

SACO MIDDLE SCHOOL

Welcome

This Handbook is produced so that you, as an SMS student and your parents/guardians, will know about our school. It will also give you guidelines to help you make appropriate decisions and take responsibility for what you may accomplish during this Middle School year.

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IMPORTANT DATES, AY 2009-10

Grading Periods

1st Trimester - 9/1 - 11/24/09
 Progress Reports - 10/09/09
 Report Cards - 12/9/09
 2nd Trimester - 11/30/09 - 3/05/10
 Progress Reports – 01/22/10
 Report Cards - 3/17/10
 3rd Trimester - 3/08/10 - 6/18/10
 Progress Reports – 04/14/10
 Reports Cards - 6/18/10

Open House – September 8, 2009

6th Grade - 5:30 - 6:30 p.m.
 Meet the Coaches – 5:30 –6:30 p.m.
 MLTI Overview – 6:30 – 7:00 p.m.
 7th Grade - 7:00 - 8:00 p.m.
 8th Grade - 7:00 - 8:00 p.m.

Athletics Boosters (6:00 p.m.) and

PTO (7:00 p.m.) Meetings
 '09: 9/09; 10/14; 11/12; 12/09
 '10: 1/13; 2/10; 3/10; 4/14; 5/12; 6/09

Parent / Teacher Conferences

Nov. 23, 2009 - 5:00 - 8:00 p.m.
 Nov. 24, 2009- 1:00-8:00 p.m.

New England Comprehensive Assessment Program (NECAP's)

October 5 –16, 2009 (tentative)

Dances (Sponsored by...)

Sept. 25, '09 (Principal/ Boosters)
 Nov. 6, '09 (PTO)
 Dec. 4, '09 (8th grade)
 Feb. 5, '10 (7th grade)
 March 12, '10 (6th grade)
 May 7, '10 (Principal/Student Council)

Student Picture Days

September 11, 2009
 Spring - TBA

Physical Exams (provided by UNE)

September 15, 2009
 Spring - TBA

Introduction

Saco Middle School prides itself in being many small schools inside a larger school. Each grade is divided into three teams. Each grade has two teams of 80 students and one team of 60 students. Each student is assigned to a homeroom with a teacher who is his or her advisor. The teams have established either a homework hotline, that can be called after 3pm with their homework assignments or a website which a parent or student may enter to locate the child's homework or listed long-term projects. The sites for each team will be listed in their team newsletter.

To support communication with parents, there is a school web site that is located at www.RSU23.org. Then select SMS. This site has a directory of the teachers in the building with their email address that you may access to communicate with your child's teacher. Continuing this year parents will have access to their student's grades through the internet. Parents will enter the Powerschool parent portal which is on the RSU #23 website and use the same username and password as last year. New parents and 6th grade parents will receive their password with their first day packet.

There are many programs unique to Saco Middle School that support every child as a learner, as well as finds a sport or activity that matches the student interest.

One of these programs is our Gifted and Talented program. Students are tested throughout the district to determine eligibility. The program offers advance study in all three grades in mathematics, social studies, science, and literature.

A second program is World Language. All sixth graders are given an introduction to both Spanish and French. At the end of their sixth grade, parents are notified if their child has qualified to enter the year long World Language program in the 7th grade in either Spanish

or French as selected by the parent and child. The program will continue through the 8th grade, and after successfully completing the 7th and 8th grade program, they will have a year of high school foreign language completed, and be eligible for Spanish 2 or French 2 in high school.

The following is a brief description of the curriculum in the core classes:

Math- Saco Middle School groups students in mathematics by ability level in all three grades. Students who qualify will be placed based upon their scores and performance in advanced math curriculum.

Science- The students in the 6th grade will learn earth science, including geology and classification. This is followed by biology and human body systems in the 7th grade. In the 8th grade students begin chemistry and physics.

Social Studies- World history and the study of ancient civilizations are taught in the 6th grade. The 7th grade curriculum begins with early U.S. history up to the Civil War. The 8th grade continues the study of U.S. history from the Civil War, up to current events. There is also a unit in the 8th grade on Maine history.

Reading- The students are exposed to a wide and rich range of literature. The primary instructional emphasis is on comprehension and higher level thinking questions. There is a use of historical novels and other books that support their other fields of learning.

English/ language arts- Students throughout middle school are writing for real audiences, publishing for the class and for the wider community. The students develop their writing through pre-writing, drafting, revising and editing. Each year the students are exposed to writing in different genres including: personal narratives, persuasive writing, and expository writing. Learning

of grammar and mechanics in context, at the editing stage and as items are needed is also an important part of the curriculum.

There is an after school bus Tuesday, Wednesday, and Thursday at 3pm for students staying after school for help. Parents must contact Bus Transportation at 284-5959 to ensure a spot on the late bus.

Our School has an active PTO organization that meets every second Wednesday of the month at 7 pm in the library. The focus of the organization is to help with volunteering, communication, and fundraising. The group supports the administration on school improvement, allowing Extended Classroom Experiences and planning as well as staying informed on current and future policies and events.

