

# **MACHIAS MEMORIAL HIGH SCHOOL**



## **BULLDOGS**

**STUDENT HANDBOOK 2019-2020**

# MACHIAS MEMORIAL HIGH SCHOOL 2019-2020 CALENDAR

JULY 2019						
	1	2	3	H	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	31			
AUGUST 2019						
				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	FW	W	FW	30	31
SEPTEMBER 2019 (20)						
1	H	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					
OCTOBER 2019 (21)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	W	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER 2019 (18)						
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	H	V	30
DECEMBER 2019 (15)						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				

JANUARY 2020 (21)						
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	MT	MT	MT	MT	25
26	27	28	29	30	31	
FEBRUARY 2020 (15)						
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	H	V	V	V	V	22
23	24	25	26	27	28	29
MARCH 2020 (21)						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	W	21
22	23	24	25	26	27	28
29	30	31				
APRIL 2020 (17)						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		
MAY 2020 (20)						
					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	30/31
JUNE 2018 (7)						
	1	2	3	4	5	6
G	8	LD	SD	SD	SD	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

IMPORTANT ACADEMIC DATES	
SEPTEMBER 3 - FIRST DAY FRESHMEN ONLY	
SEPTEMBER 4 - ALL STUDENTS TO SCHOOL	
OCTOBER 4 - Q1 PROGRESS REPORTS	
NOVEMBER 1 - Q1 REPORT CARDS	
DECEMBER 6 - Q2 PROGRESS REPORTS	
JANUARY 24 - END OF Q2/SEMESTER 1	
FEBRUARY 28 - Q3 PROGRESS REPORT	
APRIL 4 - END OF Q3	
MAY 8 - Q4 PROGRESS REPORTS	
JUNE 12 - END OF Q4 / SEMESTER 2	
HOLIDAYS & IMPORTANT DATES	
JULY 4 - INDEPENDENCE DAY	
SEPTEMBER 2 - LABOR DAY	
OCTOBER 11 - COMMUNITY SERVICE DAY	
OCTOBER 14 - INDIGENOUS PEOPLES DAY	
NOVEMBER 11 - VETERAN'S DAY	
NOVEMBER 14 - FALL SL CONFERENCES	
NOVEMBER 28 - THANKSGIVING DAY	
DECEMBER 25 - CHRISTMAS DAY	
JANUARY 1 - NEW YEAR'S DAY	
JANUARY 20 - MARTIN LUTHER KING JR., DAY	
FEBRUARY 17 - PRESIDENT'S DAY	
APRIL 16 - SPRING SL CONFERENCES	
MAY 25 - MEMORIAL DAY	
JUNE 7 - GRADUATION	
JUNE 12 - LAST DAY OF SCHOOL	
FACULTY MEETINGS	
SEPTEMBER 10 & 18	FEBRUARY 12
OCTOBER 9 & 23	MARCH 3 & 18
NOVEMBER 13	APRIL 1 & 29
DECEMBER 3 & 18	MAY 12 & 27
JANUARY 7 & 29	JUNE - TBA
KEY	
V = VACATION	ER = EARLY RELEASE
W = WORKSHOP	H = HOLIDAY
G = GRADUATION	LD = LAST DAY
SD = SNOW DAY	M = MIDTERM
3 SNOW DAYS BUILT INTO THE SCHEDULE	

## MACHIAS MEMORIAL HIGH SCHOOL MISSION STATEMENT

At Machias Memorial High School we believe that student success is dependent upon the strength of a rigorous and relevant curriculum, the cultivation of civic responsibilities, and the fostering of positive social interactions through appropriate self-expression.

The practice of this belief will encourage our graduates to become informed, responsible citizens who respect diversity, practice tolerance, and lead fulfilling lives in an ever-changing world.

### Academic Expectations

The Machias Memorial High School graduate will:

- **Communicate effectively through** writing, speaking, active listening, the use of technology, and creative expression
- **Read for a variety of purposes** such as gathering and synthesizing information, critical analysis, vocabulary development, and for pleasure
- **Use inquiry to** justify the reasonableness of solutions and to increase their depth of knowledge
- **Utilize organizational skills** to apply content area knowledge and obtain information from a variety of sources

### Civic Expectations

The Machias Memorial High School graduate will:

- **Participate** in the democratic process
- **Understand the value of service** to community, state, and nation

### Social Expectations

The Machias Memorial High School graduate will:

- Demonstrate **interpersonal skills** including empathy for others, cooperation, and collaboration
- Demonstrate **respect** for self, others, and the environment
- **Assume responsibility for personal decisions and actions** through accountability, self-reliance, and integrity.



## WELCOME MESSAGE

Mr. Brian Leavitt, Principal

August 2019

Dear Parents and Students,

Welcome to Machias Memorial High School! Thank you for choosing our school. One of the greatest strengths of our school is its small size. Students get the individual attention and supports they need to succeed and there is much opportunity to be active in activities and events outside of the classroom.

For a small school we offer a lot to our students. Machias Memorial High School offers a wide range of academic classes such as AP and Honor classes, chemistry, marketing, visual and performing arts, and physical education. We also offer many extracurricular activities such as Video Club, Student Council, and athletics.

Students, during their junior and senior years, may participate in our early college partnership with the University of Maine at Machias and Washington County Community College in Calais. Students who take full advantage of these programs can earn up to 24 college credits. The best thing about this program is that there is no cost to the student for taking classes. We even provide transportation.

Another program I would like to highlight is Career & Technical Education. On the campus of Machias Memorial High School we offer two programs: Culinary Arts and Building Trades. Criminal Justice/Law Enforcement and Health Occupations/CNA are offered at Narraguagus High School in Harrington. These four programs give students the skills needed to enter the job force after high school or to continue their education by enrolling in a post-secondary or community college program. You can read more about these opportunities in the following pages.

In the fall of 2020 Coastal Washington County Institute of Technology will be expanding programming. The expansion will include the addition of five programs: Aquaculture, Welding, Early Childhood Education, Automotive Technology, and Diesel Mechanics. Also, a building, located in Columbia Falls, will be renovated to house these programs.

Machias Memorial High School will be involved in a voluntary third party school review this year. This review will be conducted by the New England Association of Schools and Colleges. They will be visiting our school in November. This is a great opportunity for administrators, teachers, and staff to reflect, improve, and receive feedback about the educational experience we offer our students.

Please take the time to read the student handbook. It is an important part of student life. In it you will find answers to the many questions you will have about what it means to be a student at Machias Memorial High School. ***After you have reviewed it, please sign the attached pages and return them to the school.***

I encourage students to enjoy their high school years, be involved in your school and community to make it a better place for all, and to take pride in what you accomplish while at Machias Memorial High School. If I can ever help you or your student with anything please come see me. I am committed to helping your child to succeed as a student and person.

