



MEDWAY MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

Medway Middle School
25 Middle School Drive
Medway, Maine
04460

Phone: (207) 746-3470

Fax: (207) 746-9435

Principal: Mrs. Alyssa Dickinson; adickinson@medwayms.org

Secretary: Mrs. Laurie Stanley; lstanley@medwayms.org

HOME OF THE HUSKIES!

2019-2020

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PRINCIPAL’S MESSAGE

Welcome to a new year at Medway Middle School! We hope that our students and families are as excited about the year ahead as we are. We are incredibly proud of our little school and the education provided to all the students within its walls.

Time management is a life skill that will be required long beyond your school days. We have provided this planner as a tool to help you organize your time and assignments in order to be as successful as possible in school. Take advantage of these middle school years. Put your best foot forward and gain everything you can from your short time here. Be adventurous, be inquisitive, be responsible, and be kind.

With Excitement,
Mrs. Dickinson

MISSION STATEMENT

We recognize the uniqueness of the transition from childhood to adolescence in a rapidly changing world. We will endeavor to provide an environment where students can develop respect, pride, cooperation, and individual potential through the realization that risk-taking and mistakes are parts of the life-long process of learning.

GENERAL SCHOOL INFORMATION

TELEPHONE DIRECTORY

Main Office..... 746-3470
Superintendent’s Office..... 746-3470

ARRIVAL AND DISMISSAL

Student Arrival..... 7:20-7:40 AM
Tardy Bell..... 7:45 AM
Student Dismissal..... 2:05 PM
Late Bus..... Monday through Thursday- 3:05 PM
Early Release Day Dismissal..... 10:30 AM

LATE BUS

The late bus is available so students may stay and work on schoolwork or projects. Students must arrange permission to ride the late bus prior to coming to school.

HANDBOOK EXPECTATIONS

The expectations in this handbook and the policies of the Medway School Board do apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. The Principal is authorized to make exceptions to the handbook expectations when justice so requires. The Principal also serves the right to change the terms of the handbook at any time without notice. If any inconsistency between handbook and Board policy arises, the Board policy will govern.

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ACADEMIC HONESTY

Our school assumes each student is an honorable person that can be trusted at all times. Our students will not plagiarize or knowingly claim words or ideas of another as their own. Examples of plagiarism include: copying or paraphrasing and failing to cite the source. Consequences for academic dishonesty include parent notification, a requirement to redo the assignment in order to receive a grade, and possible disciplinary action.

AHERA

The Medway Middle School has been inspected for the presence of Asbestos-Containing Building Materials (ACBM's). A written plan for the management of ACBM's has been developed. The asbestos management plan identifies the type and location of ACBM's in school buildings and outlines operational procedures for proper building maintenance to minimize exposure to asbestos hazards. The school also maintains records of all asbestos reinspections, surveillance activities, and response actions. These records are available for inspection at the main office.

ATTENDANCE

Regular school attendance is required of all students. Maine State Law (Title 20-A, Section 5001) lists five reasons for excusable absences. These are:

1. Personal Illness – To be verified by appropriate authority as deemed appropriate by the school administration.
2. Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the school administration.
3. Observance of recognized religious holidays when the observance is required during regular school days. Appropriate documentation may be requested by the school administration. (Required means that there is no other opportunity for the observance.)
4. Emergency family situations as deemed appropriate by the school administration.
5. Planned absences for personal or educational purposes, which have been pre-approved by the school administration.

In addition, classes missed for the following reasons will be treated as excused absences:

In the case of a student with a disability, a reason which the student's IEP team determines it is disability related;

Absence from class due to participation in a school-sponsored or approved trip or event;

- Serving a school-imposed disciplinary suspension;
- Absence due to a problem with school district transportation.
- Please call the school if your child will be absent. The level of truthfulness during this call is certainly a teaching moment between the adult at home and the student.
- If the school is not called, a school official will attempt to contact the parent/guardian on the day of the absence.
- Upon returning to school after being absent, a doctor's note may be requested.
- **Students who are absent shall not be permitted to attend extra/co-curricular activities the day of the absence unless excused in advance.**
- If you plan to keep your child out of school for several days, please send a written note in advance.

- Students, after having been absent, are required to make up work as directed by their teachers.

After seven absences/tardies in one school year, whether excused or unexcused, parents will be notified and asked to attend a conference that includes the student, a school administrator, teacher, and the guidance counselor to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

Tardies

After three (3) unexcused tardies, students will stay for a detention and parents will be notified. A conference may be requested if the number of tardies goes over six (6) in one school year.

AFTER SCHOOL PROGRAM

Students are encouraged to stay after school to get extra help with assignments. The after school program occurs Monday through Thursday and students may take the late bus or get picked up at 3:00 PM. This program is for academic help, and **those who attend will be expected to work and follow the school classroom expectations.** There will be no program on early release days.

ARRIVAL & DISMISSAL

Students traveling to or from school other than by bus may do so with **written parental permission.** Bikes are to be ridden directly to the bicycle parking area. Bikes are not allowed in any other area of the school grounds. Students are encouraged to lock their bikes in a rack. **The school is not responsible for missing or damaged bicycles. *Bikers and walkers are not to arrive at school prior to 7:20 AM.***

ATHLETIC/ CO-CURRICULAR POLICY

NEPN/NSBA CODE: JJI-A

Below is a copy of the Athletic Policy. The Co-curricular policy is the same, but the word athlete is replaced with participant. Also, if it is a year-long activity, academic eligibility will be re-evaluated at the next progress report/ report card time. Copies of both policies can be found on the school website or can be picked up in the main office.

Co-curricular activities effected by this policy: Show Choir, Math League, Public Speaking, Jazz Band, or other activities recognized by the Administration.

PHILOSOPHY

The primary purpose of interscholastic sports is to contribute to the overall development of the student in concert with the school's philosophy and goals. In this regard, it is the responsibility of the athletic program to encourage the participation of all students who wish to be involved in any and all activities. The Medway School Department believes strongly in the development of the total student-athlete and thus understands the athletic program to be an extension of our school program. We work to meet the individual needs and to provide for successful experiences for the student in the classroom: we extend these goals to all our extra and co-curricular programs.

GUIDELINES FOR ELIGIBILITY

Academic Eligibility

In order to be eligible for an upcoming sport season the student must have all “M” or “PM” grades for each self-directed learner expectation.

- A. Student participants who have one or more “DM” in any self-directed learner expectation at the time of either progress reports or report cards will be placed on academic probation for a period of ten (10) school days.
 - 1. In order to reengage in the extra curricular activity at the end of ten (10) school days, students must:
 - a. show evidence of receiving help by staying after school and
 - b. show an effort to the AD that indicates improvement and progress toward a “PM” or “M”.
 - 2. Any student who misses practice to receive extra academic help will not be penalized with regard to participation in the extra curricular event.
 - 3. If a student does not show evidence of effort to improve and/or does not earn a “PM” or “M” at the end of the ten (10) school days, the student will be removed from the team for the rest of the season.
- C. Incompletes will be interpreted as a “DM” in passing work in a timely manner. Incompletes must be made up within two weeks of the end of a ranking period in order for the student to become eligible to participate.
- D. The Pupil Evaluation Team will review eligibility of students governed by an individual education plan as appropriate.
- E. Students are also ineligible when they are not regularly enrolled, competed under an assumed name or has participated in an outside team to which an objection is made by local school authorities.
- F. Any student may be temporarily removed from practice or games, by the discretion of the principal or AD, due to lack of work completion or behavior.

PROCEDURES

Coaches should work with individual students and use probation, temporary suspension, or removal from any activity if either the student’s grades are below base requirements or behavior is unsatisfactory.

The Athletic Director is responsible for ensuring that athletes are academically eligible to remain able to participate. Coaches must stress the importance of good grades and attitudes. Coaches should work with students and teachers to ensure their continued eligibility.

This ATHLETIC POLICY will be reviewed with all students at the beginning of school in September and will be included in the Student Handbook.

Attendance at School

Regular school attendance is required of all student-athletes. Student-athletes absent from school any part of the day of a game or practice shall not participate without an excuse as defined by law. Maine State Law (Title 20-A, Section 5001) lists five reasons for excusable absences. These are:

- Personal Illness – To be verified by appropriate authority as deemed appropriate by the school administration.
- Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the school administration.
- Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the school administration. Required means that there is no other opportunity for the observance.
- Emergency family situations as deemed appropriate by the school administration.
- Planned absences for personal or educational purposes, which have been pre-approved by the school administration.

If a student is absent the day of an activity because of personal illness (Excusable absence #1 above), the student may not participate in the activity. If a student is absent for other excusable reasons the day of the activity (Excusable absences #2 – 5 above), the coach and the administration shall determine if the student is eligible to participate. Students absent for any unexcused reasons (any reason not listed above) shall not participate.

If an activity is scheduled for a weekend and a student is absent on Friday for an excused reason (Excusable absences #1 – 5 above), the coach and the administration shall verify the reason and determine if the student is eligible to play. The primary consideration shall be the well-being of the student.

