CHEWING!**

GENERAL CLASSROOM RULES

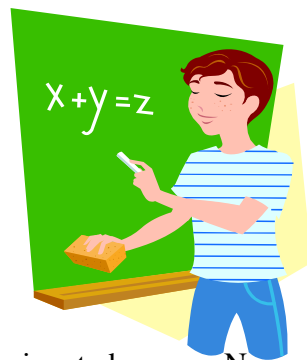
General classroom rules are established for the welfare and education of students. They will be posted in every classroom.

GENERAL HALLWAY RULES

1. Walk only - stay to the right. **DO NOT RUN AS YOU EXIT AT 2:15!**
2. Keep hands, feet, and objects to yourself.
3. Use quiet voices.
4. Do not use offensive language.

PLAYGROUND RULES

1. Stay in the playground area.
2. Rubber balls and Nerf® footballs may be allowed on the playground in designated areas. No hardballs, softballs, roller blades or skateboards are allowed on the playground.
3. No hanging from basketball rims.
4. No fighting or "play" fighting.
5. Ask permission before going inside during recess. Please use the doors by the cafeteria.
6. Go out and come in quietly and orderly.



During the winter months, children should wear appropriate clothing for recess. Students must wear snow pants and boots in order to play in the snow.

SECTION III - STUDENT CODE OF CONDUCT

Offense	Definition	Consequence
Bullying	Harming another student – physically, verbally, psychologically, or emotionally	Referral to a counselor; and 1st time - ≤5 day suspension & parental contact; 2nd time – further suspension & parental contact
Cheating	Copying another’s work, allowing your own work to be copied, using notes without permission, plagiarizing, and/or using crib notes	No credit for work; and 1st time – detention(s), parent/teacher conference, and notification of principal; 2nd time - ≤ 5-day suspension, parent conference, and notification of all teachers; 3rd time - ≤10-day suspension, parent conference, notification of all teachers and Superintendent
Defiance	Refusal to obey a teacher’s direct instruction or behavior that seriously or repeatedly interferes with other students’ ability to learn	1st time – Up to 1-day suspension and parental conference; 2nd time - ≤ 5-day suspension & parental conference; 3rd time - ≤10-day suspension & parental conference
Drugs & Alcohol	Buying, selling, exchanging, receiving, or giving drugs or alcohol in school or on school property	Recommendation to Superintendent and School Board for expulsion
Drugs & Alcohol Use	Under the influence of drugs or alcohol, in possession of drugs (or look-alike drugs) or alcohol, or in possession of paraphernalia at any school function	1st time - ≤ 5-day suspension, parental conference, referral to a counselor, & police notification; 2nd time - ≤ 10-day suspension, parental conference, referral to a counselor, & police notification
Fighting	Initiating serious threat of a fight or engaging in physical conflict on school property or at school-sponsored activities, regardless of the instigator	1st time - ≤ 5-day suspension and parental conference; 2nd time - ≤ 10-day suspension, parental conference, and possible recommendation for expulsion
Harassment	Derogatory or vulgar comments regarding a person’s race, color, sex, real or perceived sexual orientation, religion, age, national origin, physical appearance, handicap, and/or the distribution of electronic, written or graphic material having such an effect – Examples include, but are not limited to the following: <ul style="list-style-type: none"> • Unwelcome sexual advances, gestures, comments, or contact • Threats • Offensive jokes • Ridicule, slurs, derogatory actions or remarks 	1st time - ≤ 5-day suspension, parental conference, and referral to counselor; 2nd time - ≤ 10-day suspension, parental conference, recommendation to outside counseling services, and notification of superintendent;