Sincerely,



Mr. Brian Leavitt  
Principal, Machias Memorial High School  
Director, Coastal Washington CIT

## MACHIAS MEMORIAL HIGH SCHOOL FACULTY

### MACHIAS MEMORIAL HIGH SCHOOL ADMINISTRATION

Mr. Scott K. Porter, Superintendent of Schools  
Mr. Brian Leavitt, Principal and CWCIT Director [bleavitt@mmhsbulldogs.org](mailto:bleavitt@mmhsbulldogs.org)  
Mr. Robert Sinford, Athletic Director  
Mrs. Mary Maker, Special Education Director

### FACULTY AND STAFF

Mr. James Black, Social Studies [jblack@mmhsbulldogs.org](mailto:jblack@mmhsbulldogs.org)  
Mrs. Susan Albee, Journalism and Social Studies [salbee@mmhsbulldogs.org](mailto:salbee@mmhsbulldogs.org)  
Mrs. Nicole Case, English and Math [ncase@mmhsbulldogs.org](mailto:ncase@mmhsbulldogs.org)  
Ms. Allison Paprocki, English [apaprocki@mmhsbulldogs.org](mailto:apaprocki@mmhsbulldogs.org)  
Mrs. Guen Corrigan, English [gcorrigan@mmhsbulldogs.org](mailto:gcorrigan@mmhsbulldogs.org)  
Ms. Heidi Chutter, Math [mchutter@mmhsbulldogs.org](mailto:mchutter@mmhsbulldogs.org)  
Mrs. Amy Getchell, Math [agetchell@mmhsbulldogs.org](mailto:agetchell@mmhsbulldogs.org)  
Mr. Jim Lenke, Physical Science [jlenke@mmhsbulldogs.org](mailto:jlenke@mmhsbulldogs.org)  
Mrs. Amanda Anderson, Spanish [aanderson@mmhsbulldogs.org](mailto:aanderson@mmhsbulldogs.org)  
Mrs. Michelle Jaques, Life Science [mrsjaques@mmhsbulldogs.org](mailto:mrsjaques@mmhsbulldogs.org)  
Mrs. Kristin Leavitt, Special Services [klevitt@mmhsbulldogs.org](mailto:klevitt@mmhsbulldogs.org)  
Mr. Anthony Roy, Special Services [aroy@mmhsbulldogs.org](mailto:aroy@mmhsbulldogs.org)  
Mrs. Pat Dowling, Special Services [pdowling@mmhsbulldogs.org](mailto:pdowling@mmhsbulldogs.org)  
Mrs. Norma Rolfe, Special Services [nrolfe@mmhsbulldogs.org](mailto:nrolfe@mmhsbulldogs.org)  
Ms. Caitlin Maker, Special Services [caitlin.maker@mmhsbulldogs.org](mailto:caitlin.maker@mmhsbulldogs.org)  
Mrs. Ruth Saumur, Special Services [rsaumur@mmhsbulldogs.org](mailto:rsaumur@mmhsbulldogs.org)  
Mrs. Judy Hayward, Special Services [jhayward@mmhsbulldogs.org](mailto:jhayward@mmhsbulldogs.org)  
Mrs. Nadine Baker, Band & Chorus [nbaker@mmhsbulldogs.org](mailto:nbaker@mmhsbulldogs.org)  
Mrs. Rebecca Lee, Art [rlee@mmhsbulldogs.org](mailto:rlee@mmhsbulldogs.org)  
Mr. Mitchell Worcester, Health/Physical Education [mitchell.worcester@mmhsbulldogs.org](mailto:mitchell.worcester@mmhsbulldogs.org)  
Mrs. Wendy Schoppee, Librarian & Marketing [wschoppee@mmhsbulldogs.org](mailto:wschoppee@mmhsbulldogs.org)  
Mr. Chris Sprague, Building Trades/IA [chris.sprague@mmhsbulldogs.org](mailto:chris.sprague@mmhsbulldogs.org)  
Ms. Emily Fitzsimmons, Culinary Arts [emawhinney@mmhsbulldogs.org](mailto:emawhinney@mmhsbulldogs.org)  
Mrs. Ree Anna Bridges, JMG [reeanna.bridges@mmhsbulldogs.org](mailto:reeanna.bridges@mmhsbulldogs.org)  
Mr. Ty Richards, Alternative Education [trichards@mmhsbulldogs.org](mailto:trichards@mmhsbulldogs.org)  
Ms. Jaimie Moores, Technology Coordinator [jmoores@mmhsbulldogs.org](mailto:jmoores@mmhsbulldogs.org)  
Ms. Cara Cirillo, Guidance Counselor [ccirillo@mmhsbulldogs.org](mailto:ccirillo@mmhsbulldogs.org)  
Ms. Alaina Albee, Guidance Secretary/GEAR-UP [aalbee@mmhsbulldogs.org](mailto:aalbee@mmhsbulldogs.org)  
Ms. Britney White, Administrative Assistant [bwhite@mmhsbulldogs.org](mailto:bwhite@mmhsbulldogs.org)  
Mrs. Lori Martin, School Nurse [lmartin@mmhsbulldogs.org](mailto:lmartin@mmhsbulldogs.org)  
Mr. Wayne Stoddard, Maintenance

## SCHOOL LIFE

### CAFETERIA

The cafeteria at Machias Memorial High School serves breakfast from 7:20 am- 7:51 am. Students should have their breakfast completed before the first HomeBase bell. If students need to finish their breakfast they may take it to their HomeBase room.

Lunch will be served each day at MMHS unless special arrangements have been made due to a change in the schedule. Students will be notified of changes, such as half days, in advance. Students will report to the lunch room when announced.

Students should report to the cafeteria before school starts, at morning break, for lunch, and afternoon break. Students who wish to consult with a teacher at this time should be in the classroom only if supervised by a teacher.

At no time during lunches or breaks are students to be in any other area, building, or outside location unless a teacher has given them permission and is present to supervise students. During warm weather students may go outside, but must stay in front of the school. Teachers, not having lunch duty, are under no obligation to supervise students during their lunch period.

Students are expected to sit in chairs, at a table, and demonstrate appropriate behavior. All trash should be disposed of properly and all trays and flatware should be returned to food services staff.

### GUIDANCE OFFICE

The guidance counselor is an advocate for all students. The guidance counselor is available to meet with students for consultations by appointment to discuss academic, career, or personal/social concerns. This includes monitoring academic progress, consulting students during add/drop period, and meeting with students and parents regarding requirements or needs related to graduation and post secondary education.

### HOMEBASE

HomeBase is an advisor advisee program at Machias Memorial High School. HomeBase will usually be held every other Friday or when necessary. This is the designated time for advisors to meet with their students as a mentor. This is a required class for graduation and students will receive credit for participating.

### ACADEMIC LAB

In academic lab students report to their scheduled rooms and expected to work on their academic studies. Teachers will monitor the academic progress of students assigned to their labs and provide academic support when needed. Students may sign out of an academic lab to get help from another teacher if necessary and if that teacher is available.