Many of these positive changes at the school have been a result of our ongoing program; "Journey to Excellence". This program is a five-year plan reviewing our school's goals and establishing benchmarks for improvement. The results of this program help ensure the best possible school experience for your child at Saco Middle School.

Throughout the year we have many events to inform parents of their child's achievements at middle school. After the end of each trimester, each team has a Celebration of Learning in the cafeteria to recognize students' accomplishments and inform parents of current and future events. We invite you all to the events and encourage your participation in your child's education.

Feel free to contact your child's team leader, counselor or the administration if you have any questions. The school number is 282-4181.

Attendance

School hours: Regular school hours are from 7:30 a.m. - 1:45 p.m. Students who walk, ride their bikes or are dropped off at school should arrive at SMS between 7:00 and 7:30 a.m. **Students arriving earlier than 7:00 are not admitted into the building.** No regular teacher supervision is available before 7 a.m. or after 2 p.m. All students arriving in the building from 7-7:15 will go to their team area or get breakfast in the cafeteria. At 7:15 all students will go to their team classroom, where they will have the opportunity to work on an assignment or read until homeroom at 7:30. At 7:15 students wishing to have breakfast will purchase it at the cafeteria and bring it to their team classroom.

Students may be in the building after school hours only if they are involved in a school activity or are working with a teacher; they are to remain with their teachers during that time and must be picked up immediately afterwards. Unsupervised students are a potential problem, so they are not permitted to "hang out" unless involved in an official after-school program or study session. Students **should not** be instructed by the parent/ guardian to remain at SMS after these programs to await later pickup.

Excused Absences: In order to assure student safety, the parent/guardian is asked to notify the office by 8:00 a.m. on the day his/her child will be absent. If a call is not made, a **written excuse** indicating the dates and reasons for absences must accompany the student upon his/her return. Examples of excused absences are: personal illness, an appointment with a health professional that must be made during the regular school day, family emergency, observance of recognized religious holiday when observance is required during the regular school day, or a planned absence for personal or educational purposes with prior approval from the administration. **If we have**

not received a phone call or note upon the student's return, an Office Detention will normally be assigned with 24hr. notification.

Tardy procedure: The staff and administration encourage every child to be in school on time every day to minimize the disruption it causes as well as the missed learning opportunities. Any student arriving to school after 7:30 a.m. is tardy and must report to the office for a tardy/admittance slip.

A note, phone call (282-4181) or an e-mail (rtalbot@saco.org) from the parent/guardian listing the reason for the tardiness must be presented to the Office in order to excuse a tardy.

The first unexcused tardy will result in a warning. The second unexcused tardy will result in a lunch detention. The third, and all thereafter, unexcused tardy will result in an office detention to be served the following night after school. Parents will be notified when a student has accrued two unexcused tardy. Examples of excused tardy are: personal illness, an appointment with a health professional that must be made during the regular school day, family emergency, observance of recognized religious holiday when observance is required during the regular school day, or a planned absence for personal or educational purposes with prior approval from the administration. Traffic, weather conditions, or other unavoidable situations may also warrant an excused tardy and will be determined by administration.

Routine appointments: In order to avoid taking students out of class, routine appointments should be scheduled outside of school hours, if possible.

Dismissal:

Early dismissal - Students leaving school before the end of the school day must have a parental/guardian **note**

brought to the office by 8:00 a.m., stating the reason for the early dismissal. The school nurse or Office must approve dismissal from school. Students will be met in the office by parents/guardians who will "sign them out" before they are dismissed.

Emergency dismissal: Parents/Guardians should pre-plan and inform students where they should go if an un-scheduled (emergency- or weather-related) dismissal occurs. The school cannot call all concerned adults in the event of an emergency school closing.

Academic Consequences: A student whose absence is excused by a parent/guardian is responsible to make up any work conducted, collected or assigned. Graded assignments missed during an unexcused absence will be accepted and graded at the discretion of the teacher.

ACTIVITIES AND ATHLETICS

Clubs: (Unless noted, all activities are no-fee for all students who are academically eligible.)

Yearbook	Select Chorus
Art Club	Drama Club
Band	Jazz Band
Chess Club	Math Team
Chorus	String Orchestra
Peer Mediators	Guitar Club
Civil Rights Club	Student Council

Yearbook - The Yearbook staff plans and prepares documentation of the current school year. The staff meets twice a week after school. This program begins during the first week of school and ends during the last week. It is open to all eligible 6th, 7th and 8th graders.

Art Club - Art Club provides an opportunity for students who enjoy visual arts projects to design works outside of art class. Group tasks such as bulletin board design, mural paintings, community displays and other options are offered. Individual drawings, designs and new techniques are also explored.

Guest artists and visits to local museums are other potential offerings. This program is open to all grades. Sign-up is in the fall and runs throughout the school year. Art Club meets weekly.

Civil Rights Team - The Civil Rights Team is a group of students from all grades who promote fair treatment and safety in the school. The Civil Rights Team involves students positively with their school's climate and community. The team's goal is to promote the acceptance of diversity. Sign-up is in September of each school year. A previous year's teacher must recommend students interested. Civil Rights Club meets weekly. Some "Extended Classroom Experiences" (ECE's) are taken, with parental permission. The only cost is money and food for trips.