Severe Harassment	Physical contact or repeated offenses	≤ 10-day suspension, police notification and/or Department of Human Services, referred to School Psychologist for testing to determine whether the student is safe to return to school, and recommendation to Superintendent for expulsion hearing
Theft/ Damaging School Property	Stealing or destroying property	Restitution paid; and 1st time - ≤ 5-day suspension, parental conference, and notification of superintendent; 2nd time - ≤ 10-day suspension, parental conference with building administrators and superintendent (Possible recommendation for 1 st or 2 nd offense – Initiation of expulsion hearing)
Threats/ Intimidating Behavior	Intimidating or threatening school staff, other students, or visitors while under the jurisdiction of the school (This jurisdiction includes, in addition to the school day, school dances, athletic events, field trips, and any other activities sponsored by the school, even if these activities do not take place on the school grounds or during the school day.)	1st time - ≤ 5-day suspension, parental conference, and notification of Superintendent; 2nd time - ≤ 10-day suspension and parental conference with administration and Superintendent; Other recommendations – referral to another institution for treatment; initiation of expulsion hearing
Tobacco	Possession or use of cigarettes, cigarette paper, or any other tobacco products in school or on school grounds – in addition to possession of lighters	1st time – 2-day suspension, notification of Superintendent and police, parent conference prior to student’s return to school, and referral to counselor; 2nd time – 5-day suspension, notification of Superintendent and police, parent conference prior to student’s return to school, referral to counselor, and hallway restrictions enforced; 3rd time – 10-day suspension, notification of Superintendent and police, parent conference prior to student’s return to school, referral to counselor, and hallway restrictions enforced
Weapons	In possession of any object recognized and/or used as a weapon will be considered a serious threat (ex. Knives, chains, clubs, scissors, explosives of any type) Possession of Firearm = Expulsion	1st time – 5-10 day suspension, parent conference, and notification of Superintendent and police; 2nd time – 10-day suspension, parent conference with building administration, and notification of Superintendent and police

SECTION IV – CONSEQUENCES FOR MISCONDUCT

The outlined consequences below will be enforced for 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 interfered with the operations, discipline, or general welfare of the school.

Consequence	Explanation
Community Service	Administration will contact parents and ask for permission to have student(s) complete community service when administration feels such service better fits the misconduct. Examples of community service include, but are not limited to, outside litter pickup (gloves will be provided), cafeteria cleanup, window washing, or work at the police station (car washing, sweeping).
Detention <ul style="list-style-type: none"> • Academic Detention • Office Detention • Teacher Detention 	<p>After-school detentions are from 2:25 – 3:15 Monday through Thursday. Teacher detentions are given for classroom misconduct, and it is the teacher’s discretion how that after-school time is used. Teachers also have the right to limit the time according to the misconduct (30 minutes vs. 50 minutes). Office detentions are given by administration for misconduct in or out of the classroom. Students serve office detentions with an assigned detention monitor and must earn 10 points to fulfill this consequence. Students earn the ten points by returning a signed detention slip, studying the entire time, completing a reflection sheet, and/or writing the assistant principal a letter about the student’s experience at Loranger Middle School. Failure to earn the ten points results in further disciplinary action. If parents do not sign the detention slip, teachers and/or administration will notify parents. Furthermore, Academic Detentions are given for lack of student effort in regard to work completion. These detentions are not punitive but are an opportunity for students to have a quiet place to complete work that has not been finished otherwise; however, students who fail to report to detention will receive disciplinary consequences.</p> <p>Students will be given a day’s notice prior to serving the detention unless phone or e-mail contact has been made with parents/guardians. Detentions must be served as assigned. If extenuating circumstances exist, parents may contact the school for an alternate date. The parent is responsible for transporting the student home on the day of the detention.</p> <p>Excessive detentions within a quarter may result in suspension.</p>
Expulsion	The RSU School Board takes this action to remove a student from its schools when a student commits a serious violation of school regulations. Maine state law governs expulsion hearings, and counsel at the hearings may represent parents.
In Classes Only	Mostly at the 4/5 levels, this consequence may be given before a detention is warranted. ICO means that a student will spend snack time, recess, and lunch in the main office.
Loss of Recess	Inappropriate behavior at recess may result in a student losing recess privileges. The student then serves recess in the main office or with the classroom teacher.
Suspension <ul style="list-style-type: none"> • In-School • Out-of-School 	<p>Students who have been assigned ISS will work in an isolated area for the entire day. Students need to complete an adequate amount of schoolwork and may also be required to complete reflection pieces, do community service, and/or meet with a school counselor. Parents will be notified at the time of the suspension. When a student receives an OSS, he/she is not allowed on school grounds. The student will be given assignments to complete during the OSS that will be due upon reentry. Otherwise, loss of credit will occur. School activity privileges will be lost during suspension. Students who have been suspended are not allowed to attend the next scheduled dance. A parental conference must take place prior to a student returning to school – this is considered a re-entry meeting.</p>

FREQUENTLY ASKED QUESTIONS

WHAT IF I'm late to school?