Conduct

Participation in extracurricular activities involve certain responsibilities to the school and community.

All students participating in athletics, or extracurricular activities, do so voluntarily, and are expected to adhere to certain standards commonly accepted as promoting healthy bodies and minds, and in keeping with the traditions of amateur athletic participation. Students who choose to participate are expected and presumed to understand and accept this responsibility as a condition of their participation.

The following behavior constitutes a violation of Medway School Department standards:

- Behavior which results in being found guilty in a court of law or committing a juvenile offense.
- Using any form of alcohol or illegal substance (ie. Drugs)- *See Drug & Alcohol Use Policy*
- Being suspended or expelled from school.
- Being a consistent or serious disciplinary problem in school or while representing the school or community.

Frequent detentions and/or reports of inappropriate behavior may cause a suspension from a team. School administration and the Athletic Director will determine when a one-week suspension is necessary. Students are expected to be on their best behavior when they are representing their school and community at practices and games. Flagrant misbehavior may result in suspension and/or expulsion from the team to be determined after a meeting between the coach and the administration.

Physicals

Student athletes must have a current physical examination prior to beginning practice for an athletic activity. This examination will be valid for two (2) years.

A Student Extra-curricular Activity Information Sheet will be submitted each year, prior to sport participation, to the school nurse for review. Information Sheets needing further evaluation will be sent to the student's personal physician, or school physician, and a physical exam given if indicated.

Insurance

All student athletes must show proof of insurance in order to participate at any practice or game.

Injuries

Student athletes are to report all injuries immediately to the coach/advisor, regardless of severity.

Practice

Practice policies will be determined by the coach, but it is the expectation that *all* athletes on the team will participate during practice sessions in a meaningful way. Practices are to be used for the development of all participants. If it is necessary to miss a practice it is the student's responsibility to notify the coach before the practice. A practice schedule will be established. Coaches will schedule enough practices to adequately prepare students. Practices and/or games will not exceed five per week at the middle school level. Saturday practices may be scheduled for teams at the middle school level from time to time, but attendance will be optional.

MISCELLANEOUS

Awards

Every participating student will be recognized by a certificate and/or a small token. Fall, winter, and spring ceremonies will be held.

Dress and Grooming

Students are expected to follow the school dress code when dressing for athletic events. We also encourage students to dress nicely when attending an away game (ex. Dress pants, button up or polo shirt (boys), etc.) If clothing for away games becomes a financial hardship, please let the school know ahead of time. Students who do not dress appropriately for away games will be asked to call home for a change of clothes.

Emergency Card

Every coach will have an emergency card for each child. The coach will have these cards with them at all practices and/or games.

Equipment and Clothing

The student-athlete will assume responsibility for all issued equipment and clothing and will be assessed for any lost or damaged items. The student-athlete will complete a form when issued equipment and/or clothing so that proper records are maintained.

Playing Time

The above-mentioned philosophy states that the primary purpose of inter-scholastic sports is to contribute to the overall development of the student. Keeping in line with the fact that the Medway School Department believes strongly in the development of the total student-athlete, all coaches are strongly encouraged to allow each student athlete to participate in each contest in a meaningful way.

Travel

When bus transportation is provided, all student-athletes are required to travel to and from out-of-town contests with the team. Permission may be granted by the coach to allow a student-athlete to be released to his parent or guardian provided the parent/guardian makes personal contact with the coach and signs a release form for the student. Permission may be granted by the Administration to allow a student to be taken to games with prior approval from the school office.

"No Cut"

All students meeting the above requirements who complete tryouts for a sport shall be assigned to a team.

BULLYING POLICY

Board Policy: NEPN/NSBA Code: JICK

Priority Statements

Medway School Board is committed to providing all students with a safe learning environment that is free from bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Medway School Board expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The Medway School Board understands that members of certain student groups, including but not limited to race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics, may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Medway School Board will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, curricula, instructional programs (including but not limited to Second Step Program), staff development, extracurricular activities, and parent or guardian involvement.

This Bullying Policy is a comprehensive approach to addressing bullying and cyberbullying. The Medway School Board is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Policy for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The principal is responsible for the implementation and oversight of the Policy.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable

laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

Bullying, including “cyberbullying,” harassment and sexual harassment are not acceptable conduct in the Medway School Department and are prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

Bullying

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

- a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Retaliation

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events;

B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying”

Consequences for Policy Violations

First Offense:

Disciplinary Action:

1. Principal meets with parents/guardians and student
2. Principal will notify the superintendent
3. Principle will notify the police if necessary
4. The student will attend three mentoring sessions in 30 days with a designated member of the staff
5. Parents and students report the follow up plan to the principal for monitoring to help prevent recurrence.

Consequences:

1. In school/out of school suspension for 1-5 school days; no bus privileges
2. No school related activities for 10 school days
3. Principal will consider a hearing with the school board.

Note: If student refuses to meet with his/her designated faculty member for mentoring, the principal may increase suspension time and/or send student for a hearing with the school board. Students who take part in extra and co-curricular activities will not be allowed to resume until they have begun to meet this requirement. If a student does not complete the three sessions in thirty days, they will be removed from school related activities until the requirement is met.

Second Offense:

Disciplinary Action:

1. Principal meets with parents/guardians and student
2. Principal will notify the superintendent
3. Principle will notify the police if necessary
4. The student and parents/guardians will attend an evaluation for counseling with an outside agency
5. Parents and/or student will provide documentation proving they have attended counseling evaluation and are following recommendations set forth at that time
6. Parents/student will sign a consent form allowing the school to communicate with said counselor about the situation that led to the referral
7. Parents and students report the follow up plan to the principal for monitoring to help prevent recurrence.

Consequences:

1. In school/out of school suspension for 1-10 school days; no bus privileges
2. No school related activities for up to 25 school days
3. Principal will consider a hearing with the school board.

Note: If student refuses to meet with his/her counselor, the principal may increase suspension time and/or send student for a hearing with the school board. Students who take part in extra and co-curricular activities will not be allowed to resume until they have begun to meet this requirement.

Third Offense:

Out of school suspension until school board hearing for possible expulsion.

Co/Extra-Curricular Activities

The Medway School Board favors adopting a bullying policy for those students involved in co/extra-curricular activities. Its purpose is three fold (1) to provide for the health and safety of all co/extra-curricular students; (2) to undermine peer pressure to bully by providing a legitimate reason for students to refuse to bully; and (3) to encourage co/extra-curricular students that do bully to stop.

Each student wishing to participate in any co/extra-curricular activity and the student's custodial parent or guardian shall agree in writing to the provisions of this policy.

Each student wishing to participate in any co/extra-curricular activity is subject to the policy for each year in which the student is involved in co/extra-curricular activities beginning each year from the first day that the student signs up for a Co/extra-curricular activity. Co/extra-curricular students are subject to that policy 24 hours a day, seven days a week for the school year.

Because participation in athletics and other co-curricular activities is a privilege and not a right, students are expected to abide by these regulations.

The following measures will be enforced in addition to the procedures outlined above:

First Violation

A. Seasonal Activities

Participants will lose participation for 10 school days. Students will be eligible for tryouts for the following season and must follow teams' attendance requirements. Students will participate in practices, but are not allowed to attend games as a team member. They will not suit up but, will sit on the bench for home games. The students are not allowed to accompany the team to an away game. Principal shall notify the student's parents of removal from activity.

B. Yearly Activities

Participants will lose participation for 10 school days. Band and Chorus participants will lose participation in activities that take place outside of scheduled Band or Chorus classes held at the school. Principal shall notify the student's parents of removal from activity.

Note: Students will not be permitted to regain full involvement in school activities until they have met with and been mentored by a designated member of the staff.

Second Violation

All participants would be ineligible to participate in any co/extra-curricular activity for up to 25 school days. Principal will notify the student's parents of removal from activity.

Third Violation

All participants would be ineligible to participate in any co/extra-curricular activity for the rest of the school year. Principal will notify the student's parents of removal from activity.

DUE PROCESS

1. It shall be the Principal's responsibility in the respective schools for the fair enforcement and administration of this policy. The Principal may take whatever steps deemed necessary to investigate reported violations. Principal shall notify parents and may seek assistance from the Superintendent. Whether or not the Principal seeks assistance from the Superintendent, the Principal shall keep the Superintendent informed of (1) any reported violations (2) the progress on any investigations and (3) the results – including any punishment – of any investigations.
2. The Superintendent shall be responsible for supervising the Principals in the completion of their responsibilities. The Superintendent is responsible for insuring continuity and compliance with all School Board policies and regulations relating to bullying (involvement of DHS, law enforcement, media, etc...).
3. All staff/coaches/advisors/volunteers shall report any violations of this policy to the principal and superintendent immediately utilizing the Bullying Report Form NEPN/NSBA Code: JICK-E1.
4. When investigating a report of bullying, the principal will use the Department Bullying Investigation Form NEPN/NSBA Code: JICK-E2. If it is determined that a bullying incident has taken place, the principal will use the Documentation of Disciplinary and Remedial Actions Taken Form NEPN/NSBA Code: JICK-E3.
5. Any student or parents of a student punished pursuant to this policy may appeal the Principal's decision to the School Board. The Board will hear, in executive session, from the Principal, the student and any other sources for information relating to the alleged violation and the punishment therefore --- consistent with protecting the student's privacy interest and the fair administration of the school system. The Board will then issue a decision either (1) confirming the Principal's decision that a violation occurred, or (2) find that no violation occurred and remove the consequence(s).
6. The Superintendent's decision shall be final.