Drama Club - Drama Club is designed for students who are interested in stage production. This club teaches students basic acting techniques, lighting, costumes, sets and props. It is open to all students. Drama Club is offered in 2 sessions: September-December & January-May. Sign-up is at the beginning of each session. Drama Club meets Fridays from 2-4 p.m.

Peer Mediation - Peer Mediation is a program, which trains students to assist other students in conflict resolution. No more than 6 students from each grade are selected by other mediators and staff. Once selected, students are trained, and continue with the program for as long as they remain active. Sign-up is in the fall. Students meet weekly. Mediations are scheduled when staff is available.

Student Council - The purpose of the Student Council is to promote better relations among our school, students, community and other schools. Student Council coordinates and carries out various school social activities while building school citizenship and pride. All teams and grades are represented on the council, which holds its elections in September. This program begins in

September and lasts throughout the school year. Student Council meets weekly.

Band - The Band is open to all students who have some experience playing a wind or percussion instrument. Band rehearsals are conducted during activity period. Additionally, students attend one sectional per week on a rotating basis. Except for possible instrument rental fees, there is no cost for this program.

Jazz Band - Jazz Band offers an opportunity for students who play jazz instruments to play in a smaller group and learn a new style of music. Participants must also be a member of the regular band program. An audition may be required. Jazz Band meets during the school day.

Chorus - The Chorus is open to all students. Chorus rehearsals are held twice weekly during activity period. Students need not be skillful in vocal music to join Chorus, as these skills will be developed during the year.

Select Chorus - Select Chorus members learn sophisticated vocal music techniques and perform more complex pieces. Select Chorus normally rehearses weekly.

String Orchestra - The String Orchestra is open to all students who have some experience playing a stringed instrument. This includes violin, viola, cello, bass, harp and piano. String Orchestra rehearses weekly and also meets once a week for sectionals. Except for possible instrument rental, this program is no-fee.

Guitar Club - Guitar Club is a collection of students interested in learning and playing the guitar. The club meets Wednesdays afterschool from 2-2:45. Students need their own guitar (acoustic or electric) and electronic tuner.

All Ensembles - There are numerous concerts, assemblies and musical

performances during the year. Additionally, the Band participates in parades.

Athletics Program

Mission Statement - *"It shall be the purpose of SMS Athletics to develop a program that has three main objectives: **Success**, in that every time an athlete competes, s/he strives to win, to the best of his/her ability; **Growth**, whereby practices are structured so that fundamentals and skill levels are improved, and values (such as sportsmanship, character and leadership) are stressed; and **Participation**, so that all student athletes feel a part of the team and are given an opportunity to participate to the best of their abilities."*

FALL SPORTS

Field Hockey - Grade 7 and Grade 8 *
Cross Country - Grades 6, 7 & 8
Girls' Soccer - Grade 7 and Grade 8 *
Boys' Soccer - Grade 7 and Grade 8 *

WINTER SPORTS

Boys' Basketball - Grade 7 and Grade 8 *
Girls' Basketball - Grade 7 and Grade 8 *
Cheerleading - Grades 7 & 8
Indoor Track - Grades 6, 7 & 8

SPRING SPORTS

Girls' Softball - Grade 7 and Grade 8 *
Boys' Baseball - Grade 7 and Grade 8 *
Outdoor Track - Grades 6, 7 & 8
Tennis - Grades 6, 7, & 8
Swimming - Grades 6, 7, & 8
Boys' Lacrosse - Grades 7,8
Girls' Lacrosse - Grades 7,8

* - Denotes Two Separate Teams

Activities and Athletics Eligibility Rules:
The RSU #23 Board of Education (BoE) re-cognizes the importance of activities as an integral part of the Saco Middle School program. The BoE also recognizes the need to hold students to high academic performance standards as a prerequisite for participation in extra-curricular/co-curricular, club and musical activities. Eligibility for participation in such activities is governed by the following:

1. In order to qualify for participation in any extracurricular, co-curricular, intramural, interscholastic, club or musical activity, a student must pass all of his/her core subjects: English, Math, Reading, Social Studies and Science. If a student fails one or more core subjects in any formal grading period, the student may not participate during the following grading period.

2. Any student participating in an extra-curricular, co-curricular, intramural, inter-scholastic, club or musical activity who is assigned an **In-School Suspension (ISS)** or **Out-of-School Suspension (OSS)** for disciplinary reasons shall not be allowed to participate in any activity on the day or days of the suspension.

3. In order for students to participate in after-school activities, *including practices*, the student **must be present for the entire school day**, unless specific permission to participate is granted by the Office.