### BULLDOG BLOCK

Bulldog Block will be held daily as an academic support for students. Students are responsible to check their tags daily before Bulldog Block to see if a teacher has requested them. Students who do not report to the teacher will receive a warning the first time and a lunch detention for each time after the student skips their tag.

A staff member will be assigned to monitor the Bulldog Block Study Hall. This will be held in the cafeteria. Students are expected to follow all of the BB Study Hall rules. The rules will be posted in the cafeteria.

On designated days Mr. Worcester will hold open gym during Bulldog Block. The purpose of open gym is to provide students with physical activity and an incentive to put extra effort into their academic studies. Students who are tagged will not be allowed to participate in open gym. The Study Hall monitor will have a list detailing tagged students. ***Students must sign up for open gym and be verified as not tagged before going up to the gym.***

Failure to follow this procedure will result in possible loss of privilege to attend open gym. Students are encouraged to attend enrichment activities when offered.

## **LIBRARY**

The Machias Memorial High School Library is located in Room 1. It is open from 7:30 A.M. to 2:30 P.M., excluding lunch. The Library is for students who need to access the resources or have a quiet place to study. The Library is not a place to socialize with friends. The library is often open after 2:30 P.M. if the librarian is available.

The Library collection consists of over 7,000 items. Library media includes books, e-books, audiobooks, magazines, videos and subscriptions to electronic databases. To search our library's collection go online to the school website at [www.mmhsbulldogs.org](http://www.mmhsbulldogs.org). Select the "LIBRARY" link. Click the "FOLLETT" icon. Click on "Machias Memorial High School". Enter your search terms (title, author, keyword, etc.) in the "Find" box. For a more visually appealing search choose "Destiny Quest" on the left. Destiny Quest shows a "Top 10" checkout list and features "New Arrivals".

Books are circulated for three weeks. Reference books, current magazines and newspapers are non-circulating. Arrangements may be made with the librarian to photocopy sections of these materials for educational purposes.

## **NO SCHOOL ANNOUNCEMENTS**

"No school" announcements are made on the "The Official Machias Memorial High School" Facebook page, Ellsworth Radio Station-KISS 94.5, Calais Station-WQDY 102.9, and television stations WLBZ 2 and WABI Channel 5. Parents may sign up for automated phone and text message notifications for no school announcements and other emergency notifications via School Messenger.

## **LOST AND FOUND**

Anyone finding or losing articles should report it to the Principal's office as soon as possible. ***If it is necessary for you to have money or other valuables at school, please leave them with the Office Secretary or with an appropriate supervisor.*** Combination locks are available for use during the school year and can be placed on school or gym lockers. Please see Ms. White and she will assign you a lock. ***The school does not assume responsibility for anything lost by or stolen from a student.***

## **FIRE DRILLS**

The continuous sounding of a tone and flashing lights indicates a fire drill. Students and staff from each area will leave the building as rapidly as possible in an orderly manner and will assemble outside in their class groups. Teachers are to take their iPad or laptop with them and take attendance of their respective classes outside. Teachers are the last to leave the building and close the doors as they leave. ***Everyone including all staff*** will exit according to the plan posted in each room. There will be six fire drills throughout the year.

## **CELL PHONES**

Cell phones may be used only during the designated times below. Cell phones should be kept in backpacks or in pockets during class and not out on desks or tables so that students can interact with them.

***If a cell phone is seen being used outside of the designated time zones the student will surrender it to the teacher. The teacher will bring the phone to the office. The phone will only be released to the student the first time at the end of the day. The second time a parent or guardian must come into the school to pick it up.***

If students need to use their cell phones outside of the designated times ask your teacher to excuse you to the office. If the principal, or his designee, determine the use is reasonable they will grant permission to use it.

Cell phone privileges will not be allowed if you are serving a detention or serving an in-school -suspension. Designated times for acceptable cell phone use by students are:

- Before school during breakfast.
- During the morning break.

- During lunch.
- During the afternoon break.
- During transition between classes.
- Anytime after final dismissal from school at 2:20, but before the HomeBase bell of the next school day unless serving a detention or have lost your cell phone privilege during that time.

***\*Cellphones may not be used as music players outside of the designated times.***

Teachers have the option to develop their own set of classroom rules for cell phones. Students need to be respectful of individual teacher policies when it comes to cell phone usage.

### **TEXT MESSAGES**

Parents are asked to refrain from texting students during class. Please refer to the designated times when texting is allowed. If a student receives a text during class they should refrain from checking it and wait for an appropriate time.

If there is an emergency please contact the main office and we will pull the student from class. If there are other situations where special consideration would deem it necessary for students to have their phone on please call the principal to request an exception.

### **TELEPHONE MESSAGES**

Messages may be left at the office by parents, but only emergency messages will be delivered while classes are in session. Others will be held until breaks, lunch, or until after school.

### **LOCKERS**

***Lockers are the property of the school and are subject to administrative inspection at any time during the year.***

Students are responsible for the care and cleanliness of their lockers. Objectionable material will be removed if detected on the inside or outside of the locker. To maximize the security of their lockers, students are encouraged to use a lock and advised not to share their combinations with others. Locks will be provided by the school. Each student will be assigned a locker by the front office and no changes will be made unless arrangements are made with Ms. White.

### **SCHOOL PROPERTY**

Students are financially responsible for all school materials such as books, Chromebooks, uniforms, musical instruments, magazines and other equipment that has been issued to them. Any student who loses, destroys or damages school property will be billed for the loss or damages. In the case of a senior, all such loss or damage must be recovered before the student will be allowed to participate in graduation.

### **HALL PASS**

Students leaving a classroom with the permission of the teacher are to sign out of the classroom, indicating the time and their destination, and take a Bulldog Pass. Upon returning to the classroom students are to sign back in again, indicating the time, and return the Bulldog Pass to its proper location. If a student has been excused by a teacher to go to another location in the building, that student must also sign in and out of that area before returning to class. ***All students who leave the classroom must possess a "Bulldog Pass" laminate which must be visible for staff and administration to see. Passes should be returned to their original destination before students are to be excused for their next class.***

### **MAIN OFFICE**

The Main Office is at the center of the school. Any problems, questions, messages, and announcements are handled by Ms. White in the office, which is located by the main entrance of the school. All visitors must check in at the main office.

Students may visit the office, with teacher's permission and a Bulldog Pass, during the school day for a specific and purposeful reason. Students may not loiter at or around the office. The office is a busy area where



confidential information is collected and disbursed. Meetings, which also require privacy and confidentiality, occur in this area. ***Students will not be allowed in the main office area unless accompanied or requested by the principal or designee.*** Students may use the phone, located just outside the main office window, before school, during breaks or lunch, and after school, but not during class unless authorized by the principal or designee.

## **VISITORS**

Visitors are asked to enter the front of the school and check in at the main office to inform the school of their presence and the purpose of their visit. Students from other schools may not visit except by permission of the Principal for a valid purpose such as intended enrollment. A student visitor must be approved at least 24 hours in advance.

