

## **RSU21 MISSION STATEMENT**

*To challenge and support every student to develop the skills, knowledge, and character needed to be responsible, productive, and adaptive learners, workers, and citizens prepared to succeed in our global society.*

Main Office Telephone: 207-467-8004  
Guidance Office: 207-467-9033  
Fax: 207-467-9059

## **Middle School of the Kennebunks Staff Directory 2011-2012**

Jeff Rodman	Principal
Jean Beaulieu	Assistant Principal
Sandy Heinbach	Secretary to the Principal
Sue Brunelle	Secretary
Linda McCluskey	Guidance Secretary (PT)
Fred Myers	IB Coordinator – Middle Years Program

### **6<sup>th</sup> Grade – Bodwell Team**

<b>*Bodwell, Lisa</b>	Math
Cialfi, Ruth Ellen	Soc Stud
Hall, Nathan	Literacy
Hankel, Ron	Phys Ed
Scott, Kathleen	Science

### **6<sup>th</sup> Grade – Bridge Team**

<b>*Bridge, Pam</b>	Math
Blatt, Leona	Science
Jacques, Laurie	Literacy
Mathews, Karen	Music
Taylor, Thomas	Soc Stud

### **School Nurse**

D'Iorio, Donna

### **Computer Tech**

Shuman, Nick

### **Librarian**

Kennedy, Ann (long term sub)

### **Special Needs Teachers**

**\*Baker, Val**  
Battles, Tom  
Grant, Diane  
Lawson, Molly  
Tardiff, Brooke  
Thomson, Cindy

### **Guidance Counselors**

Binger, Diane  
Selsby, MaryLou

### **Social Worker**

Hesse-Stromberg, Greg

### **Speech Pathologist**

Darby, Marsha

### **\*Team Leader**

### **7<sup>th</sup> Grade - Dalton Team**

<b>*Dalton, Claudia</b>	Health
Denniston, Mike	Science
Hebert, Mary	Lang Arts
McEnaney Jardine, Ellen	For Lang
Meinders, Polly	Global Studies
Wells, Sheila	Math

### **7<sup>th</sup> Grade - Myers Team**

<b>*Myers, Fred</b>	Global Studies
<b>*Sylvanus, Carolyn</b>	Lang Arts
Burks, Amber	Foreign Lang
Fulford, Maureen	Phys Ed
Hansen, Lindsey	Science
Ronan, Suzanne	Math

### **Gifted & Talented**

Foley, Martha – Lang Arts  
McGlashan, Rachel – Math

### **8<sup>th</sup> Grade - Bibeau Team**

<b>*Bibeau, Paul</b>	History
Gottlieb, Julia	Literacy Spec
Greenglass, Sharon	Math
Howell, Luke	Science
McCarthy, Mary	Art
Panagakos, Amy	Lang Arts
Williams, Tad	Foreign Lang

### **8<sup>th</sup> Grade - Merrow Team**

<b>*Merrow, Ross</b>	Tech Ed
Ballou, Nelson	Math
Bean, Nathan	History
Bradford, Dorothy	Foreign Lang
Desjardins, Nicole	Lang Arts
Ellis, Laurie	Music/Band
Hemond, Craig	Science

### **Aides/Assistants:**

Airoldi, Sandy – 6<sup>th</sup> gr resource  
Boulay, Bobby Jo – life skills  
Coleman, Stephanie – life skills  
Gable, Jen – 7/8 skills center  
Hafford, Linda – 6<sup>th</sup> gr resource  
Hennessey, Shawn – self contained  
Lutrell, Martha – 7/8 skills center  
McLean, Christina – 7/8 skills center  
Nunan, Kayla – self contained  
Parent, Nick – self contained  
Pollino, Megan – life skills  
Richelieu, Alicia – life skills  
Souliere, Telicia – self contained  
Stone, Josh – life skills  
Willis, Ward – student success ctr/ELL

**Resource Officer** Jones, Nathan

### **Itinerant Staff:**

Babcock, Beth – Social Worker/PT  
Fornaro, Guilia – OT/PT  
MacLennan, Mary – School Psychologist  
Nein, Darlene – 6<sup>th</sup> Art  
Pastorelli, Eileen – OT/PT  
Richardson, Sue – OT/PT  
Rose, Judy – School Psychologist