Students

The Board is aware that students with disabilities are more likely to be the target of bullying. Bullying prevention strategies specific to the needs of that student and a plan for developing skills and proficiencies to help the student avoid and respond to bullying will be stated in the IEP to ensure the safety of the student.

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

Regarding behaviors or situations not deemed bullying, but still requiring some action, please refer to existing policies JIC-Student Code of Conduct, JK-Student Discipline, JKD-Suspension of Students, and JKE-Expulsion of Students.

School Employees and Others

Board members, administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded [OR: barred] from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

Medway School Department will provide professional development and staff training in bullying prevention and response annually.

Training will be provided for members of the staff chosen to mentor students who have violated the bullying policy.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit’s website and by such other means (if any) as may be determined by the Superintendent.

BUS EXPECTATIONS

BOARD POLICY: NEPN/NSBA CODE: JICC

In view of the fact that a bus is an extension of the classroom, the Medway School Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child’s behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

BUS DISCIPLINE PROCEDURE

First Offense: Call to parent and after school detention

Second Offense: Call to parent and 3 days off the bus

Third Offense: Call to parent, one week off of the bus and a parent meeting must occur before the student is allowed back on the bus.

Subsequent Offenses: Could escalate to removal from the bus for the rest of the school year.

COMMUNICATION BETWEEN HOME AND SCHOOL

PARENT-PORTAL POWERSCHOOL

Parents can access their child’s grades anytime by using the PowerSchool link on the school website. Students will also be given access so they can monitor their grades and assignments. Please check this link often to monitor your child’s progress at school.

TRIMESTER REPORT CARDS

Grade reports are a way of keeping parents aware of their child’s progress throughout the year. Report cards will be sent home at the end of each trimester. Please see the district calendar for end of trimester dates.

GRADING SYSTEM (GRADES 5-8)

Medway Middle School has transitioned to standards-based grading. Students will be receiving grades from a scale of 4 through 1. Students will also receive work ethic grades that will accompany their knowledge and understanding grades known as the Self-Directed Learner standards (SDL).

4	3	2	1
Exceeds the standard	Meets the standard	Almost there! Partially meets the standard	Needs continued support. Not meeting the standard.

Self-Directed Learner Standards (SDL’s)

Students at Medway Middle School will be graded on five (5) work ethic/behaviors throughout the school year. These SDL’s will be weighed equally and are considered as important as the academic grades.

Students will be expected to meet the standard (M) on the following expectations: Listening Skills, Prepared for Class, Participation, Respect, and being a Productive Worker. Students with a PM or “partially meets”, should cause concern with parents and students. This grade will be used to start a conversation with parents about their child’s work ethic/ behavior in school.

A (DM) or “does not meet” will be used for academic eligibility. This means your child is consistently not putting in the effort needed to successfully complete work or be engaged within the class.

SCHOOL PHONE USE

Students may use the phone with permission to call a parent/guardian. Incoming calls and messages will be relayed to the student when they are not in class.

ELECTRONIC COMMUNICATIONS

EMAIL: All teachers have a school email address. Please feel free to contact your child’s teacher with any questions or concerns. Email addresses start with the teacher’s first initial, followed by their last name. All addresses end with @medwayms.org.

Please visit the school website for links to all teacher emails.

(ex. Alyssa Dickinson: adickinson@medwayms.org)

WEBSITE: The staff at Medway have been working hard to keep the community informed by using a school website. There you will find links to helpful resources (PowerSchool, email, curriculum & state assessment practice), the school calendar, and the “Daily Bulletin.” Please check the website often to get important information and notices!

EMERGENCY CONTACTS/ CHANGE OF INFORMATION

It is very important that the office has current phone numbers for all our students. If your address or phone number changes, please notify the office.

CODE OF CONDUCT

BOARD POLICY: NEPN/NSBA CODE: JIC

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for behavior and provides the framework for a safe, orderly and respectful learning environment.

The Code of Conduct is intended to support and encourage students to meet state-wide standards for ethical and responsible behavior. The standards can be summarized by six principles: Respect, Honesty, Compassion, Fairness, Responsibility, and Courage.

All students are expected to comply with the Code of Conduct, related Board policies and school rules. The Code applies to students:

- On school property
- While in attendance at school or at any school-sponsored activity, or
- At any time or place where conduct directly affects the operations, discipline or general welfare of the school.

The following expectations for behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

EXPECTATIONS

The following is a summary of the Medway School’s expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail.

Students, parents and others should refer to the policies and student handbooks for more information about expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, intimidation, and harassment. Violations may result in disciplinary action up to and including expulsion.

B. Weapons

Students shall not possess or use weapons of any kind. (Examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. (Examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

G. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

H. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

I. Extracurricular Code of Conduct

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, separate policies have been developed governing the

behavior of students participating in these activities. Students who violate the extracurricular policies may be subject to suspension or removal from the team/activity as well as additional disciplinary action under Board policies and/or school rules.

REMOVAL OF DISRUPTIVE/ VIOLENT/ THREATENING STUDENTS

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis plan if appropriate.

SPECIAL SERVICES

1. **Referral.** The Medway School Board has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a P.E.T. meeting to review the I.E.P. of a student who has been removed from class when:
school officials and/or parent believes the student may present a substantial likelihood of injury to himself/herself or others;
the class removals are sufficient to constitute a change in the student's special education program; or
school officials or the parent believes that the student's behavior may warrant a change in educational programming.
3. **Therapeutic Restraint.** The Medway School Board has established a policy on the use of therapeutic restraints as required by Maine statute.

REFERRALS TO LAW ENFORCEMENT AUTHORITIES

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

CARE OF SCHOOL PROPERTY BY STUDENTS

BOARD POLICY: NEPN/NSBA CODE: JICB

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Parents/guardians of the student will be billed for the repair of school facilities or the replacement costs of lost, destroyed, or damaged materials.

A. If reimbursement is not forthcoming within a reasonable time, damage to school facilities may be recovered in a civil action to obtain the permitted "double damage."

B. If the replacement cost of lost, destroyed, or damaged books or instructional appliances is not reimbursed within 45 working days of parental notification, the Board may report the amount to the municipal assessor for the purpose of including the replacement cost in the next municipal tax of the delinquent parent.

COMPUTER USE POLICY

The school district's computers, network, electronic device, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with the school district's policies and rules concerning computer, Internet and Electronic device use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The building principal's decision shall be final.

Violations of this policy and the school district's computer, Internet and Electronic device rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

The school district's computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computers, Internet and electronic device activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

"CYBER SAFETY"

The school district uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although The school district takes precautions to supervise student use of the Internet, parents should be aware that the school district cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school district is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety ("*cybersafety*"), the school district also educates students about online behavior, including interacting on social networking sites and chat rooms, *the dangers of hacking*, and issues surrounding "*sexting*" and cyberbullying awareness and response. *The Superintendent shall be responsible for integrating cyber safety training and "digital citizenship" into the curriculum and for documenting Internet safety training.*

STUDENT COMPUTER, INTERNET, ELECTRONIC DEVICE USE RULES

These rules accompany Board policy IJNDB (Student Computer, Internet and Electronic Device Use and "Cyber Safety"). Each student is responsible for his/her actions and activities involving school unit computers (including laptops issued to students), electronic devices, networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator.

A. Acceptable Use

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

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

B. Consequences for Violation of Computer Use Policy and Rules

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

Prohibited Uses Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyberbullying;”
2. **Illegal Activities** – Using the school unit's computers, electronic devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Non-School-Related Uses** – Using the school unit's computers, electronic devices, networks, and Internet services for

any personal reasons not connected with the educational program or assignments;

7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords, and accessing or using other users' accounts;

8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit's computers, electronic devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

NO EXPECTATION OF PRIVACY

The school district's computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

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

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

F. Student Security

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

G. System Security

The security of the school unit's computers, electronic devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

H. Additional Rules for Electronic Devices Issued to Students

1. MLTI devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a device is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before the device will be issued to their child. Attendance will be documented by means of a “sign in” sheet. The meeting will orient parents to the goals and workings of the program, expectations for care of school-issued devices, Internet safety, and the school unit's rules in regard to use of this technology.
3. Students and their parents are responsible for the proper care of the device at all times, whether on or off school property, including costs associated with repairing or replacing it.

4. Loss or theft of a school issued device must be reported immediately to the Principal and, if stolen, to the local law enforcement authority as well.