4. Activities governed by this Policy are:

Art Club, Baseball, Basketball Cheerleading, Cross Country, Indoor/Outdoor Track, Drama Club, Field Hockey, Band, Chorus, Yearbook, Softball, Soccer, Peer Mediators, String Orchestra, Civil Rights Team, Chess Club, Jazz Band, Select Chorus, Student Council, Math Team, Lacrosse Guitar Club, Swimming
Dances

Who may attend - SMS students are eligible to attend dances providing they are present at school on that day. *Participation is considered a privilege.* Students suspended (ISS or OSS), placed on tutorial for discipline reasons or who accumulate five (5) or more Office Detentions between dances will not be allowed to attend the next dance. Only SMS students may attend; there will be no guests.

Begin/End Times - All SMS dances will begin at 6:30 p.m., and will end at 8:30

for 6th/ 8:45 for 7th/ and 9:00 for 8th graders respectively. [These staggered pick-up times are intended to relieve the traffic congestion associated with such large crowds.] Any student picked up more than fifteen (15) minutes after his/her class's scheduled pick-up time will not be allowed to attend the next dance. No student will be admitted after 7:00 p.m., unless the Principal grants prior approval.

Behavior/Attire - As normal school rules apply at the dance, appropriate behavior and attire is expected at all times. Inappropriate behavior (including inappropriate dancing) or attire may result in ejection and/or exclusion from future dances.

STUDENT ASSESSMENT PROCEDURES

Note: New England Comprehensive Assessment Program (NECAP) testing for school year 2009-10 is tentatively scheduled for October 5 – 16, 2009, for 8th, 7th & 6th grades, in that order.

Assessment Tools

Report Cards are issued to students at the end of each grading period. These reports include letter grades, comments on levels of competency and indicators of effort, citizenship and attendance.

Progress Reports are issued to all students at the midpoint of each grading period. These reports are a way of communicating the progress of each student and allowing students, parents/guardians and teachers the opportunity to discuss how to work together to ensure each student's success. These reports must be signed by a parent/guardian and returned to the homeroom teacher.

Grading Scale

A+ = 98-100 A = 95-97 A- = 93-94
B+ = 91-92 B = 88-90 B- = 85-87

C+ = 83-84 C = 79-82 C- = 76-78
D+ = 74-75 D = 72-73 D- = 70-71
E = 0-69 I = Incomplete

Note: An "Incomplete" grade becomes an E grade 2 weeks after the end of a grading period, unless the Principal has approved arrangements.

Honor Roll: The Honor Roll recognizes high achievement in all classes (core subjects and each Unified Arts class). Students who aspire for this honor will have demonstrated excellence in all courses in which they are enrolled and are to be congratulated for this achievement.

High Honors = All A's (core & each UA)
Honors = All A's & B's (including each UA)
Second Honors = One C only, offset by an A (Including each UA)

Homework and Projects: SMS supports the BoE policy on regularly assigned homework. Homework is normally assigned to reinforce a skill or concept already introduced in class. This "reinforcing homework" aids in committing recent short-term learning to long-term memory and helps teachers verify that their instruction was understood, while alerting them to common misconceptions or confusion. Homework is expected to be the student's own work and not "copied" or completed by unfair means. Homework may be assigned for any course, including Unified Arts (UA) courses. In addition to reinforcing class work, students may be assigned projects as homework, which will also entail work outside of school.

Common Homework & Project Guidelines

Late Turn-In of Homework - Homework assigned to reinforce class work will be accepted up to three (3) school days after the due date. The maximum achievable grade will be reduced 15 percentage points for each day late. On the fourth late day, the homework will no longer be accepted and a grade of "zero" will be entered, under normal circumstances. Homework assigned or due when a

student has a legitimate parent/guardian excused absence from school will have its due date adjusted accordingly (see definition of "excused absences").

Vacation Absences - A planned family vacation during which a student is absent from school does not obligate his/her teacher(s) or team to prepare missed assignments in advance. Any missed assignment work will be given to the student upon his/her return, and s/he will have a maximum of five (5) days to complete it.

Projects - Teams will make every effort to coordinate major out-of-class projects so that no two are due within 2 school weeks of each other. "Rubrics" or alternative information will be provided so the student will know how his/her project will be evaluated as s/he is preparing it. Although parent/guardian interest in projects is encouraged, the student is expected to complete projects primarily on his/her own.

School-to-Home Communication - All teachers will advise students of their homework requirements daily. Students will all be provided "planners" by SMS so that homework assignments may be recorded. Parents/guardians may use the planner to initiate two-way communication to teachers. (Students must alert the teacher to any notes.) In addition, each team will electronically provide homework assignments via an internet website or a voice mail "hotline" so that adults and students can verify homework assignments after school hours. Each team will provide details. A plastic blue folder goes home with the student every Friday with important notices to be returned on Monday.

Academic "Weight" of Homework and Projects - All "non-project" related homework grades, when averaged, may account for *not more than 30%* of a student's grade. No single project/assignment/assessment may account for more than 35% of a student's grade. (Other multiple assignments,

which are "averaged"--class work, quizzes, tests, etc--may account for more than 35% if the teacher so determines.)

Homework Assistance - It is recommended that each teacher be available at least one afternoon a week from 1:55-2:25 p.m. to offer academic assistance to students. Teachers will make their schedules known to students. There is an after school bus Tuesday, Wednesday, and Thursday at 3pm for students staying after school for help. Parents must contact Bus Transportation at 284-5959 to ensure a spot on the late bus.