## **COASTAL WASHINGTON COUNTY INSTITUTE OF TECHNOLOGY**

Coastal Washington CIT offers Career & Technical Education (CTE) courses to Machias Memorial High School students as well as students in Narraguagus High School, Jonesport Beals High School, and Washington Academy. Currently students may spend from one period a day up to four periods a day in one of these programs. Students learn about specific career paths and gain knowledge and marketable job skills in these classes. CWCIT offers Culinary Arts, Building Trades, Health Occupations/CNA, and Criminal Justice.

All Career & Technical Education programs and opportunities are open to all juniors and seniors without regard to handicap, race, color, sex, sexual orientation or national origin. Contact Mr. Leavitt, or one of the CWCIT instructors, if you are interested in one of these programs of study.

## **ACADEMIC ISSUES**

### **ADD/DROP PROCESS**

At the beginning of the school year, students must request to add or drop a course in the first five school days. At the beginning of the second semester, students may request to add or drop a course in the first four school days. If it is determined that an academic misplacement has been made in a core course, then a change will be considered. Changes must be approved in writing by a parent/guardian and then by the principal. All books and materials must be returned before a class is dropped.

### **CHEATING/PLAGIARISM**

Students who plagiarize papers or projects, or are involved in any other form of cheating, may be subject to reduction in grades and/or disciplinary action. Any student caught cheating on any assignment will receive a zero for that assignment for the first offense. If at any other time during the school year that same student is caught cheating he/she may not receive credit for the class in which they were caught cheating. Any subsequent cheating may result in further loss of credit as well as removal from the class. Disciplinary actions such as detentions and/or suspensions may occur. Removal from extra-curricular activities may also be a consideration for a second and subsequent offenses.

Some examples of cheating may be, but are not limited to:

- Copying work, sharing answers with others, or inappropriate use of notes/materials
- Inappropriate use of technology, including but not limited to, personal electronic devices such as a cell phone, iPad, iTouch, iPod, mP3 players, calculators, notebooks, school issued or personal computers, or the Internet to store answers, search for answers, or send answers to other students
- Talking during tests or quizzes and gestures

### **COURSE REQUIREMENTS**

All students must take at least six (6) courses each semester to be considered full-time and eligible for school sponsored activities.

## **EARLY COLLEGE**

Students are encouraged to pursue options for taking courses at the University of Maine at Machias, Washington County Community College, or any other approved post-secondary institution for high school and college credit. One credit is awarded at the high school for each college course passed. Assistance is available from Guidance to sign up for classes and permission from the Principal is required prior to enrolling in college courses.

## **GRADING SYSTEM**

A	93-100
B	85-92
C	77-84
D	70-76
Failing	Below 70
Incomplete	I

## **GRADUATION REQUIREMENTS**

To graduate from Machias Memorial High School a student must successfully earn 22 academic credits. Below are the minimum subject requirements:

- 4 Credits in English; one must be Senior Seminar
- 1 Credit in U.S. History
- 1 Credit in Government/Civics
- 1 Credit in World Cultures or Geography
- 3 Credits in Science; one must be Biology & one must be Explorations in Science
- 4 Credits in Mathematics: Pre-Algebra, Algebra I & II, Geometry, Senior Math/Statistics/ Pre-Calculus
- 1 Credit in Fine Arts
- .5 Credit in Health
- 1 Credit in Physical Education
- 1 Credit in HomeBase
- .5 Credit in JMG Essentials (Class of 2019 and beyond)

## **TRANSFER STUDENTS**

In the case of a student who transfers to MMHS the administrative team will evaluate student transcripts and determine placement in the academic program. Students must be enrolled full time at Machias Memorial High School at least five (5) school days after the first day of the second semester of their junior year until graduation to be eligible for class ranking. If a student moves during the academic year the school requires that the parent or guardian notify the school even if the mailing address remains the same.

## **INDEPENDENT STUDY**

When there is a need, an independent study course can often be worked out between the student, teacher, parent, and Guidance Director. These situations will be handled on an individual basis with the final decision being at the discretion of the Principal. Independent study requests must be made early in the school year and will include such specifics as meeting times and places, work products, evaluations, and credit. Students who do not meet the requirements of the independent study may have the privilege revoked.

## **PARENT/TEACHER/STUDENT CONFERENCES**

When a student becomes aware that they are struggling academically or in any way at risk, they should contact the guidance counselor, their teacher, HomeBase advisor, or principal. The counselor, administrator, or teacher will then analyze the problem, gather information, and convene a meeting as appropriate to provide support for the student.

## **PROGRESS REPORTS**

The guidance counselor will generate progress reports midway through each quarter to inform both parents and students of the quality and quantity of work done. Parents and students are also encouraged to monitor progress

by accessing grades online through PowerSchool. User names and passwords will be assigned to students and parents at the beginning of each school year. Copies of the access information will be distributed to students and parents.

## ATHLETICS AND ACTIVITIES

### ATHLETICS

Machias Memorial High School offers a well-rounded program of athletics for both boys and girls. Students must be aware that although athletics are a fine addition to a well-rounded education they are secondary to academics.

***Participation on school sports teams is a privilege and NOT a right.*** Students must remain academically eligible and be mindful of the fact that while participating on school athletic teams they represent the school, their families, and their community. ***The highest level of sportsmanship is expected of all athletes during athletic events. Poor sportsmanship will be addressed by the coach, athletic director, and principal, and may include disciplinary action such as detentions, suspensions or ineligibility from future contests. Continued unacceptable actions may result in a student not being allowed to finish the season or participate in future athletic teams.***

***Please refer to the Student Athlete Handbook for detailed information regarding academic eligibility.***

In order to participate, students must have a physical examination, proof of accident insurance, permission from parents or guardian, and be eligible according to the Maine Principals' Association rules. A copy of the athletic handbook may be obtained from the front office.

A student is ineligible if:

1. He/she has attained the age of 20 years.
2. He/she attended high school or its equivalent for eight (8) semesters or four (4) years.
3. He/she competes under an assumed name.
4. He/she plays on an outside team to which the local school objects.

MMHS sponsored activities are:

Basketball	Cheering	Cross Country	Golf
Volleyball	Softball	Soccer	Baseball

Please refer to the ***Machias Memorial High School Student Athlete Handbook*** for a comprehensive set of rules, procedures, and policies related to athletics.

**\* NOTE ON SPORTSMANSHIP:** Parents, family members, and fans will be expected to respect and accept the decisions of coaches and officials and model good sportsmanship for their student athletes during sporting events. Parents, family members, or fans may be asked to leave a sporting event if they demonstrate poor sportsmanship towards coaches, officials, other parents, or opposing players, coaches, or fans.