5. The Board's policy and rules concerning computers, electronic devices, networks, and Internet services apply to use of the device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of the device issued by school staff.

Violation of policies or rules governing the use of computers, or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the it under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the device and Internet access when in use at home.

The device may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's MLTI program.

The electronic device must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

SCHOOL DEPARTMENT WEBSITE POLICY

SCHOOL BOARD POLICY IJNDC

The Medway School Department Website is developed, operated and maintained as a closed forum to provide community access to information about the school department and its programs/activities.

The Medway School Board will make every effort to protect students and staff from potential hazards associated with the school department's Website. The school department will not publish or provide for publication any personal student information without first obtaining the written approval of that student's parents. Personal information shall mean any information that identifies a student, including, but not limited to: the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parent's name.

The school department shall require that information on the Website be well written, adequately researched, unbiased/unprejudiced and apply appropriate language, suitable for audiences of all age levels.

All Webpages created by students and student organizations on the school department computer system will be subject to treatment as school-sponsored publications.

Linked sites, available through the school department Web Site are not under the control of the school. The school department is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. The school department provides links as a convenience, and the inclusion of any link does not imply endorsement of the site by the school department.

The Superintendent shall be responsible for overseeing the implementation of this policy and accompanying rules. The Medway School Board expressly reserves the right to limit, revise or eliminate any information provided on the website.

WEBSITE PHOTO RELEASE POLICY

SCHOOL BOARD POLICY IJNDC-A

From time to time we take pictures and shoot videos to use in our newsletters and for other school publications and projects. One of our district publications is our website located at <http://www.medwayms.org>. As part of this website we want to be able to showcase student work and activities and recognize their achievements.

Medway School Department has developed content guidelines for our school websites in this regard:

- The full name, address, phone number, or email address of a student will not be provided on a school website.
- Photographs of large groups of students may be posted on a school web site without parental permission as long as individual students are not singled out or identified in any way (e.g. a school assembly, sporting activity or music festival).
- Parental permission must be obtained before photographs of individual children or small groups of children (e.g. class photos) are posted on a school web site.
- Students will be identified by first name only unless we have specific parent permission to use the student's entire name such as when an award is presented. (Photos and rosters of school groups or teams may include full names and or uniform numbers since this information is regularly published in local newspapers as well.)

MLTI ELECTRONIC DEVICES

All students will receive a school issued device for educational use. Homeroom teachers will be covering use, rules, and expectations with the students in more detail. Parents and students must sign the student/parent permission form before use.

TAKE HOME POLICY

Integrating technology into the classroom curriculum is about teaching and learning, not about the computer. The device is a tool that can take students to a higher level of overall educational literacy. For the 2019-2020 school year, only students in grades 7 and 8 will be able to take the devices home.

In order to take home the school issued device, students and parents/guardians must sign the take home policy, as well as attend an informational parent meeting. Below are a few important details about the policy:

1. The device is an educational tool and should only be used in that capacity.
2. Students are allowed to sign-out their device to take home at no cost.
3. Devices are signed out for homework purposes only.
4. Devices are NOT to be taken to practice or games. Parents please make arrangements in advance to pick up the device if your student needs it for an assignment.
5. If a student is suspended, or has technology privileges revoked, he/she will not be allowed to bring the device home without permission.

AT HOME

1. The device should be used in a common family area with adult supervision.

2. The expectations and rules at school apply to use at home. (i.e. Social network sites are not considered appropriate use).

3. Students who use the school issued device for harassment, hacking, cyberbullying, or other inappropriate behavior will face disciplinary action from school.

RETURN TO SCHOOL

1. The device needs to be brought back to school each day. Failure to do so will result in loss of take-home privileges.

*A more complete take-home policy will be passed out to all 7th & 8th graders at the beginning of the year. Both parent/guardian and student must sign the policy before take-home privileges will be allowed.

INFRACTION PROCEDURE

All students will be issued an infraction card, along with their device, which will be kept in their case. When a student is using his/her device inappropriately, a staff member will record the infraction on the card. After three (3) infractions, the device will be taken from the student. The student will then receive a letter, along with a copy of the infraction card, to bring home to be signed by a parent/guardian. The student will receive normal use of the device once the letter is signed and returned to school. The student will then be issued a second infraction card. The same process will occur with the second card. After a student has been issued three (3) cards, a total of nine (9) minor infractions, the device will be taken away for the remainder of the year, a letter will be sent home, and the device will only be used for mandatory assessments. This infraction procedure only applies to minor infractions. Purposeful misuse, damage or neglect will result in immediate removal of the device and an office referral.

Selected 7th & 8th graders are invited to an annual MLTI conference in the spring—the number of infractions and attendance will determine eligibility for the field trip.

CONCUSSIONS

The Board recognizes that concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require.

Annually, prior to the beginning of each sports season, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;

B. The signs and symptoms of concussion and other head injuries; and

C. The school unit's protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation in the activity ("return to play").

The student and his/her parent(s) must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school-sponsored athletic activity.

DANCES & SOCIALS

Several dances and socials are held throughout the year and the school staff and administration have set specific regulations. These regulations will be explained to all students prior to the first dance/social. Even though these dances/socials may be sponsored by organizations other than Medway Middle School, it reserves the right to enforce these regulations in conjunction with these organizations provided said activity is conducted on Medway Middle School property.

- No student will be admitted after 30 minutes of start time. (If dance starts at 7:00; 7:30 will be the time limit)
- Students are to be picked up by an adult in at the end of the dance/ social to deter student loitering.
- Students may not leave the social/dance before the designated ending time without written parental permission.
- Once students leave the social/dance, they cannot return unless they receive prior approval.
- Students that are not enrolled at Medway Middle School must receive prior written permission from the Principal. (note: Medway Middle School dances are for Medway Middle School Students and only in special occasions would such permission be granted.)
- Students who are absent the day of the social/dance, or the Friday before if the dance is held on Saturday, will not be eligible to attend.
- Attire or dress at socials/dances is to be the same as that of regular school attendance.
- Discipline problems at dances/socials will result in parents being called and students leaving the activity.
- All school rules are in effect at these socials/dances. (Some examples; Substance Abuse, Weapons, Disruptive behavior, etc...)

Violation of any of these regulations by any student may result in suspension from further after school activities as well as other appropriate disciplinary action, i.e., detention or suspension from school.

DISCIPLINE

BOARD POLICY: NEPN/NSBA CODE: JK

Philosophy

Student discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others. The Medway School Board recognizes the importance of appropriate student management as it relates to learning. Student discipline will be conducted in such a way as to balance both the needs of the individual and the needs of the school-community.

The superintendent will be responsible for the development and dissemination of appropriate regulations and procedures to implement relevant law, board policy and good practice, which will include these basic components:

- Administrators will take appropriate action against any individual violating this policy, including, but not limited to, student discipline and/or action by law enforcement officials as appropriate.
- Students who violate this policy may be expelled under the Title 20-A MRSA Section 1001.9 (Amended in 1993)

which provides that, if found necessary for the peace and usefulness of the school, a school board will expel any student:

1. Who is deliberately disobedient or deliberately disorderly;
 2. for infractions of violence;
 3. Who possesses on school property a firearm as defined in Title 17-A MRSA section 2.12A, without permission of a school official (see 20-A NMSA sections 6552);
 4. Who, with use of any dangerous weapon as defined in Title 17-A MRSA section 2.9, A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury.
- Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. The Principal may authorize inspections of student lockers, automobiles, clothing, purses, bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that this policy has been violated (See Board Policy JIH). Expectations for student behavior should be clear and communicated to school staff, students and parents.
 - Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
 - Parents should be active in the process of preventing and resolving disciplinary problems at school.
 - Such regulations are to also include appropriate rules, sanctions and procedures regarding violence and/or use of weapons by employees, visitors, or other persons in addition to students. School-wide rules shall be developed by the building Principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Role of School Staff

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to:

- a) control the disturbing behavior; or
- b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the Principal/designee.

School personnel will take appropriate action to secure the health and safety of students during any altercation involving violence and/or use of a weapon. With the objective of defusing potentially violent situations and student anger, school staff will receive training in recognition, prevention and responding to violence. Incidents are to be reported immediately to an appropriate administrator.

SUSPENSION OF STUDENTS

BOARD POLICY: NEPN/NSBA CODE: JKD

The School Board delegates to the Principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board.

Prior to the suspension, except as herein after provided:

- A. The student shall be given oral or written notice of the charges(s) against him/her;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
- C. The student shall be given an opportunity to present his/her version of the incident.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence and the student’s opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

The student’s parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

The parents/guardians and the student shall be required to schedule a conference with the building administrator/designee within the suspension period and prior to re-admittance to school.