"Back-on-Track" Program - For students who have failed 2 or more courses during a grading period, this program allows them to get "back on track" by working on homework, long-term projects and unfinished class work; studying for tests; and learning some basic study skills. Each student will be assigned to one teacher and will be required to stay after school from 2-3 p.m. each day for 10 consecutive Wednesdays. Upon completion of the program, each student will receive a new progress report showing his/her status in the current grading period. A late bus is provided.

Laptop Computers: Seventh and eighth grade students at SMS will have access to *school-owned* laptop computers. This is part of Maine's Laptop Initiative (MLTI) program, which places laptops in middle schools for academic use.

Procedures - Administrators and staff have developed the procedures under which laptops will be issued, returned and utilized for study purposes. Information on the MLTI program is sent home shortly after school begins; a meeting involving administrators, students and parents/guardians, which explains this program in detail, will be scheduled early in September each school year. The staff at SMS is excited about the learning opportunities that will be

made available to students with the use of these laptops. Of course, students will be expected to take great care of these computers and will follow very specific rules about how they should and should not be used in school.

Student Assistance Team: SMS has a Student Assistance Team (SAT). The SAT consists of teachers and selected staff.

SAT Mission Statement - *"As concerned staff, the SAT will support and assist students in achieving academic and social success. The team will assess individual needs and develop an assistance plan. Parents/guardians will be informed if the SAT has been asked to assist a student. The team's approach will involve individualized attention for struggling students, thereby promoting a sense of hope, well-being and success within the school."*

CONDUCT AND DISCIPLINE

It is essential that every student follow reasonable rules of conduct during the regular school day, as well as during any school activity on or off campus. Discipline is intended to *teach and encourage appropriate behavior* while creating an acceptable environment for learning. Disciplinary measures are designed to teach students to accept responsibility for their behavior and to make more appropriate choices in the future, rather than merely to punish student misconduct.

Students are expected to behave in a way, which does not hinder teaching or the orderly operation of the school. They are expected to:

- ❖ **Demonstrate respect** for themselves, fellow students and all adults in the school;
- ❖ **Respect school property**, the building and grounds;
- ❖ **Avoid violent behavior** in school;
- ❖ **Remain on school grounds**;

- ❖ **Exhibit control of language**, refraining from profane, inflammatory or sexual speech;
- ❖ **Avoid socially unacceptable behavior**;
- ❖ **Care for the safety** of others.

Disciplinary Procedures:

General - Teachers are responsible for everyday classroom discipline. If a teacher is unable to control a student's inappropriate behavior, s/he will refer the student to the office, where an administrator will assist the student in recognizing why a behavior was inappropriate and will take steps to prevent recurrences of that behavior.

Investigations – Any alleged misbehavior of serious nature will be investigated by the administration. This investigation will question student and staff witnesses as well as those involved. During investigations, students may be asked to submit to a search *if "reasonable suspicion exists"* that they are in possession of prohibited items or evidence. Searches are conducted with two staff members present and are limited in scope. Searches may include book-bags, lockers and desks, and students may be asked to empty their pockets. Refusing to permit a search results in discipline being imposed. If safety situations demand it, police assistance may be requested.

"Think About It" Form - Students who commit infractions of school rules will be asked to assess how they might prevent recurrences of those infractions. When a written "Think About It" form is satisfactorily prepared, the student will be expected to follow it. Students who do not sincerely complete a "Think About It" form will be assigned to the ISS Room until an acceptable plan is completed. For many minor infractions, no further action is anticipated.

"Quiet Lunch" - QL is intended, in most cases, for students who have been involved in "bullying" other students (see

Counter-Bullying Program). The Asst. Principal may also use QL for other forms of inappropriate behavior. During QL, the student is not permitted to attend lunch with his/her classmates, but instead will eat his/her meal in a supervised location where s/he is expected to sit silently.

Office Detention - OD is intended for more serious infractions, and requires a student to serve a 30-minute period after school. Students will be assigned this discipline a day or two following an offense so they may arrange transportation, and inform their parents/guardians. Students will also be given a detention slip notifying the parent/guardian of the detention. If a student does not attend an assigned OD, further disciplinary actions might be:

1st occurrence--One additional period of OD

2nd occurrence—denial of permission to attend regular classes until a parent/guardian, student and administrator conference is held.

In-School Suspension (ISS)- An ISS is the removal of a student from regular classroom and school activities for a period of time. This discipline is normally assigned in matters more serious than those warranting an OD. Schoolwork will be assigned and monitored in a controlled environment while closely supervised.

Out-of-School Suspension (OSS) – An OSS is the removal of a student from school and after-school activities for a specific period of time as determined by administrators. This discipline is for serious offenses. The BoE and the Superintendent will be notified of all OSS's. A student/parent re-entry conference is mandatory before the student returns to school.

(Note: In some situations, a combination of ISS and OSS may be assigned as a way to permit suspended students to retain some contact with the school in order to participate in educational activities related to the reason for their suspension.)