## CO-CURRICULAR ACTIVITIES AT MMHS

Machias Memorial High School sponsors the following clubs and events:

- |                          |                   |                     |              |
|--------------------------|-------------------|---------------------|--------------|
| - National Honor Society | - Student Council | -Skills USA         | - Chess Team |
| - Video Club             | - Close-up.       | - Model State       | -Yearbook    |
| - Girls and Boys State   | - Gaming Club     | - Math Team         | -Drama Club  |
| - Anime Club             | - DECA            | - Bulldog Book Club |              |

### NATIONAL HONOR SOCIETY

The highest honor, which Machias Memorial High School bestows on any student, is selection to the National Honor Society. The National Association of Secondary School Principals sponsors NHS and a faculty committee

makes selections. The basis for selection is leadership, scholarship, character, and service. NHS is available to eligible sophomores, juniors and seniors.

## ATTENDANCE

**STATISTICS** - (Source: Attendance Works)

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school
- By 9th grade regular and high attendance is a better predictor of graduation rates than 8th grade test scores
- Missing 10 percent, or about 18 days, of the school year can significantly affect a student's academic success
- Students can be chronically absent even if they only miss a day or two every few weeks
- Attendance is an important life skill that will help your child graduate from college and keep a job

## ATTENDANCE POLICY

The purpose of attendance guidelines is to insure that students maintain good attendance for learning and comply with Maine attendance laws. The State of Maine and MMHS recognize the positive relationship between good attendance and success in school. Consistent class attendance is considered to be one requirement for passing a subject and earning credits. Classroom instruction, activities, and discussion that take place in classes are a critical part of the educational process. When a student misses class an important part of instruction cannot be replaced.

### **Policy:**

Under Maine State Law students are required to attend school until age seventeen (17) unless conditions specifically listed under the law are met. Under the law the only excusable absences from school are:

- Personal illnesses
- Appointments with health officials
- Observance of recognized religious holidays
- Family emergencies
- Planned absences for personal or educational purposes **which have been approved** by school officials **prior** to the actual trip/vacation , etc.

(All students and parents are reminded that **work is not** a legitimate reason for missing school)

A student is considered truant if they have completed Grade 6 and has the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year.

If a student is considered truant the school may contact the Department of Human Services and the appropriate law enforcement agency.

### **Rules:**

Attendance is taken at the beginning of HomeBase (7:55) each day. Any student arriving after 7:55 will be considered tardy.

Three tardies to school or early dismissals from school, within a quarter, will result in a lunch detention.

If a student is more than 30 minutes tardy to school or is dismissed early from school, without a professional's note or previous approval by administration, he/she will not be allowed to participate in any extracurricular or co-curricular activities that day.

Any student absent, or more than 30 minutes tardy to school the day after participating in an extracurricular event, without a professional's note or previous approval of administration, will not be allowed to participate in the next extracurricular event.

In order for an absence, tardy, or early dismissal to be considered excused, a note must be brought to the office within 24 hours of the student's return to school. The principal then determines if it is excused or unexcused.

Any student arriving tardy to school will not be admitted to any class without a pass from the office.

Any student that accumulates ten (10) or more absences for personal illness in a year may be required to provide administration with documentation from a doctor.

The administration and the attendance committee, which may comprise of the Principal, Guidance Counselor, Attendance Officer, and the student's HomeBase advisor, will have final decision on all of the previous attendance rules.

#### **Procedures:**

When a student is absent the parent or guardian will be called within the first two (2) hours of the school day.

When the parent or guardian is contacted they will be reminded that the student must return with a written note explaining the absence.

If the student has accumulated four (4) unexcused absences in a school year, the parent or guardian will receive a letter reminding the parent or guardian of the attendance policy. They will be informed that a meeting will be required if the student reaches seven (7) absences from school.

If the student has accumulated seven (7) unexcused absences in a school year, the parent or guardian will be called, a letter sent home reminding them of the attendance policy, and a meeting will be scheduled with the attendance committee.

If the student has accumulated ten (10) unexcused absences in a school year, the parent or guardian will be called, another letter will be sent home reminding them of the attendance policy, and a second meeting with the attendance committee will be scheduled. The Department of Human Services may be contacted at this time.

***In order for a student to be excused from school for a doctor, dentist, or driving test appointment, a slip signed by the office of the professional or examiner must be presented by the student upon their return to school.***

A student has an unexcused absence if he/she:

- Leaves school without being properly dismissed
- Leaves school during lunch
- Is absent from school without prior permission from his/her parent or guardian
- Is absent from school without permission
- Obtains a pass to a certain place and he/she does not report there
- Becomes ill and goes home or stays in the rest room instead of reporting to the office
- Comes to school but does not attend classes
- Comes to school on the bus, but then leaves school grounds
- Leaves class without permission

## CONDUCT AND DISCIPLINE

### GENERAL INFORMATION

**The building principal reserves the right to assign detentions. A student may also be assigned an in or out of school suspension based on inappropriate student behavior.**

Students are not permitted to leave school grounds during school hours from ***the time they arrive at school, not when school starts, until the end of the school day at 2:20 p.m.*** unless they have permission from the Principal or designee. Infractions will result in disciplinary action.

Transportation to all Machias Memorial High School extracurricular activities is provided for participants and must be used unless special permission is granted ***in advance*** by the Principal or Athletic Director.

### DETENTIONS

Detention Hall will be held daily from 2:25 p.m. - 3:00 p.m. Students who are assigned to Detention Hall will be expected to serve their detention the same day it is issued or the next day if transportation needs to be arranged.

Detention consists of three types: Lunch, Personal, and Office Detention.

Lunch Detention - students are assigned to the office for minor infractions. Students bring their lunch and spend the lunch period in the office area.

Personal Detentions - students are assigned to this detention and it is administered by individual teachers in their classroom. Durations and days are determined by the teacher assigning the detentions.

Office Detention - students are assigned to this detention by individual teachers and it is facilitated by the Principal's Office. Duration of this detention is 35 minutes after school.

Students assigned a detention must be present at the designated room on time. If a student has a legitimate reason for not being able to stay after school on a particular night, then arrangements must be made with the teacher who assigned the personal detention or with the Principal's Office. Practice for extra-curricular or co-curricular teams and clubs are is not an acceptable reason to miss detention.

Students who fail to serve assigned detention(s) may have Chromebook, athletic, co-curricular, extra-curricular, field trip, senior privileges, Open Gym, work release/study, internship, driving/parking privileges, or club privileges suspended until detention(s) are served, unless alternative arrangements have been made and approved by the Principal.

Students assigned to Detention Hall will abide by detention hall rules. A student who fails to do so will receive an additional detention or a suspension at the discretion of the Principal.

### CAMPUS RULES

Students are not to be in the building before 7:15 a.m. At 7:55 a.m. students are to be in their assigned Home base. Students are not to stay after school unless prior arrangements have been made with a teacher, coach or advisor and will be directly supervised by that teacher, coach, or advisor.