Students shall be responsible for any schoolwork missed during their suspension. After re-admittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

EXPULSION OF STUDENTS

BOARD POLICY: NEPN/NSBA CODE: JKE

No student shall be expelled from school except by action of the Board. The Board shall expel students as provided in a 20-NMSA 1001 (9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

The parents/guardians (and the student if 18 years of age or older) shall be notified by certified letter and regular mail of the Board expulsion hearing. The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case. The notice of hearing shall include:

1. The date, time and location of the hearing;
2. A description of charge(s);
3. A statement that the student may be represented by legal counsel;
4. A statement that the student or his/her representative may cross-examine any witnesses presented by the administration at the hearing; and
5. A statement that the parents/guardians and student may present evidence, including witnesses and documents, on the student’s behalf.

Except as provided by federal law, no identified special education student shall be expelled or suspended in excess of ten (10) cumulative days in the school year for misconduct related to the student’s disability. If expulsion or suspension in excess of ten (10) cumulative days is to be considered, the student’s Pupil Evaluation Team (PET) shall make the determination whether the misconduct in question, including any past incidents of misconduct which may be considered in making the disciplinary decision, is related to the student’s disability.

For misconduct that is related to the student’s disability, the student’s PET may determine what programming or

placement alterations are warranted beyond the ten (10) cumulative days of suspension permitted under this policy.

For misconduct unrelated to the student's disability, the school unit may proceed with a suspension or expulsion consistent with law and with school policy. During any such removal in excess of ten (10) cumulative days in the school year, the PET shall offer free and appropriate educational services to the special education student off school grounds.

The school unit shall comply with all applicable state and federal laws governing suspension and expulsion of students with disabilities.

QUESTIONING AND SEARCHES OF STUDENTS

BOARD POLICY: NEPN/NSBA CODE: JIH-R

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances. [NOTE: Administrators should be aware that police generally must have "probable cause" to conduct searches, which is higher standard than "reasonable suspicion", the standard required of school administrators.] Any item found during a search that is illegal, violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved shall be provided with a copy of such reports.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.

2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the

search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified.

If a broader search appears to be necessary, the administrator conducting the search shall consult with the superintendent prior to initiation.

3. Strip searches shall not be conducted by school officials

4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

C. Searches of Lockers, Desks, and Other School Storage Facilities

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

3. Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

D. Patrolling of Parking Lots and Searching Vehicles

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.

2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.

3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

E. Canine Patrols

1. The Superintendent may authorize canine patrols to take place anywhere on school property if he/she deems it

advisable to maintain school safety or if there is a reasonable suspicion that drugs, weapons, and/or other illegal substances or items will be found. Canine patrols may include school lockers and/or student vehicles in school parking lots.

2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.

3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.

4. Teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.

5. All lockers and/or student vehicles will be scanned during a canine patrol. Any locker and/or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol.

6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.

7. If practical, the student should be present during a search of his/her locker or vehicle. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

WEAPONS IN THE SCHOOLS (IMPROVING AMERICA'S SCHOOLS ACT)

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school-sponsored activity:

1. Knowing possessing or using articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "brass" knuckles, switchblades, butterfly knives, chains, clubs, and Kung Fu "stars".

2. The use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons.

ALTERNATIVE CONFLICT RESOLUTION

To reduce potential violence in the schools, the superintendent will be responsible for developing procedures for implementing programs of information, prevention and intervention in violent circumstance. This may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Note: The Medway School Board has a specific policy regarding violence in the school and is on file if parents wish to review it. Violence-weapons – threatening behaviors in our school may result in suspension or expulsion from school as outlined in policy NEPN/NSBA CODE: JICIA

BOMB THREATS

Should a viable threat be made against the school, the Police and Fire Departments will be notified and all children and personnel will be evacuated. Once the building has been cleared, a search will be conducted and a determination will be made to reopen the school or close for the day. Should the decision be made to send the children home they will be returned according to the instructions provided by you, in the emergency instruction section on the child's information card. **Any person found to have made threats against the school will be prosecuted to the fullest extent of the law. In addition, should that person be a student of Medway or East Millinocket Schools, they will be subject to disciplinary proceedings up to and including expulsion.**

DIRECTORY INFORMATION

The school may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated that following as information as directory information:

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

Under Maine law, schools shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including by not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number or parent's name.

DRESS CODE

Dress Code -- School

A reasonable cleanliness of person and of wearing apparel is expected as a matter of health and aesthetics.

- Shoes, sneakers or boots (slippers are not considered footwear) must be worn at all times at school.
- For all students, beachwear and pajamas are inappropriate.
- A decent coverage of the body is expected. Undergarments (bra straps or underwear) must be covered. Belly shirts, low cut tops, spaghetti straps, tube tops, halter tops, short skirts or shorts, are a few examples of the types of clothing that are not appropriate for school. Students are to keep their pants secured so that no part of their undergarment is showing.
- Students wearing leggings must wear shirts/tops with an appropriate length.
- Clothing that promotes violence, drugs, alcohol, or inappropriate language/phrases are not appropriate for school.
- Students who wear inappropriate clothing to school will be asked to call home to get a change of clothing.

Dress Code -- Physical Education

All students will be required to wear proper gym clothing as follows: Shorts, T-shirts, socks and sneakers.

DRUG & ALCOHOL USE BY STUDENTS

PHILOSOPHY STATEMENT

The Medway School Board supports a quality learning environment for all students attending Medway Middle School. A quality learning environment is a safe and healthy school which is free from the detrimental effects of drugs. For the safety, health and educational goals of our students, the use and possession of drugs shall not be tolerated at school or any school sponsored activity or when the use or possession of drugs directly interferes with the operation of the school. The Medway School Board recognizes chemical dependency as a treatable disease whose progress can be arrested. It is the responsibility of the school to provide students with learning experiences and skills, which will help them to function successfully in a rapidly changing society. Therefore, to promote a quality learning environment, the Board endorses a three-prong approach to prevent, discourage and eliminate drug use by students. The three-prong approach addresses (1) prevention by education (2) intervention and (3) discipline.

The Medway School Board believes that its primary responsibility regarding substance abuse is to present a curricular program concerning chemical use, abuse, and dependency to all pupils K-12. Efforts will be made to familiarize the pupils with the disease concept of chemical dependency, the effects of chemical use and abuse on the whole person, the effects of chemical abuse on the family, and the nature of the law regarding particular chemical use and/or abuse. The Medway School Board believes that an active curricular program is the best possible measure the schools can take toward preventing individuals from becoming chemical abusers or chemically dependent. The Medway School Board will commit the resources of the AOS 66 toward developing, implementing, and maintaining such a curriculum and will devote resources toward providing continuous in service in this area for staff.

DEFINITIONS

Drugs: As used in this policy, “drugs” means any substance considered illegal by Maine law; any substance for which the possession thereof is a civil violation under Maine law; any substance which minors are prohibited from possessing under Maine law; and the inappropriate use of any product in an attempt to alter the student’s mental state. This includes, but is not limited to tobacco, alcohol, marijuana and any prescription medication for which a student does not have a valid prescription.

Attendance at School: Attendance at school includes but is not limited to the following circumstances; any time a student is traveling to and from school or a school sponsored activity (whether by bus or private vehicle); any time a student is on school property whether during normal school hours or after school for a school sponsored activity; and any time a student is representing the school off school property but on a school sponsored activity.

School Day: For the purpose of this policy, a school day refers to a calendar day when attendance at school is required for students. A holiday, weekend day, full teacher workshop day, and vacation day cannot be counted as a school day.

School Sponsored Activity: A school sponsored activity includes, whether graded or non-graded, but is not limited to, any

co-curricular event (sports, band etc...), field trips, class trips, dances and similar educational and recreational activities.

Student: Includes, but is not limited to, any person enrolled in the Medway School system taking educational classes at Medway Middle School; any person attending a school sponsored activity normally intended for school students, regardless of where this person takes educational classes; and any person “home schooled” or “alternatively schooled” or otherwise not attending classes at Medway Middle School; but who is of student age and on campus or attending a school sponsored activity relating to their course of education.

Violation: The following are examples, but not an exclusive list, of violations of this policy. This list is an example of the type of report which the administration may use to find a violation – it is not a requirement that the administration find a violation (for example, if a teacher reports seeing a student smoking in the woods but the administrator has some doubt about the

teacher’s but, if the recognition of which student in a group was in violation, no violation need be found – administrator accepts the teacher’s observations, a violation may be found).

1. Any school employee (staff, administration or otherwise) personally observes a violation
2. Any school volunteer, chaperone, coach etc... who personally observes a violation
3. A police report to the school administration of a violation
4. A personal confession by the student of a violation (not a self-referral)
5. A report personally observed by that student’s parents or guardian
6. Evidence posted as electronic media and observed by a school employee

The following are examples of specific situations, which are NOT considered violations of this policy.

1. Anonymous reports are not considered valid and will not be followed up.
2. Reported conduct, which would otherwise be a violation if not observed by at least one other person or to which the student does not admit.
3. The unsubstantiated report from another student.
4. The unsubstantiated report from a community member.

Expulsion: The removal of a student from school following a proper investigation of student’s behavior and due process proceedings.