Expulsion is reserved for offenses, which are extremely serious in nature. SMS administrators may recommend this consequence to the Superintendent. The school board has the ultimate decision-making authority for imposing this discipline.

Unacceptable Behavior: Students should recognize that failure to conduct themselves in a mature and responsible manner will result in student discipline, which could lead to suspension and/or expulsion. While most students should know what is generally accepted as mature and responsible behavior, some examples of unacceptable behavior include:

- Tardiness to school or to class, or truancy (unexcused absence from school)
- Leaving school grounds without permission, or in halls without a pass
- Disrespectful behavior or speech, including profanity, inflammatory speech and "fighting words", or expressions likely to cause disruption
- Disrupting a school activity or gathering through inappropriate/unruly behavior
- Chewing gum, or eating outside of the cafeteria without teacher permission
- Failure to report to OD, or failure to follow established rules in OD or ISS
- Failure of a student to follow a reasonable request by any staff member
- Undermining the authority of any teacher, substitute teacher or staff member
- Cheating on a school assignment or intending to deceive in a school matter
- Stealing or damaging personal or school property
- Possessing weapons of any kind
- Possessing, selling and/or using tobacco, alcohol or other drugs
- Fighting, verbal or physical harassment and/or threatening
- "Bullying" a student or sexually harassing a student or staff member
- "Joking" about harming people or performing harmful acts
- Running, tripping, shoving, roughhousing
- Wearing inappropriate attire.

Disciplinary Consequences: The below (non-inclusive) list of infractions warrants an office referral and discipline:

1. Possession, sale and/or use of tobacco or other drugs on school property. First offense will be OSS up to ten (10) days. Re-entry conference with administrator is required before returning to regular classes.

2. Disrespect, profanity or verbal abuse of adult, or student will result in immediate removal from class and a minimum of one (1) day ISS. Re-entry conference may be necessary.

3. Sexual harassment of a student or an adult will result in a minimum of three (3) days OSS. Re-entry conference required.

4. Physical abuse of an adult or student will result in immediate removal from school and a minimum of three (3) days OSS. Re-entry conference required.

5. Bomb threats, pulling fire alarms, disrupting safety drills, and making false "911 calls" are reported to the police. Multiple days of OSS will result. Re-entry conference required.

6. Skipping school: Parents/guardians will be notified and the student will usually be given one (1) day of ISS for each day skipped.

7. Leaving school grounds without permission results in parent/guardian and/or police notification and at least one (1) day ISS.

8. Property damage and stealing: Students will make restitution. Parents will be notified, and police may be notified. A minimum of two (2) days OSS will be assigned. Re-entry conference required.

9. Possession of weapons (homemade or otherwise) will result in parents and police being notified and OSS for a minimum of 3 days. If applicable, Maine Department of

Education guidelines will be followed. Re-entry conference required.

10. Inappropriate displays of affection (handholding, hugging, kissing, etc) will result in detention(s) and possible ISS.

11. Forging notes/ letters/ school documents, or making false statements with the intention of deceiving will result in a minimum of one (1) day ISS.

12. The below items are not permitted at school and will be confiscated. Further disciplinary action may follow:

- Coffee cups, gum/candy, matches/lighters
- Firecrackers, caps or other explosive devices, or stink bombs
- Sexually suggestive photos/magazines
- Personal music listening devices, or tape decks or radios
- Guns, ammunition, knives or weapons of any kind

- Aerosol cans (mace, pepper spray, hair spray, etc.)
- Any toys / games / cards
- Beepers / pagers
- Laser pointer devices

Cell Phones: Students are allowed to bring a cell phone to school; however, it must be turned off before the student boards the school bus, or enters the building. The phone must be stored in the student's locker during the day. Use of the cell phone during the day will result in its confiscation, and the parent will be notified. We understand the need for communication between students and parents/guardians, but it must be done outside the school after students are released for the day; during school hours any emergency communication must be done through the school phone in the Office.

Dress Guidelines: Students who attend SMS must be dressed in attire that is appropriate, neat, clean and safe.

Footwear must be worn. Articles of clothing or accessories, which contain obscenities, or statements/pictures likely to cause disruption, may not be worn in or about the school. No revealing skirts, shorts and shirts will be allowed. Undergarments should not show. Hats, headbands, head coverings not of a religious nature and outerwear (any clothing which by its design, material, or weight is intended to be worn outdoors) are to be removed upon entering the building. As a general rule, when it is chilly or cold, students may wear only sweaters, sweatshirts, fleece jackets/vests and denim jackets in the building. Heavier garments should be kept in lockers. Students wearing inappropriate attire will be asked to change or call home for other attire.

Administrative Discretion: The disciplinary consequences listed above should be considered as the “minimum” that might be assigned. Administrators may make exceptions to these rules when the situation so requires. If administrators determine that the maintenance of a safe and orderly environment requires more serious discipline, they have the discretion to impose up to ten (10) days OSS and/or to schedule a hearing with the BOE regarding further action, including possible expulsion from school. In situations where physical safety is a concern, a student may be suspended indefinitely until mental health professionals can determine that the child is not a threat to others or themselves. (Such a precautionary action is called a “Safety Assessment”).