Report to the office. Have a note from your parent or have them call to explain.

WHAT IF I become ill at school?

Report to your teacher if possible. If you cannot make it to class, report to the office and the office secretary will get you to the school nurse. Do not remain in the restroom when you are sick.

WHAT IF I need to call home?

Explain the situation to your teacher. He/she will issue you a pass for the main office, and you may use the phone there.

WHAT IF I am absent a day?

Bring a note from home or have a parent call to explain your absence. Remember you are responsible for getting your homework that was missed. Please contact a classmate to get assignments or ask your teacher for missing work on the first day back.

WHAT IF I am being picked up early from school?

Your parent will need to come to the office and sign you out. You will be called from class.

WHAT IF I am having a problem with a teacher?

Talk to your teacher outside of class. Respectfully approach the teacher and show that you are concerned about the situation. Listen to what the teacher says and do what the teacher asks you to do. If it seems unreasonable or you cannot handle the suggestion, you need to see one of the administrators or counselors.

WHAT IF I am having a problem with a student?

Do what you can to straighten out the situation- talk to them. If that does not work or if you are not comfortable doing that, see one of the administrators or the counselors. If someone threatens to harm you, see one of the administrators immediately.

WHAT IF I get in trouble in class?

1. Do what the teacher tells you to do immediately.
2. Do not argue; just do what you have been asked to do.
3. If you feel it was a mistake, then respectfully talk to the teacher about it after class, not during class.
4. If you have tried the above suggestions, talk to one of the administrators if you feel it is necessary.



Taking a Stand Against CYBERBULLYING

Originally printed in the Maine Sunday Telegram on April 13, 2008, in an article by Ray Rauthier

CYBERBULLYING DEFINED

- HARASSMENT and bullying done with the aid of technology, including cell phone text messages, Web sites, email, and instant messages. It can range from a one-sentence text message containing threats or profanity to Web pages containing explicit photos that can be seen by anyone. **Cyberbullying** can be more unnerving than the traditional variety of bullying because it can be anonymous, and this might embolden the harasser to say things he or she would not in person. Also, a potentially huge audience can see the harassment and be incited to take part in it.

WHAT YOU CAN DO TO STOP CYBERBULLIES

FOR STUDENTS

1. Don't respond to emails or messages that are mean to you or to your friends.
2. Don't forward emails or messages that spread rumors about other people.
3. Save or print all messages from bullies.
4. Show messages from bullies to an adult you trust, such as a parent or teacher. If the first adult you tell doesn't help, keep telling until someone does.
5. If your friends are cyberbullying, tell them it's not funny and that it hurts people.
6. Don't share secrets, photos, or anything that could be used to embarrass or to degrade you online.

Source: National Crime Prevention Council

FOR PARENTS

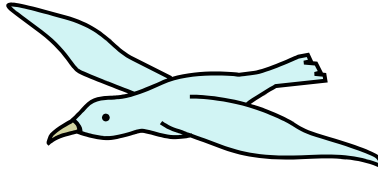
1. Ask your children whether they know what cyberbullying is and whether it's ever been done to them or to someone they know.
2. Save threatening or harassing messages as potential evidence.
3. If you think the bullying might rise to the level of a crime – such as threats based on race, gender, or religion – notify police.
4. Make sure your child keeps his or her passwords secret.
5. Help set up your child's email and instant messenger accounts and make sure no names or addresses are included in screen profiles.
6. If your child is being bullied online or via cellular phone, don't immediately take away those privileges. The child will feel punished on top of being bullied.

Sources: National Crime Prevention Council; Unicel; Chuck Saufier, guidance counselor at West Bath Elementary School

LEARN MORE ONLINE

- National Internet Safety Group – a broad site with information for parents and children, as well as statistics on cyberbullying, at www.isafe.org
- National Crime Prevention Council – specific information on cyberbullying, at www.ncpc.org/newsroom/current-campaigns/cyberbullying
- Unicel – cellular phone provider's site includes lots of cyberbullying prevention information, at www.unicel, click "Stand Up! Help Prevent Cyberbullying."
- Center for Safe and Responsible Internet Use, at www.cyberbully.org

Respect - Pride - Responsibility



WE DO THAT HERE!