In-school suspension: A one-on-one or small group setting where the student will have necessary academic support but will not be allowed to socialize with peers for the entire school day.

Co/Extra Curricular Activities: A co/extra-curricular activity is one provided by and supervised by the school in which many students participate but which are not necessary for graduation. Under some circumstances, participation in the particular activity may result in academic credit, but receipt of academic credit is not a criteria. The following is not an exhaustive list of extra-curricular activities covered by this policy:

- A. Extra-curricular activities such as: Soccer boys and girls ; Cross-country boys and girls; Baseball; Softball; Any inter-district Extra-Curricular student activity
- B. Co-curricular activities such as: Show Choir; Pep Band; School Plays and Musicals;

Accumulation of Violations and Punishments

A. For Academic Purposes

Violations

- Violations accumulate during the years a student attends grades 5-8.

Punishments

- Punishment carries over for the duration of student's time in building. There is no carry-over of punishment through the summer vacation period.

B. For Co/extra-Curricular Purposes

Violations

- Violations accumulate during the years a student attends grades 5-8.

Punishments

- Punishments carry through to the next co/extra-curricular activity.
- Punishment may carry over through summer vacation.

STUDENT DRUG PROHIBITION

No student shall use or possess or be under the influence of any illegal drug while on school property, while on a school sponsored activity or while that person's conduct directly interferes with the operation, welfare or educational environment of any Medway school. No student shall voluntarily be in the presence of nor voluntarily attend a function where drugs are being illegally used. (An objective of this policy is to prevent all illegal substance use in regard to the students of the Medway School District, but not to extend the policy beyond common sense to innocent attendance and law-abiding participation at an event such as a wedding/wedding reception.)

ROLE OF SCHOOL STAFF

A. The School Board expects all staff members to assist in the education of students, including this policy. Subject to their rights and obligations pursuant to employment contracts, all school staff is expected to comply with this policy.

B. All staff should be familiar with this policy and its impact on students.

C. Whenever a staff member believes a student is violating this policy, the staff member shall take any action necessary to secure the health and safety of all students.

D. All staff should be familiar with the resources available to those students seeking assistance with a substance abuse problem, treat any such request for assistance as a confidential request for assistance to the degree possible and direct any student seeking assistance to the school nurse/substance abuse counselor.

E. All staff and administrators are mandated reporters – to the Department of Human Services – of student abuse and neglect. Violations of this policy may be reported as such. The police may also be notified.

F. All staff shall report any violations of this policy to the principal and superintendent immediately.

PREVENTION/EDUCATION PROCEDURES

A. At the start of the school year, and as reasonably necessary thereafter, the administration shall review with the staff appropriate drug use and intervention techniques.

B. At the start of the school year the administration and staff shall review with the student body the negative impact of drug use and periodically reinforce this message.

C. At the start of the school year and then as periodically deemed necessary, the administration and staff shall review this policy with the students. As periodically deemed necessary, the administration and staff shall review this policy with parents and guardians.

D. At the start of the school year and then continually there after, the administration shall inform the student body about the services available for any student with a substance abuse question or need for assistance and shall keep that information posted in an area accessible to all students.

E. The principal of Medway Middle School shall adopt or designate a substance abuse coordinator for that building.

F. The school board shall adopt and periodically update a substance abuse education program as part of the school curriculum.

INTERVENTION

A. Self-Referral

1. Student Assistance is the goal

a. A student who believes that he or she has a substance abuse problem may contact the substance abuse counselor/school nurse or other designated person to get help. Such reports are not violations of this policy and will not lead to disciplinary action.

b. There are no limits to the number of self-referrals a student may make during their time in the Medway School System.

2. Student Responsibility is the goal

a. A self-referral will not prevent disciplinary action based on a report from a source other than the student, which leads to the discovery of a violation.

b. Self-referrals provide for student assistance for a substance abuse problem, they do not provide insulation from specific acts of drug use.

Students may report or self-refer to any staff member or employee of the school that they trust. That person must then refer them to and make contact with the school nurse or guidance counselor. The school nurse/guidance counselor will then make a referral to a substance abuse counselor and report to the principal so he/she can ensure follow-up.

B. Community referral

1. Any reported violation of this policy from the community will be reported to the Principal for investigation. See the definitions for what would be considered a violation.

2. Any reported violation of this policy from the community will be reported to the substance abuse counselor/school nurse or other designated person for appropriate education or intervention; such referral will be made independent from any disciplinary investigation pursuant to paragraph 1.

DISCIPLINARY ACTION

First Offense

1) Principal will verify and/or confiscate

2) Principal meets with parents/guardians and student

3) Principal will notify the superintendent

- 4) Principal will notify the police
- 5) The student and parents will meet with a substance abuse counselor
- 6) The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations
- 7) Parents and student report the follow up plan to the principal for monitoring to help prevent reoccurrence
- 8) Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor
- 9) The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral

Consequences:

- a. In school/Out of school suspension for 1-5 days
- b. No school related activities for 14 school days
- c. Principal will consider a hearing with the school board.

Note: If student refuses to meet with a substance abuse counselor for evaluation, the principal may increase suspension time and/or send student for a hearing with the school board. Students who take part in extra and co-curricular activities will not be allowed to resume until they have met this requirement.

Second Offense

- 1) Principal will verify and/or confiscate
- 2) Principal meets with parents/guardians and student
- 3) Principal will notify the superintendent
- 4) Principal will notify the police
- 5) The student and parents will meet with a substance abuse counselor
- 6) The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations
- 7) Parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence
- 8) Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor
- 9) The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral

Consequences:

- a. In school/out of school suspension for 5 or more days,
- b. No school related activities for 30-45 days
- c. Principal will consider a hearing with the school board.

NOTE: If parents do not seek assistance for the student, notify Department of Human Services.

Third Offense

Out of School suspension until school board hearing for possible expulsion

PROCEDURES FOR SCHOOL FUNCTIONS

- 1) Remove from the function and/or return to school grounds
- 2) Call parent or guardian to assure responsibility

3) Call police department to transport home if parent cannot transport the child home.

4) If the student must be driven home by school personnel, another adult is to accompany him/her

5) Notification of school administrator of incident

REGULATIONS FOR ATHLETICS AND OTHER INTER-SCHOOL ACTIVITIES

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, being under the influence of, prohibited substances before, during and after school hours. In addition, other than family gatherings, students are prohibited from knowingly being in the presence of prohibited substances before, during and after school hours. The foregoing does not allow the student participant to use the above mentioned prohibited substance at the family gatherings. If a student find himself/herself in the presence of a prohibited substance, they shall immediately leave that area and leave the substance behind. It is not a violation for a student to use in school a prescription drug, including a legally defined drug or controlled substance if it is specifically prescribed for the student's own therapeutic use by his/her doctor.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol and/or Tobacco products
2. Scheduled drugs (as defined in 17-A M.R.S.A. §1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 U.S.C. §812);
4. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to, steroids, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation;
5. Paraphernalia - implements used for distribution or consumption of a prohibited substance; or
6. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any incidents involving student possession, furnishing or trafficking of scheduled drugs where expulsion is not recommended shall be reported to the School Board for informational purposes.

The Medway School Board favors adopting a substance use prohibition policy for those students involved in co/extra-curricular activities. Its purpose is three fold (1) to provide for the health and safety of all co/extra-curricular students; (2) to undermine peer pressure to use drugs by providing a legitimate reason for students to refuse to use drugs; and (3) to encourage co/extra-curricular students that do use drugs to participate in treatment.

Each student wishing to participate in any co/extra-curricular activity and the student's custodial parent or guardian shall agree in writing to the provisions of this policy – including the possibility of random drug testing. No student shall be allowed to participate in any co/extra-curricular activity without such consent.

Each student wishing to participate in any co/extra-curricular activity is subject to the policy for each year in which the student is involved in co/extra-curricular activities beginning each year from the first day that the student signs up for a Co/extra-curricular activity. Co/extra-curricular students are subject to that policy 24 hours a day, seven days a week for the activity year.

Because participation in athletics and other co-curricular activities is a privilege and not a right, students are expected to abide by these regulations. Student participants are not permitted to have in their possession, nor to use, illegal substances (including tobacco).

- Student participants will not attend any gathering or party where illegal substances are being used. This includes being in vehicles.
- It is not a violation for a student to be in possession of a legally defined drug specifically prescribed and properly administered for the person by his/her physician.
- If a student is in trouble with his/her use and goes through the voluntary referral process, his/her place on the team or in the activity will not be in jeopardy.

DISCIPLINARY ACTION

First Violation

A. Seasonal Activities

Participants will lose participation for 14 school days. Students will be eligible for tryouts for following season and must follow teams' attendance requirements. Students will participate in practices but is not allowed to attend games as a team member. They will suit up and sit on the bench for home games, but are not allowed to accompany the team to an away game.