NOTE: Students who have been assigned an ISS or OSS **are not allowed to participate** in any extra-curricular, athletic or school-sponsored activities while suspended. This includes any activities (practices, games, performances, dances, clubs, activity meetings or events), which take place during the regular school day, or in the afternoon or evening of the suspension days.

Counter-Bullying Program:

“**Bullying**” is defined as repeated, negative or malicious behavior on the part of one or more students that is aimed at another student who has trouble defending him/herself. Bullying behaviors may include: saying hurtful things; teasing/ taunting; shunning; hitting; spreading rumors; systematic isolation; and verbal or physical harassment *between/among students of unequal strength or power.*

Consequences - The disciplinary approach to incidents of bullying will be inevitable, immediate, predictable, and escalating. Teachers will report incidents they believe to be bullying to administrators, who will investigate and decide if bullying took place, and will apply discipline *according to the rubric shown below.* The student and parent/guardian will be made aware of the behavior, the consequence for this behavior and the next consequence if this type of behavior is repeated.

Behavior One---*name calling, insulting remarks, starting, or spreading rumors, stealing, gestures and light physical contact (“poking” or light pushing)*

<u>1st Consequence</u> Written Warning Parent Notified	<u>2nd Consequence</u> Quiet Lunch Parent Notified	<u>3rd Consequence</u> OD Parent Notified Guidance Notified
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Behavior Two---*pushing, shoving, intimidation, threats of violence, systematic exclusion*

<u>1st Consequence</u> OD Parent Notified	<u>2nd Consequence</u> ISS Parent Notified Guidance Notified	<u>3rd Consequence</u> OSS Parent Notified Guidance Notified SRO* Notified
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* School Resource Officer

Behavior Three---*punching, kicking, harassing comments based on a person’s sex, religion, race, national/ethnic origin, sexuality or disability*

<u>1st Consequence</u> ISS Parent Notified Guidance. Notified	<u>2nd Consequence</u> OSS Parent Notified Guidance Notified SRO Notified	<u>3rd Consequence</u> OSS (# days TBD) Parent Notified Guidance Notified SRO Notified
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Exceptions to this procedure are the more serious threats to families, friends or staff, and serious incidents perceived to be between individuals of **equal** strength or social power. These will be

handled as described under Disciplinary Consequences.

Beyond the Rubric - Students who continue to bully will be subject to further discipline, including a Behavior Plan designed jointly by parents/guardians, administrators and teachers. Extended periods of OSS or expulsion are possible consequences.

(Note: Bullying is described as a "hazing" activity in BoE Policy ACAD: Hazing on p. 33-4.)

Student Discipline Concluding Comments: The educational environment is one in which personal growth and respect for the individual is stressed. Student expression of their thoughts and ideas is consistently encouraged. Such expression during school activities however, should be done in a way that will help promote the habits and manners of civility. Being civil and respectful to each other, and to SMS staff, will do much to improve the educational climate of the school while helping students avoid situations where disciplinary consequences are necessary.

LOCKERS

Each student at SMS will be offered a locker, which is the property of SMS; we allow a student to use it for his/her convenience. All bookbags, coats and non-essential material should be stored in the student's assigned locker. Students are not allowed to carry backpacks and/or book-bags between classes.

HEALTH

Emergency Information: It is essential that the SMS Office possess information on how and where to contact parents/guardians in case of student illness or injury. Parents/guardians are responsible to keep the school informed of their current address, phone numbers and name(s) of emergency contact(s). Parents/guardians should advise the school of any

new information during the school year so that they can be immediately contacted if necessary. Any additional information that the staff may need to know about custody or similar issues should also be kept current.

Medication: The Saco Board of Education, (BOE) recognizes that in specific instances it may be necessary for a student to have medication administered while at school. Although the BOE discourages the administering of medication on school premises if other options exist, educational opportunities shall not be denied for students requiring administration of medication in order to participate in the school program.

School-administered - In the event that no alternatives exist; the parent/guardian may request *in writing* that medication be administered to the student during the school day. Such written request shall provide for an acknowledgment and agreement that *unlicensed* personnel may administer the medication, as per a physician's, medical practitioner, or dentist's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel.

Parent/guardian requests for administering medications at school must be accompanied by a written order from the student's physician, medical practitioner, or dentist substantiating the fact that the administration of particular medications during the school day is necessary for the student's health and school attendance. Antibiotics that are prescribed four (4) times per day may be administered **once a day** at school with only a signed parent/ guardian permission form *providing that the medication is in the original labeled container*.