What does it mean to show respect, pride, and responsibility throughout Loranger Middle School? Please discuss the following situations with your homeroom, and share your ideas of how we can be respectful, proud, and responsible at all times.

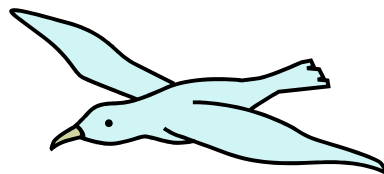
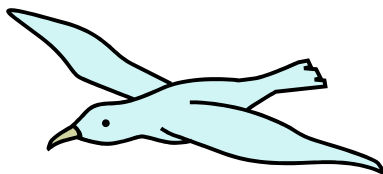
In the halls before and after school and between classes, I will behave in the following manner:

In the cafeteria I will be considered respectful, proud, and responsible if I . . .

At recess I will continue to be respectful, proud, and responsible by . . .

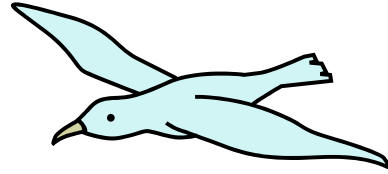
When participating in a school assembly (before or after school), I will . . .

When I represent Loranger Middle School and the town of Old Orchard Beach, either at a sporting event or a school field trip, I will conduct myself in the following manner:



Student Goal Organizer
2011-2012

Respect - Pride- Responsibility



Now that you have had a chance to reflect on your behaviors with your classmates, take time to set goals throughout the year. What will respect look like for you? How will you show pride in your schoolwork and with your behavior? Choose one trait from our school mantra and design a plan that works for you!

My **Fall Goal** is . . . (circle one)
to be respectful.
to be proud.
to be responsible.



Three things I can do to show this during the next few months is as follows (refer to previous class exercise for examples):

1. _____
2. _____
3. _____

Student Signature

Date

Teacher Signature

Parent Signature

Date

My **Winter Goal** is . . . (circle one)
to be respectful.
to be proud.
to be responsible.



Three things I can do to show this during the next few months is as follows (refer to previous class exercise for examples):

1. _____
2. _____
3. _____

_____ Student Signature	_____ Date	_____ Teacher Signature
_____ Parent Signature	_____ Date	

My **Spring Goal** is . . . (circle one)
to be respectful.
to be proud.
to be responsible.



Three things I can do to show this during the next few months is as follows (refer to previous class exercise for examples):

1. _____
2. _____
3. _____

_____ Student Signature	_____ Date	_____ Teacher Signature
_____ Parent Signature	_____ Date	



GETTING TO SCHOOL SAFELY!



RULES AND REGULATIONS FOR PASSENGERS RIDING SCHOOL BUSES

Regional School Unit #23
90 Beach St.
Saco, Me. 04072

Riding the school bus is a *privilege*. Failure to adhere or conform to these rules and regulations may result in loss of school bus privileges.

Once a student boards the bus - - and only at that time - - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day.

A. Prior to Boarding:

1. All pupils must be ready in the morning at the scheduled time for the bus to arrive at the “School Bus Stop”. They need to arrive 5 minutes early in winter conditions and 10 minutes early in summer, fall, and spring conditions to the bus stop. They need to be out of vehicles as the bus approaches not when it stops.
2. Students must stand off the roadway while waiting at their designated bus stops where they can be seen by the approaching bus.
3. Students shall wait for the bus to come to a complete stop before approaching or entering the bus. If you cross the road, you must do so in front of the bus after making sure the highway is clear, and having been directed by the driver to cross.
4. Pushing, shoving, or other annoyances, will not be allowed while boarding or leaving the bus or taking a seat.