1. The police will be notified
2. Principal shall notify the student's parents for removal from activity
3. Principal shall meet with the parents and student
4. The student and parents shall meet with substance abuse counselor
5. The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations
6. Parents and student report the follow up plan to the principal for monitoring to help prevent reoccurrence
7. Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor
8. The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral
9. Principal will consider a hearing with the school board

B. Yearly Activities

Participants will lose participation for 14 school days. Band and Chorus participants will lose participation in activities that take place outside of scheduled Band or Chorus classes.

- a. The police will be notified
- b. Principal shall notify the student's parents for removal from activity
- c. Principal shall meet with the parents and student
- d. The student and parents shall meet with substance abuse counselor
- e. The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations

f. Parents and student report the follow up plan to the principal for

monitoring to help prevent reoccurrence

g. Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor

h. The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral

i. Principal will consider a hearing with the school board.

Note: Students will not be permitted to regain full involvement in school activities until they have met with and been evaluated by a substance abuse counselor.

Second Violation

All participants would be ineligible to participate in any co/extra-curricular activity for 30- 45 school days.

- a. The police will be notified
- b. Principal will notify the student's parents for removal from activity
- c. Principal will meet with the parents and student
- d. The student and parents will meet with substance abuse counselor
- e. The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations
- f. Parents and student report the follow up plan to the principal for monitoring to help prevent reoccurrence.
- g. Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor
- h. The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral
- i. Principal will consider a hearing with the school board.

Third Violation

All participants would be ineligible for the rest of the school year.

- a. The police will be notified
- b. Principal will notify the student's parents for removal from activity
- c. Principal will meet with the parents and student
- d. The student and parents will meet with substance abuse counselor for the school
- e. The student will undergo a substance abuse evaluation with the expectation that the student/parents follow its recommendations
- f. Parents and student report the follow up plan to the principal for monitoring to help prevent reoccurrence
- g. Parents and/or student will provide documentation proving that they have seen a substance abuse counselor and are following the recommendations of the counselor
- h. The parents/student will sign a consent form allowing the school to speak to the substance abuse counselor about the situation that led to the referral

- i. The student will attend a hearing with the school board.

- Principal shall notify the student's parents for removal from activity.

RANDOM DRUG TESTING

At the option of the school board, subject to annual review (including financial availability) the Board may authorize random drug testing of students participating in co/extra-curricular activities. When the policy is in force, the following apply:

1. Each student wishing to participate in any co/extra-curricular activity is subject to the following student drug testing policy.
2. Students involved in co/extra-curricular activities may be tested during the school year.
3. In addition, random testing may be done weekly during the season.
4. Students required to be tested have to provide a urine sample. The sample will be collected the day of selection. The student must abide by the rules of the collector or sample agency. Refusing to provide a sample shall be treated as a violation of this policy.

When testing is authorized, the following procedures control the process.

1. Selection for random testing will be by lottery drawing from a "pool" of all students participating in co/extra-curricular activities at the time of the drawing. The Activity Director shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two adults.
2. The record keeping and results of all testing will be kept confidential. The records will be stored in a locked cabinet and only accessible to school administration, involved parents or guardians and the activity director.
3. Students taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to the person collecting the sample at the time the sample is collected. If necessary, that envelope will be forwarded – unopened – to any testing lab with instructions to consider the use of such medications to assure the accuracy of the results. Students who fail to provide such verification will have positive results treated as a violation.
4. Any testing will test for one or more drugs. The activity director shall decide week to week – but prior to the selection of students' each week – which drugs shall be tested. Samples will not be screened for any other substance or for the existence of any physical condition other than drug use.
5. The activities director shall see that at least 10% of the students involved in activities that week shall be drawn for testing.

When testing is authorized, the following controls the tests.

1. A positive test from the sample is considered a violation.
2. The refusal to provide a sample is a violation. Refusal may lead to a hearing with the school board.

PROCEDURES FOR COACHES/ADVISORS

- All staff shall report any violations of this policy to the principal and superintendent immediately.

DUE PROCESS

1. It shall be the Principal's responsibility in the respective schools for the fair enforcement and administration of this policy. The Principal may take whatever steps deemed necessary to investigate reported violations. Principal shall notify parents and may seek assistance from the Superintendent. Whether or not the Principal seeks assistance from the Superintendent, the Principal shall keep the Superintendent informed of (1) any reported violations (2) the progress on any investigations and (3) the results – including any punishment – of any investigations.

2. The Superintendent shall be responsible for supervising the Principals in the completion of their responsibilities. The Superintendent is responsible for insuring continuity and compliance with all School Board policies and regulations relating to student drug use (involvement of DHS, law enforcement, media, etc).

3. Any student or parents of a student punished pursuant to this policy may appeal the Principal's decision to the School Board. The Board will hear in executive session from the Principal, the student and any other sources for information relating to the alleged violation and the punishment therefore --- consistent with protecting the student's privacy interest and the fair administration of the school system. The Board will then issue a decision either (1) confirming the Principal's decision that a violation occurred, or (2) find that no violation occurred and remove the consequence(s)

STUDENTS

Students should be aware that the administration may authorize a search of their personal property (knapsacks, book bags, gym bags, etc...) if there is reasonable suspicion that illegal substances are present.

TOBACCO USE AND POSSESSION

The Medway School Department has also adopted a policy concerning tobacco use and possession. Student are prohibited to use, possess, sell, dispense, or distribute tobacco products in school buildings, facilities, during school-sponsored events, on school grounds and buses, at all times.

Smoking or the use of tobacco products by employees and visitors is prohibited as well. This includes, but is not limited to cigarettes, cigars, chewing tobacco and vaping devices. For more information on this policy, please contact the main office.

ELECTRONIC DEVICES

CELL PHONES

Cell phone use is not allowed during school hours. If you need to get in touch with your child, please call the office.

If a student is seen with a cell phone out during school hours:

1st Offense: The cell phone will be collected and held by the office/classroom teacher until the end of the day. It will be returned to the student at the end of the day.

2nd & Subsequent Offenses: The cell phone will be collected and held by the office. A parent/guardian will need to come to the office to pick up the phone. Depending on the number of offenses, a meeting with administration may be required to get the phone returned.

OTHER DEVICES

*The school is not responsible for any electronic devices brought to school.

*Teachers can restrict the use of other devices, (iPods, mp3 players, etc) when it effects the learning environment.

ENERGY DRINKS

It is somewhat unknown what the effects of energy drinks are toward developing adolescents. Due to this, we please ask that no energy drinks are consumed or brought to school by students during school hours; this includes school sponsored events and athletic competitions in which a student is a participant. If a student brings one to school, or to a school event, and is under our supervision, it will be confiscated and returned to the student at the end of the day/event. (Some examples, but not limited to: Monster, RedBull, Amp, etc)

EVACUATION PROCEDURES

FIRE DRILL PROCEDURES:

1. Students in any area of the school other than their classrooms should exit through the nearest exit door and join their homeroom class.
2. If feasible, all windows and doors should be closed prior to leaving the building.
3. Provisions should be made, in advance, by each teacher who has one or more handicapped students.
4. If feasible, the first student to reach the exit door should hold it for all others.
5. All building occupants are to leave the building.
6. Teachers should be the last to leave the classrooms. The last teacher out should see that doors are closed.
7. Pupils are to walk briskly in line, without running. Emphasis should be placed upon orderliness and discipline.
8. Students should be advised to avoid unnecessary talking so that directions given to them can be heard.
9. Students should remain in line throughout the drill and wait well away from the building until an entrance signal is given.
10. Every fire drill should be regarded as a possible real emergency.
11. Classes should remain in line, in their designated areas, until they receive instructions or until they are instructed by their teachers to re-enter the buildings.
12. Students are to assemble down by the parking lot area.
13. In a full evacuation, grade 5 will lead the exit to our "safe area".

EVACUATION PROCEDURES

1. Use our fire drill exit of the building as we have planned.
2. Assemble at our rendezvous areas as we have planned.
3. Move the older kids to the younger kids rendezvous area.
4. Move the students to our evacuation site with the older kids leading the line.
5. Move into the evacuation site with the older kids sitting in the back of the building and the younger to the front.
6. Ms. Pray will be the lead at the site and Mrs. Stanley will set up a greeting area in the front of the evacuation site.
7. Mrs. Farrington, Mr. Davis, Ms. Pray, and Mrs. Markie will have two-way communications.
8. Mr. Davis will stay and be the lead at the school, as Ms. Pray will help evacuate to the site and then return to the school to assist Mr. Davis.

EVACUATION ROUTES:

The classrooms below the restrooms on the grade 7 & 8 side of the school should exit into the hallway on the left hand side of the hall and then exit the building using the end doors closest to the staff parking lot.

The classrooms above the restrooms on the grade 7 & 8 side of the school should exit into the hallway on the right hand side of the hall and then exit the building using the end doors closest to the staff parking lot.

The classrooms below the restrooms on the grade 5 & 6 side of the school should exit into the hallway on the right hand side of the hall and then exit the building using the end doors closest to the staff parking lot.

The classrooms above the restrooms on the grade 5 & 6 side of the school should exit into the hallway on the left hand side of the hall.