Rules for Administering Medication

Guidelines - In order for medication to be administered at school:

- a. The school nurse must receive a signed parent/guardian permission form, which states that an individual other than the school nurse may dispense the medication.
- b. A physician's, medical practitioner's or dentist's permission form with the name of the medication, the dosage and time of administration must accompany the parent/guardian permission form.
- c. All medication must be brought to school by the parent/guardian/designated adult in the original labeled container indicating the student's name, name of medication, date prescribed, physician's/ medical practitioner's/ dentist's name, dosage and time of administration.
- d. The parent/guardian will provide a one-week supply of medication. The container will be returned each week to the home to be refilled. At the nurse's discretion, an amount less than or more than a one-week supply may be provided.
- e. Any changes in medication must be accompanied by **both** a parent/guardian and a physician's / medical practitioner's/ dentist's note. Change in administration on medication differing from the original label will not be done without written direction and/or verification.
- f. Orders for medication will not be valid for a period exceeding the current school year and must include reference to any possible side effects.

Over-the-Counter (OTC) medications - In general, OTC meds such as cough syrups, decongestants, etc., shall not be administered at school. As well, those OTC meds prescribed for three times a day will be given at home around school hours. In those circumstances where the school nurse believes that the prescription does not provide sufficient specifications, the nurse shall contact the appropriate person(s) to discuss clarification, or

options for administering OTC meds for the student.

The SMS nurse and principal will monitor compliance with this policy and administrative procedures. The school nurse shall establish specific protocols for training unlicensed personnel to administer medication, and will provide specific instructions for any new medications to be administered at school and/or any changes in existing medical prescriptions.

In addition, the following shall apply:

- a. It shall be the parent's/guardian's responsibility to notify the appropriate school official of any changes in, or discontinuation of, a prescribed medication being administered at school.
- b. All medication will be appropriately maintained and secured by the school nurse, principal, or designee.
- c. School staff administering medication shall document each instance of administration, including the date, time, and dosage.
- d. Students shall not be permitted to carry or self-administer prescription medication in school, except under very special circumstances and with the approval of the school nurse, the parent/guardian, and the physician, medical practitioner or dentist.

STUDENT TRANSPORTATION

Bus Transportation: RSU #23 provides bus transportation for SMS. Students receive a copy of RSU#23 bus rules and regulations at the beginning of the school year, to be signed by both the student and the parent/guardian. If questions arise about specific rules, parents/ guardians should contact the Bus Dispatcher at 284-5959. Students are expected to use their regularly assigned bus whenever they ride the bus. The only exception to this rule is a family

emergency, e.g., illness, death or when the parents are away from the home.

Bus Passes: Students who must ride a bus other than their assigned bus must receive permission from the Transportation Office. Parents must call transportation in advance at 284-5959 to request a bus change. Students will receive their bus pass from the office at the end of the day. It is the *student's responsibility* to obtain a bus pass, which must be presented to the driver when boarding the requested bus.

Discipline for bus misconduct is as follows:

- 1st infraction: Up to 2 Office Detention periods;
- 2nd infraction: 1-3 day suspension from the bus;
- 3rd infraction: 5-10 day suspension from the bus;
- 4th infraction: Suspension from the bus for the remainder of the year.

(Infractions of a more serious nature may result in other consequences to include immediate suspension from the bus.)

RSU #23 SCHOOL DEPARTMENT

2009-2010 School Event Calendar

August 2009

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	TO	TW	TW	28	29
30	31					

September 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	ER	TW	26
27	28	29	30			

October 2009

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	ER	TW	25	26	28
29	30					

December 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2010

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	ER	29	30
31						

February 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	ER	27
28	29	30	31			

April 2010

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2010

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August/September/October

August 25 - New Staff Orientation
August 26 & 27 - TW
August 28 - NO SCHOOL
September 1 - 1st Day of School / Students (1-12)
September 4 - NO SCHOOL
September 7 - No School / Labor Day
September 8 - 1st Day of School / Kindergarten
September 24 - Early Release
September 25 - TW / NO SCHOOL STUDENTS
October 9 - Early Release
October 12 - Columbus Day / NO SCHOOL

November/December/January

November 2 - TW / NO SCHOOL STUDENTS
November 11 - Veterans Day / NO SCHOOL
November 24 - Early Release
November 25 - TW / NO SCHOOL STUDENTS
November 26-27 - NO SCHOOL / Thanksgiving Recess
December 23-January 1 / Winter Vacation
January 18 - Martin Luther King Jr. Day / NO SCHOOL
January 27 - Early Release

February/March/April

February 15 - President's Day / NO SCHOOL
February 16-19/February Vacation
March 8 - Early Release
March 26 - Early Release
April 2 - K-5 NO SCHOOL (Saco/Dayton)
K-8 NO SCHOOL (OOB)
6-8 1/2 Day (SMS)
9-12 1/2 Day (OOB/STP)
April 16-23 / Spring Vacation

May/June

May 14 - Early Release (EXCEPT SMS-NO SCHOOL)
May 31 - Memorial Day / NO SCHOOL
June 22 - LAST DAY OF SCHOOL

Student Days Schedule 176

Teacher Days Schedule 181

5 Storm Days included:

(Adjustments will be made as necessary)

- ☉ 1st Day of School
- ☺ Vacation/Holiday-No School
- TW** Teacher Workshop/No Students
- ER** Early Release Day
- TO** Teacher Orientation
- △ P/T Conference

Board Approved: 6/16/09