B. On Board the Bus:

1. Students will observe classroom conduct and be under the guidance and control of the bus driver.
2. Students will be courteous to the bus driver and other students. Disrespectful behavior shown to other students or the bus driver will not be tolerated.
3. The bus driver will assign seats. Pupils will remain seated and keep aisles and exits clear.
4. Eating, chewing gum or drinking is not allowed on the bus.
5. Profanity, tobacco, alcohol, drugs or any controlled substance is not allowed on the bus.
6. Hands, arms or any part of the body shall not be extended out of the windows or doors.
7. Nothing shall be thrown from, or into, or at the bus, bus driver, cars, pedestrians. Spitting is not allowed.
8. Reimbursement of costs for any damage done to the bus, caused by students, will be the responsibility of the student’s parent(s) or guardian.
9. Students are permitted to carry only objects that they can hold in their laps. The following items are not allowed due to safety concerns: skateboards, snowboards, large band equipment, large sports equipment, and large school projects. Also there are no cleats, roller blades or heelys to be worn on the bus. Weapons, knives, and explosives are not allowed on bus.

C. Departing from the Bus:

1. Pupils shall remain seated until the bus stops completely, and then leave their seat to depart. Students crossing the road must do so in front of the bus after directions from the bus driver.
2. Students will not be discharged at places other than the regular bus stop, at home or at the school, unless by proper written authorization from the Transportation Director.
3. Students will not be allowed to ride other buses unless there is a family emergency, (illness or death or when the parents are away from the home.) Students are not allowed to change buses for the purpose of going to a friend's home. Requests will only be permitted through written authorization of the transportation department, and only at times of emergency, otherwise students are expected to ride their regular buses.

D. State Law:

1. Students riding a bus having seat belts or booster seats must use the seat belt if they are assigned to a seat having a seat belt, as it is required by law to do so.

E. Non-Compliance:

1. Bus misbehavior will not be tolerated. A bus driver cannot safely drive the bus and watch each child along the bus route. *Distractions could cause serious accidents.*

1a. The first offense will be a written warning for students in grades K-5. Students in grades 6-12 will receive a written warning and one (1) hour detention. **Offenses of a serious nature may require an immediate suspension.**

1b. The second offense will be a one to three day suspension from riding the bus.

1c. The third offense will be a five to ten day suspension from the bus. A meeting will be held with the student, his/her parent(s), the principal, the bus driver, the transportation director, before a student may return to the bus.

1d. The fourth offense (s) will mean student can no longer ride the bus.

Any future offense(s) after a student has resumed riding privileges will mean complete suspension for the remainder of the year.

2. The above regulations apply to all bus students who ride a bus regardless of age or grade level. Once a student loses his privilege to ride the bus, he/she will be under suspension from riding all buses.
3. Bus rules apply for riding to and from school, or for activities requested by the various schools during the school year and are applicable to all who ride on the school bus.

F. Use of Video Cameras in Transportation Vehicles.

1. In an effort to keep passenger behavior violations to a minimum, video camera(s) will be used to monitor passenger behavior during transport to and from school and on extra curricular trips. When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified, but due to confidentiality, will not be permitted to view the content of said video. Students in violation of school conduct codes shall be disciplined in accordance with established policy and administrative guidelines, and school practices.
2. Bus slips will continue to be given for any inappropriate behavior on the bus.

**PLEASE READ ALL RULES AND REGULATIONS AND
SIGN ON THE SIGNATURE PAGE.**

Notification of Rights Under FERPA & Educational Records Procedure

The family Educational Rights and Privacy Act (FERPA) affords parents and students over age 18, certain rights with respect to the student's educational records:

A. The right to inspect and to review the student's education records within 45 days of the day when RSU 23 receives the request for access.

Student Educational Records Administrative Procedure

Upon written request, any parent of a child attending RSU 23 schools, has the following rights concerning access to his/her child's educational record. Students who have attained 18 years of age also have the same rights regarding their school records:

1. To receive a list of the types and locations of educational records kept on the child;
2. To have the school reply with the request within a reasonable period of time, but in no case more than 45 school days after it received the request;
3. To inspect and to review any of your child's records;
4. To receive copies of records for which the school may charge a minimal fee;
5. To have someone at your child's school explain or interpret any item in your child's records that you do not understand; and
6. To have a person of your choosing inspect and review the records.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

1. Parents or eligible students may ask RSU 23 to amend a record that they believe is misleading or inaccurate. They should write the school, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
2. You also have the right to request a hearing on the issue if the school refuses to amend your child's record.