Students are urged to drive cautiously at all times while on campus. Students are not to make excessive noise with their vehicle. Racing the engine, playing music loudly, spinning tires and other such acts will not be tolerated. Continued or repeated abuse will cancel the privilege of having a vehicle on campus. Such behavior reflects negatively on the entire student body. Students are to park in the students' parking area only. Students are not to park at the end of the west wing, between the wings, in front of the school, or on any grassy area.

Students are not to be in their vehicles other than to arrive or depart from the campus. Students are not to drive to and from the gym or to the Building Trades building without permission from the Principal.

Students are not to go to the gym, Industrial Arts, or the parking lot during lunch without written permission and supervision.

Students may not go to the gym during their study halls/labs unless they have written permission from the physical education teacher. Students are not allowed in the gym after school unless supervised by a person affiliated with the school.

**Student behaviors that will result in disciplinary action include:**

Stealing, lying, or other acts of dishonesty.

Bullying or harassing behaviors, including hazing, as defined by policy.

Verbal or physical intimidation which includes fighting. Any students involved in fights or physical assaults on another student or teacher may be suspended for at least three days and up to ten days.

Disrespect toward a staff member, including failure to follow directions, and any act that disrupts the normal operation of the school community. ***An office detention will be given for the first offense. Suspension may follow subsequent offenses.***

Possession or use of firearms, knives or other destructive devices/weapons.

Engaging in acts of sexual harassment as defined in the sexual harassment policy.

Using in word, clothing, or signs, profane, gestures, lewd, vulgar, or abusive language, which may incite or offend another person. This also includes the selling, using, or possessing of obscene material.

Tardiness or absence from school without appropriate permission including leaving class.

Defacement of school property and littering will not be tolerated. Throwing objects, such as paper, elastics, candy, food, snow, etc., at each other at any time in or out of the building is prohibited.

Inappropriate displays of public affection. Students are expected to exercise self-control and respect for the reputation of others. Handholding is the only acceptable form of affection allowed in and during school.

The above items are not all-inclusive. The principal shall determine the type and extent of corrective action. Such disciplinary measures shall be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student.

**GYM RULES**

- The gym is closed, locked and off limits to students when not in use or under the direct supervision by a school official.
- Students must wear clean gym shoes when participating in Physical Education class, sports, or any other activity on the gym floor. Shoes worn outside cannot be used.
- No food or drink is allowed in the gym during the school day without permission of the instructor. Water is acceptable if in a container with a cap. The container must stay in the bleacher area, stage, or in the locker room during class. Water should not be taken onto the gym floor. This may cause a safety hazard if spilled.

- Students are to walk around the gym floor, not across it. All barriers are to be respected.
- Earrings, Nose Rings, and other types of jewelry and piercing is not allowed during gym class.
- The school is not responsible for any lost or stolen items. Combination locks are available at the office. Students may also give valuables to Mr. Worcester and he will keep them in his office during class.

## **DRESS CODE**

Attire and grooming set a tone for the entire educational setting, encourages proper manners and etiquette, and prepares students for expectations of future employment. The dress code is designed to promote a safe, disciplined school environment, prevent interference with schoolwork and discipline, and encourage uniformity of student dress. Student attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/hers peers. Appropriate attire should be worn at **ALL** school activities.

The following items do **NOT** constitute acceptable school attire:

1. Bare feet are not permitted and shoes are to be worn at all times.
2. Jewelry that may pose a safety hazard will be removed at the request of the classroom teacher or principal, (i.e., gym, laboratories, etc.)
3. **Headwear such as caps, hoods, bandanas, hats**, may not be worn during the instruction day. Bandanas may be worn in a similar fashion as a headband as long as it does not disrupt the educational process or constitute a possible threat to the safety and health of students (at the discretion of the Principal).
4. Any type of attire that advertises, promotes, or displays drugs, alcohol, tobacco, sex, or hateful language or imagery is prohibited.
5. Clothing with tears or holes, which inappropriately expose flesh or underwear due to style is not permitted (at the discretion of the building principal).
6. Bare midriffs and offensive or suggestive clothing will not be allowed. Shirts should meet your waistband when your arms are relaxed and at your side and when in a seated position.
7. Shorts and skirts that are inappropriate length. The principal or designee will determine what is inappropriate length.
8. Shirts that have spaghetti straps, open-back tops, and shirts that have straps less than one inch wide or expose flesh or underwear due to style.
9. Underwear that is visible.

The school dress code will be effective during school hours and during any school sponsored event unless students are given permission to wear something different (i.e., Spirit Week dress-up).

On a violation of the school dress code, a student may call home for proper apparel. If clothes cannot be brought to school, or the student refuses to cooperate, the student may be assigned to a restricted study area for the remainder of the day or given an alternate article of clothing to wear. Students will not be allowed to leave the school to change clothes without parental and administrative permission. Consequences for repeated challenges to the dress code will result in disciplinary action.

## **ALCOHOL, DRUGS AND TOBACCO**

**Machias School System supports abstinence by all students.** Our goal is to help each student reach their full intellectual, emotional, social, and physical development. Student use of alcohol and other mind-altering drugs is



harmful, illegal, and will not be tolerated. Tobacco use including smokeless tobacco or “chew” is prohibited as well.

A student who arrives at school under the influence or in the possession of any substance to include alcohol, drugs, chewing tobacco, or cigarettes on school premises (including building or grounds) or on a bus going to or from a school function or a school-sponsored function will be subject to disciplinary action. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, and cider having alcoholic content. Substances also includes smokeless tobacco, “e cigarettes”, vaping devices and materials, a syringe, a pipe, flame producing devices, or other paraphernalia.

Exempted is any drug, taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the time specified. These items must be stored in the office throughout the school day. Parent and Doctor permission must be secured through the appropriate forms (see office personnel). ***Drug, tobacco, and alcohol offenses will follow the current policy on file. A copy of the policy is available in the principal's or superintendent's office.***

***Medical marijuana is not allowed on school grounds. Machias Memorial High School adheres to Maine State medical marijuana laws.***

***When needed Machias Memorial High School will request assistance from local, regional, and State law enforcement officials and agencies.***

## **BOMB THREAT**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition a student who is found, after hearing by the Board, to have brought a bomb to school may be expelled from school for at least one year. The Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to disciplinary action.

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

## **COMPUTERS**

Computer technology is an integral part of the educational program at Machias Memorial High School. Internet access is available to all students and teachers. We are very pleased to have this service and believe that the Internet offers vast, diverse, and unique educational resources to students and teachers. Our goal in providing this service is to promote educational excellence by facilitating communication, innovation, and the sharing of resources.

Students and parents are required to review and sign an “Internet Use Agreement” before students can be given access. Copies of this agreement are provided by the high school Technology Coordinator at the beginning of each school year. ***The use of a computer device is a privilege and can be revoked at any time if the Internet Use Agreement is violated.***

***Students and parents are expected to pay for replacement of lost or stolen computer devices, charging cords, and chargers. Replacement cost will be based on the amount to replace the identical lost items. For example an Apple iPad charger cannot be replaced with a charger bought at a local electronics store.***

***It is also recommended that students never leave their devices, chargers, or charger cords unattended. Students are responsible for replacement of items if stolen. Students may refuse to be issued a device, but they will still be required to complete any work assigned by a teacher that requires a computer. Additional computers are available throughout the school.***

## **BUS TRANSPORTATION**

AOS 96 is comprised of 11 towns: Machias, Jonesboro, Marshfield, Wesley, Northfield, Whitneyville, Roque Bluffs, Whiting, East Machias, Cutler, and Machiasport.