The gym should evacuate through the main lobby doors.

The music room should evacuate by the back door closest to the garden.

The cafeteria door has two exits, the hallway door by the gym and the door in the middle of the room. The other back door should be available in an emergency.

Evacuation maps have been posted in each room and will be discussed with all students at the beginning of the school year.

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the (school unit) receives a request for access. Parents or eligible students should submit to the school Principal or Special Service Director a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Principal or Superintendent, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by local school unit to comply with the requirements of FERPA. The name and address of the office that administer FERPA is:

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

FOOD SERVICE PROGRAM

BREAKFAST

Breakfast is served every morning.

Full Breakfast Price: \$1.00

Reduced/ Free Breakfast Price: FREE

SCHOOL LUNCH PROGRAM*

Medway Middle School serves nutritious school lunches every school day. We encourage your child's participation. The following are current charges:

Lunch:

Full Lunch Price: \$2.35

Reduced Lunch Price: \$0.40

Milk: \$0.30

Parents in debt will be billed on a weekly basis. After an **individual debt has exceeded \$50.00**, the Food Service Director will send home a bill with a reminder and that the school may file a claim with Small Claims Court to recoup the past due funds and any associated costs with filing the claim.

Students can place money on account to be used for purchase of breakfast, lunch or snacks.

**Students are expected to eat hot lunch or bring a cold lunch from home each day.*

ALA CARTE

Students may purchase healthy snacks during break time or at lunch. Students can place money on their account to purchase snacks; **they will not be able to charge snacks to their account.**

Fresh Fruits & Vegetables Program: Medway Middle School will be applying for the fresh fruit and vegetable grant again this school year. If we are approved, we will be providing fresh, healthy snacks every day for free.

HOMEWORK

Homework is assigned in each of the major subject areas on a regular basis. There are some basic reasons why work is assigned to be completed outside of class:

1. To provide additional practice.
2. To provide independent practice in material that has been covered during day's class.
3. To provide for in-depth study in topics that may be of specific interest to the student.

Please monitor your child's progress and communicate with the school when your child is struggling with homework.

HONOR ROLL & HUSKY PRIDE

We will be recognizing students for two different awards. Each trimester, we will be presenting students with the Husky Pride Award, for all "M's" and honor roll will be for all 3's and 4's.

MEDICATIONS IN SCHOOL

Medway School Dept. recognizes the need for some students to have medications administered during the day. According to Maine Law, non-licensed personnel may administer medication, should the School Nurse be unavailable. Parents must sign a "Medication Consent" form for all medications. Inhalers and Epipens may be carried by the student and be self-administered. ALL OTHER MEDICINE must be locked up, in the original prescription bottle. All medication must be brought to school by a parent or another adult (not by the student on the bus).

EVERY STUDENT SUCCEEDS ACT

The ESSA (Every Student Succeeds Act) Act replaced the NCLB Act and was signed by President Obama in 2015. This is the national education law to provide quality education to all students, with accountability, high academic standards and investment into our students. Parents may request teacher professional qualifications through the main office.

It also provides support for homeless students. If you, or a child you know is homeless, please contact the main office for assistance. Medway School Board policy defines "homeless students" in policy JFABD. The office has resources available to help students or you can access some information at the National Center for Homeless Education (NCHE).

PHYSICAL EXAMINATIONS OF STUDENTS PARTICIPATING IN ATHLETICS

Students between the fifth grade and high school graduation who wish to participate in athletics are required to have physical examinations and medical approval at least every other year. A complete exam is required prior to the athlete's entry into a competitive sports program.

The history portion of the Pre-Participation Physical Exam (PPPE, form A) shall be completed by the athlete, and signed by the parents/guardian. The physician shall complete and sign the physical examination and clearance documents indicating the student has been examined, is cleared to participate with or without restrictions (define the former).

In the off year, a brief health history form, student extra-curricular information sheet shall be completed, signed by the parent, and submitted to the athletic director for review prior to participation. Forms containing any "yes" responses shall be submitted to the school nurse for review and possible consultation with a physician. A determination will be made concerning the need for another complete physical exam prior to participation.

All student athletes and parents must sign the concussion form as well.

SPECIAL SERVICES PROGRAMS

Each district shall maintain procedures to ensure that all students between the ages of 3 and 20 years, including state wards, state agency clients, resident students attending private schools within the district and home-schools, institutional residents who reside within the district, and who are in need of special education and supportive assistance are identified, located, and evaluated. These procedures shall include a practical method of documenting which students with disabilities are currently receiving needed special education and supportive services and identifying any unmet needs.

CHILD-FIND

Each district shall identify, locate and evaluate all students enrolled in public school, private schools, or home schools during the first 30 days of the school year or during the first 30 days of enrollment for a transfer student. This duty shall include all entering kindergarten students and transfer students of all ages and grade levels. If evidence of prior child find activities and a statement of the results can be found in the student's cumulative record, or the school has reason to believe that the student has been identified as a student with a disability by another in-state or out-of-state school administrative unit, by Child Development Services or by an out-of-state preschool special education services program, child find is not necessary.

Transfer students who have already been identified as in need of special services shall on transfer and with prior written notice to the parent be provided with special education consistent with the IEP developed at the prior school, and shall be referred to the IEP team to review the program.

A student who was being served by the Child Development System shall be treated by the local school unit in the same manner as are transfer students, except that the student's Individual Family Service Plan or Individual Education Plan from CDS will be considered as his or her current IEP until such time as a IEP Team meets to alter or amend that program. Placement, however, will be in the public school system rather than at the site.

Each district may schedule child find in the spring prior to kindergarten enrollment to assist in planning for necessary special education and supportive services at the start of the school year. Child find for school aged students is an on-going requirement.

The child find process for each school shall include obtaining data on each student through direct assessment or by indirect means of the student's academic performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing, and cognitive skills. If appropriate, other areas of assessment may include: self-help, self-concept, social-emotional development and personal histories.

Staff assigned to child find activities may include classroom teachers, educational specialists, and school nurses. Child find activities shall be documented in each student's cumulative record. Documentation shall include the following:

- the date, district, and the person who coordinated the child find activities;
- description or example of activities procedures, forms, or instruments used; and
- results of the child find activities, including any recommendations and/or referrals to the IEP Team

If the child find process indicates that a student may require special education and supportive services in order to benefit from the regular education program, the student shall be referred directly to the IEP Team to determine the student's eligibility for special education services. Upon referral, the parents of the student referred shall be sent written notice of this referral and shall provide informed written consent for evaluations prior to any evaluations being administered.

Parents may, at any time, refer their child to the IEP Team if they have reason to believe that their child may require special education and supportive services. The parent may initiate that referral in writing to the school principal, indicating that they wish to refer their child to the IEP Team. The Principal shall provide that written notice to the Director of Special Education or Assistant Director of Special Education upon receipt from the parent.

IEP referrals may be initiated by individuals or agency representatives, including the Department of Health and Human Services, with knowledge of the student, in writing to the Building Principal or the Director of Special Education. The principal shall provide that written notice to the Director of Special Education upon receipt from the referring party.

Professional employees may make a referral to special education through the Student Assistance Team using the following procedure, including pre-referral strategies.

A more complete referral policy can be obtained at the school office.

SECTION 504: AMERICANS WITH DISABILITIES ACT

The Medway School Board has adopted a grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether the school unit is fully meeting its obligations under state and federal laws to protect persons with disabilities.

This policy, IHBAL, along with a model supplemental statement of rights for private school students with disabilities policy, IHBGB, can be found at the main office or on the school website: www.medwayms.org

Questions about this grievance procedure, or any policies in regards to persons with a disability, should be directed to the principal.

**MEDWAY MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK FORM**

Student Name: _____

Parent/Guardian Name: _____

By signing this form, both student and parent/guardian understand and agree to the following:

1. Both student and parent/guardian have read and understands the policies and procedures in the Student/Parent Handbook and agrees to comply with them. If any inconsistency between the handbook and school board policy arises, the school board policy will govern.
2. Both student and parent/guardian have read and understands the Student Computer, Internet and Electronic Device Use Policy and rules and agrees to comply with them.
 - a. No student shall be allowed to use school computers, networks, Internet services and other electronic devices until the student and parent/guardian have signed and returned this acknowledgement to the school.
3. Both student and parent/guardian have read and understands the School Department Website Policy and agrees to comply with it. (Check below ONLY IF YOU DON'T grant permission)

_____ Permission **IS NOT** granted to use photographs of my child or my child's work on the school website given the guidelines stated in the policy.

**Parents may change their permission at any time by notifying the school in writing.*

4. Both student and parent/guardian understand the **academic and conduct eligibility** for athletic and co-curricular activities, along with the new **concussion policy**.
5. Parents of 7th & 8th graders understand that the MLTI trip in the spring is directly connected with responsible electronic device and Internet use.
6. I understand that the school department may contact me by phone for school cancellations, delays and events.

Parent Email (for school-based notifications):

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____