C. The right to consent to disclosing personally identifiable information contained in the student's educational record. FERPA does authorize specific disclosures with the parent/guardian of eligible student's consent.

1. One exception that 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, instruction or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the school board.
2. When a student transfers from RSU 23 schools to another school unit in Maine or any other state, a copy of all his/her education records, including special education records, disciplinary records, attendance records, and health records other than confidential health records will be sent upon written request from the receiving school district.

D. The right to file a complaint with the US Department of Education concerning alleged failures by RSU 23 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
US Dept of Education
400 Maryland Ave, S.W.
Washington D.C. 20206-4605

E. RSU 23 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. This school unit has designated the following information as directory information: the student's name, 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. Any such notice should be sent to:

Superintendent of Schools, RSU 23
90 Beach St
Saco, ME 04072

Under Maine Law, RSU 23 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents names.

CHILD FIND

RSU #23 seeks to ensure that all children within its jurisdiction who are school-age, five through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

RSU #23 Child Find responsibility shall be accomplished through a unit-wide process, which while not a definitive or final judgment of a student's capabilities or disability is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This Child Find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU #23 may schedule Child Find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU #23 will refer the child to the regional Child Development Services (CDS) site within 10 school days.

If the Child Find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

Legal Reference: 34 C.F.R. § 300.111 (2006)

Student and Parental Rights under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by school districts that receive federal financial assistance. Under Section 504, no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Students eligible under Section 504 often require some type of accommodation or related aids and services that are necessary for the child to access his or her educational program, to be provided with an equal educational opportunity and to gain access to a free appropriate public education.

For a student to be identified under Section 504, in most circumstances the school must conclude that the child has a (1) physical or mental impairment that (2) substantially limits (3) a major life activity.

This is a partial list of rights granted under Section 504 if your child is identified as disabled:

1. To have our child take part in, and receive benefits from public education programs without discrimination because of his / her disability;
2. To have the school district advise you of your rights under federal law
3. To receive notice from the school with respect to the identification, evaluation, and educational program or placement of your child;
4. To have your child receive a free appropriate education, including the right to be educated with non-disabled peers to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and related aids and services necessary for your child to benefit from his or her educational program.
5. To have your child educated in comparable facilities and receive comparable services to those provided non-disabled peers;
6. To file a complaint through local complaint procedures regarding any alleged violation of the Rehabilitation Act;
7. To request an impartial hearing, to be conducted by a person who is not an employee of the district, to dispute decision or actions regarding your child's identification, evaluation, educational program or placement as student with a disability.

Questions about how to request a hearing may be forwarded to the person responsible for the district's compliance with Section 504 listed below:

Lloyd Crocker, LMS Principal
Or Cathi Faust, RSU 23 Section 504 Coordinator
90 Beach Street
Saco, ME 04072
207-284-4505 ext 34



SIGNATURE PAGE



UNDERSTANDING OF HANDBOOK EXPECTATIONS - **This section should remain in your handbook.**

On this date _____, I _____, a student in grade _____ at Loranger Middle School, read the entire handbook with my teacher _____ and my parent/guardian. I completely understand the expectations set forth for me and will do my best to meet those expectations.

Student Signature

Teacher Initials

Parent/Guardian Signature



ALL STUDENTS - **This section should remain in your handbook.**

My son/daughter _____ and I have thoroughly read these Bus Regulations and Expectations for RSU #23 students. We understand that the values of Respect, Pride, and Responsibility that are encouraged within the school day are just as important while a student is on the bus. We will have frequent conversations about these expectations, and we promise to uphold them on our end. If we have any questions or concerns we know that we can contact an administrator at any time.

Student Signature

Date

Parent/Guardian Signature



COMMUNICATIONS REQUEST

If you do not have access to the Internet and/or email and need to receive all communication as hard copies, please complete and **return this request to the main office.** Please check the items you would like to receive.

_____ Weekly Monday Memos sent from Assistant Principal

_____ Teacher Progress Reports (applies to 6th -8th grade only)

Your Name _____ Parent of: _____ Grade: _____

_____ I give you permission to give a copy to my son/daughter.

Signature

Date