The School Board of each town in AOS 96 provides transportation for their resident students. Several of the towns within AOS 96 provide transportation for non-resident students. Each town that provides transportation to non-resident students has the following stipulations:

- a) The non-resident student must be picked up on the regular town bus run
- b) The non-resident student must comply with all established bus rules
- c) The parent(s) or guardian(s) of the non-resident student must complete a non-resident student transportation form (available at the Superintendent's office)

Students who ride on AOS 96 busses are expected to display behavior that is reasonable and safe. Choosing to display the following behaviors will result in disciplinary action:

1. Improper boarding or departing procedures
2. Bringing articles aboard the bus of objectionable nature
3. Failure to remain seated
4. Refusing to obey the driver
5. Fighting, pushing, or tripping
6. Hanging out the window
7. Throwing objects in or out of the bus
8. Lighting matches
9. Smoking on the bus
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous, and/or annoying conduct
13. Destruction of property
14. Failure to keep bus stop time to three minutes
15. Failure to keep bus aisle clear
16. Lack of required note from parent if student is to be dropped off other than their home
17. Other behavior relating to the safety, well-being and respect of others

It is the obligation of the bus driver to provide safe transportation to all passengers. The bus driver is the "Commander" of the bus. A person(s) riding the bus is expected to obey the driver's directions the first time they are given.

All bus drivers will report incidents that require disciplinary measures to the appropriate building administrator of the school the student attends. Any student engaging in inappropriate conduct while riding an AOS 96 bus may have his/her bus privileges suspended or completely terminated.

First offense..... Three (3) days off the bus  
Second Offense..... Two (2) weeks off the bus  
Third Offense..... Three (3) weeks off the bus

At the end of three weeks, a meeting will be held with the parents, the child, town school committee, and the Superintendent of Schools to determine if the child may ride the bus again. The parents are responsible for getting their child to school during suspension periods.

Bus suspensions will be determined by the appropriate building administrator. Building administrators may suspend bus privileges up to ten (10) days. Extended suspensions or complete termination of bus privileges will be determined by town School Boards. School Boards will follow due process procedures before taking disciplinary action.

***The AOS 96 Non-Resident Student Transportation Permission Form is located at the end of this handbook.***

## **COMPUTER USE AND INTERNET POLICIES**

### **MACHIAS SCHOOL DEPARTMENT**

NEPN/NSBA Code: IJNDB

POLICY: STUDENT COMPUTER AND INTERNET USE

FIRST READING: February 13, 2003

SECOND READING: March 10, 2003

ADOPTED: March 10, 2003

REVISED:

REVIEWED:

### **STUDENT COMPUTER AND INTERNET USE**

The school committee provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Students use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and /or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All school committee computers remain under the control, custody, and supervision of the school committee. The school committee reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise use of the Internet, the school committee cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school, in violation of School Committee policies/procedures and school rules. The School Committee is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement (IJNDB-E). The signed acknowledgement will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school committee's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Cross Reference: GCSA – Employee Computer and Internet Use  
IJNDB-R – Student Computer and Internet Use Rules

## **MACHIAS SCHOOL DEPARTMENT**

NEPN/NSBA Code: IJNDB-R

### **STUDENT COMPUTER AND INTERNET USE RULES**

These rules implement School Committee policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

#### **A. Computer Use is a Privilege, Not a Right**

Student use of the school unit's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of the privileges as well as additional and/or legal action.

#### **B. Acceptable Use**

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

#### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;
- **Illegal Activities** – Using the school unit's computers, networks, and Internet services for any illegal activity or activity that violates other School Committee policies, procedures, and/or school rules;
- **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
- **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;

- **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
- **Non-School-Related Uses** – Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, or for any other personal use;
- **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other user's passwords without permission and/or accessing other users' accounts;
- **Malicious Use/Vandalism** – Any malicious use, disruption, or harm to the school unit's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

#### **D. No Expectation of Privacy**

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have not expectations of privacy in their use of school computers, including e-mail, and stored files.

#### **E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of policy IJNDB and/or these rules, including investigations of violations.

#### **F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

#### **G. Student Security**

A student shall not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Student should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

#### **H. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

#### **I. Parental Permission Required**

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form (IJNDB-E) before being allowed to use school computers. Cross Reference – Student Computer and Internet Use; Adopted: March 10, 2003

***The Computer/Internet Access Acknowledgement Form (IJNDB-E) is located at the end of the handbook.***

## **OTHER INFORMATION**

### **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS (FERPA)**

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

AOS 96 is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. AOS 96 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

#### **Inspection of Records**

Parents/eligible students may inspect and review the student's educational record within 45 days of making a request. Such a request must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible students of the time and place where the record(s) may be inspected.

#### **Amendment of Record**

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

#### **Disclosure of Records**

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

#### **Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors, and awards received. Parents/eligible students who do not want the School Department to disclose information must notify the Superintendent in writing by July 1<sup>st</sup> of the upcoming year or within thirty (30) days of enrollment, whichever is later.

#### **Military Recruiters/Institutions of Higher Educational**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided the parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by July 1<sup>st</sup> of the upcoming year or within thirty (30) days of enrollment, whichever is later.

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

Educational records may be disclosed to school officials with a “legitimate educational interest”. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an

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

#### **Other School Units**

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

#### **Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

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

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

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

#### **SEXUAL HARASSMENT**

AOS 96 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, AOS 96 employees should not engage in harassment of students and students should not harass other students where harassment is based on race, color, sex, religion, national origin, sexual orientation, or handicap. Acts of this nature are only a violation of this policy but also constitute illegal discrimination under State and Federal laws.

**SEXUAL HARASSMENT IS DEFINED AS UNWELCOME SEXUAL ADVANCES, REQUEST FOR SEXUAL FAVORS, AND SEXUALLY MOTIVATED PHYSICAL CONDUCT OR VERBAL COMMUNICATION WHICH HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH A PERSON'S WORK OR EDUCATIONAL ENVIRONMENT OR WHICH CREATES AN INTIMIDATING HOSTILE OR OFFENSIVE ENVIRONMENT.**

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform an Affirmative Action Coordinator at the earliest opportunity. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to the person:

Human Rights Commission complaint, Title IX civil action, formal request for discipline by the superintendent and/or school committee; filing a complaint to the director of the United States Office of Civil Rights, U.S. Department of Education, Washington, DC.

If you feel you have been sexually harassed, please contact one of the following people:

Mr. Mitchell Look, Affirmative Action Officer	255-6585
Scott Porter, Superintendent AOS 96	255-6585
Mary Maker, Special Ed. Director	255-4381

## **GRIEVANCE PROCEDURE**

Sexual Harassment/Affirmative Action/Title IX/Section 504

### **Purposes**

The purpose of a grievance procedure is to provide for equitable and prompt resolutions of student and employee complaints alleging discrimination according to the Civil Right provision of Title IX of the Education Amendments, of 1972, which prohibits sex discrimination; Section 504, which deals with nondiscrimination on the basis of handicap in Federally assisted education programs; or section 46572 of the Maine Human Rights Act, which prohibits harassment on a basis of sex.

Nothing contained in a grievance procedure should be construed as limiting the rights of an employee or student having a grievance to discuss the matter informally with any member of the administration and having the grievance adjusted without future intervention, provided the adjustment is not inconsistent with the term of the agreement and the employee or student has been given the opportunity to express his/her views. Further, the procedure should not interfere with the employee's or the student's access to any other grievance procedure as established by law, such state collective bargaining laws and state and/or local anti-discrimination laws or regulations.

### **Procedures for Initiation of a Grievance**

All students, employees, and other interested parties have access to the grievance procedure for resolution of complaints. Generally, a grievance is defined as any allegation of a noncompliance with Title IX, Title VI, Section 504, or Section 46572.

### **Levels of Procedure**

#### ***Informal Procedure***

The grievant shall first attempt to resolve the complaint through oral communication with the immediate supervisor/principal within 7 working/school days of the time the employee/student is aware of the grievance. The Affirmative Action Coordinator may be contacted at this step for assistance. The supervisor/principal must render a verbal decision in 3 working/school days.

#### ***Formal Procedure***

1. **GRIEVANCE IN WRITING.** If the applicant is dissatisfied with the verbal decision, he/she shall present the complaint to the supervisor /principal in writing within 10 working/school days for a written decision. The Affirmative Action Coordinator may be contacted at this step for assistance. The supervisor/principal must render a decision within 5 working/school days.

2. **AFFIRMATIVE ACTION COORDINATOR/SUPERINTENDENT.** If the applicant is still dissatisfied, he/she must contact the Affirmative Action Coordinator for assistance within 30 days of the grievance incident or 10 working/school days from the written decision. The Affirmative Action Coordinator may meet with the applicant and the supervisor/principal to attempt settlement of the complaint and must make a recommendation to the Superintendent within 15 working/school days of the contact for assistance. The superintendent will render a decision in writing with 10 working/school days of receiving the recommendation.

1. **SCHOOL COMMITTEE.** If the applicant is dissatisfied with the forgoing decision, he/she may appeal in writing to the School Committee within 10 days of receipt of the Superintendent's decision. The Committee shall reply in writing within 14 days of receipt of the appeal.

2. **HUMAN RIGHTS COMMISSION.** An unresolved discrimination complaint may be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.



## ASBESTOS AND OTHER HAZARDOUS SUBSTANCES

Machias Memorial High School has floor tile that is ACM. The tile is in good condition and poses no health threat as long as it is not disturbed. A state-approved "Asbestos Management Plan" is on file in the school office and is available for inspection by any interested person.

Other hazardous or potentially hazardous substances used at the school are primarily cleaning and maintenance materials. Representative inventories as well as required "Material Safety Data Sheets" are on file in the school office of the Director of Transportation and Physical Plant at Machias Memorial High School, 1 Bulldog Lane, Machias, Maine 04654.

## INTEGRATED PEST MANAGEMENT (IPM) PLAN

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food, water sources, and hiding places for the pests. We will routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and — as a last resort — pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before the planned pesticide applications.

30

Pesticide application notice will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator Mr. David Smith at 255-6978.

Please contact Mr. David Smith if you have any questions. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

## INFORMATION REGARDING TEACHER QUALIFICATIONS

In accordance with the No Child Left Behind Act (NCLB), you have the right to request information regarding teacher qualifications within our school system. If you have any questions regarding this right or teacher qualifications contact Mr. Brian Leavitt or the AOS 96 central office.

**INFORMATION REGARDING PERFORMANCE DATA**

In accordance with the *No Child Left Behind Act* we are required to direct your attention to the availability of school performance data compiled as part of the No Child Left Behind Report Card. Information contained within this report includes: grade level performance data, school wide performance data, and teacher quality data. The NCLB Report Card data has been included within the newly compiled Maine Data Warehouse.

To access this information simply go to the Maine Department of Education homepage at: <http://www.maine.gov/doe> and navigate from the site index which is organized alphabetically. If you do not have access to the internet, hard copies of the data can be obtained directly at your child's school or at the district central office in Machias, whichever is most convenient.

In addition, please be advised that the state of Maine was successful in obtaining an NCLB waiver. Department of Education officials have designed a plan to prioritize and assist those schools identified for school improvement. More information regarding this process can also be accessed by navigating the website listed above.

If you have any further questions regarding this matter, please do not hesitate to contact me at the central office, 255-6585.

**\*\*\* PLEASE SIGN AND RETURN FORMS BELOW \*\*\***

**AOS 96 NON-RESIDENT STUDENT TRANSPORTATION PERMISSION FORM**

(Do not return this form if not seeking permission for transportation)

I give permission for \_\_\_\_\_ to ride the \_\_\_\_\_  
**Student Name** **Town**

bus on a regular basis for the **2018-2019** school year.

I fully understand that my son/daughter must comply with all rules associated with riding on an AOS 96 school bus as established in the AOS 96 Transportation Policy.

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

***\* This form does not include the Lubec Bus. Special permission must be received by the Lubec School to ride the bus before a student is allowed on the bus.***

**PARENT/GUARDIAN REVIEW FORM**

(sign and return required)

I have reviewed the handbook with my son/daughter and I am aware of the rules and procedures outlined in this document, as well as the outlined acceptable use policy.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

I have reviewed the handbook and I am aware of the rules and procedures outlined in this document, as well as the outlined acceptable use policy.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**MACHIAS SCHOOL DEPARTMENT**

NEPN/NSBA Code: IJNDB-E

**Adopted: March 10, 2009**

**STUDENT COMPUTER/INTERNET USE ACKNOWLEDGEMENT FORM**

(sign and return required)

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgement to the school.

**Student:**

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules (on page 25 of the Student Handbook) and agree to comply to them.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:**

I have read policy IJNDB – Student Computer/Internet Use and IJNDB-R – Student Computer/Internet Use Rules (on page 25 of the Student Handbook) and understand that my son/daughter's use of school computers is subject to compliance with these rules.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTO & MEDIA RELEASE**

(sign and return required)

I give Machias Memorial High School permission to use \_\_\_\_\_  
(student's name)

name and photo to promote the school. This may include media such as newspapers and/or social media such as the school sponsored Facebook page, Twitter feed, and website.

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

I do not give Machias Memorial High School permission to use my student's name or photo for promotional purposes.