### **Daytime Custodial Staff**

Pierce, Stacie

### **Cafeteria Personnel**

Arloro, Amanda  
Low, Deane  
Macolini, Jocelyn  
Trayes, Maria

MSK Website  
http://msk.rsu21.net

**Middle School of the Kennebunks**  
**International Baccalaureate World School**  
**60 Thompson Road**  
**Kennebunk, Maine 04043**  
**Tele: 207-467-8004 Fax: 207-467-9059**

District Website  
http://www.rsu21.net

September 2011

*Dear Students and Parents,*

*Welcome to Middle School of the Kennebunks. Please take time to sit together and read this handbook. It serves as a guide explaining the basic rules and procedures that govern our building, along with all the wonderful opportunities that exist here for each of our students.*

*We are extremely proud of being the first authorized International Baccalaureate middle school in Maine and one of only four middle schools in New England to have earned this distinction. As described in its mission statement, the aim of the International Baccalaureate program is to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. It is a responsibility and a belief that we take seriously, and the focus of our goals.*

*As principal, one of my jobs is to ensure that every person who enters our school - student, staff member, parent, or visitor - feels safe, welcome, and respected. However, it is the duty of each and every one of us to make sure that happens.*

*During my days as a student, I would begin the school year by setting goals for myself. These goals were usually simple and to the point - try to get good grades, do the best I could in each subject, be respectful of my teachers and be supportive to all my classmates. Some years I probably wasn't as successful with my grades as I had hoped, but I knew that I could always try to do my best, that I would always be respectful, and that I needed to be a positive and supportive member of my school.*

*Even now, as a principal, I continue to set goals at the beginning of each new school year. My goals for this year include:*

- *Striving to make the skills and characteristics described in the IB "Learner Profile" a part of my daily work. These characteristics include Inquirer, Knowledgeable, Critical Thinker, Communicator, Risk-Taker, Principled, Caring, Open-minded, Well-Balanced, and Reflective.*
- *Preparing each day to do my best.*
- *Treating each and every person with the respect and dignity that they deserve.*
- *To do whatever it takes to ensure that all students be successful.*

*My expectation is that each of you will help me reach my goals. We need to be a school where success is not just measured in test scores or grades, but in how we treat each other. It may be challenging to get great grades in every class, but it is always possible to give your best effort and to be a positive member of the school community.*

*Again, please take time to sit down and review the contents of this handbook. It is important that you understand the essential and fundamental rules at MSK. Let's make this not only your best school year but also everyone's best school year, ever.*

*Sincerely,*

*Jeff Rodman*  
*Principal*

## **RSU21 MISSION STATEMENT**

*To challenge and support every student to develop the skills, knowledge, and character needed to be responsible, productive, and adaptive learners, workers, and citizens prepared to succeed in our global society.*

### **District Goals:**

- Goal:** Students will demonstrate a mastery of academic skills and embrace a commitment to lifelong learning.
- Goal:** RSU21 will provide strong programs, resources and facilities to effectively and efficiently help students realize their individual strengths, interests and capabilities.
- Goal:** School cultures will promote student-centered learning, ethical and responsible behavior, good communication, and respectful environments for students, staff and the community.

### **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

### **IB Learner Profile**

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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The RSU21 School Board of Directors and the Administrative Team have developed a comprehensive menu of policies which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members they have been published on the district web site. You may access these policies by going to <http://www.rsu21.net>. Once there, click on the "Policy Book" link under the heading "School Board." If a paper copy of a particular policy is preferred, the district is more than happy to accommodate this request. Please contact the RSU21 central office at 985-1100, and we will provide a copy for you.

*Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. The District reserves the right to correct any errors, inaccuracies or omissions and to change or update information at any time without prior notice. In the case of any inconsistency between the handbook or website and RSU21 Board Policy, the Board Policy will govern.*

## **ACADEMIC HONESTY**

The staff in RSU21 has a professional obligation to promote academic honesty and to instruct students in the distinction between honest and dishonest work. Plagiarism and other forms of academic dishonesty are not permitted.

According to the *Modern Language Association Handbook for Writers of Research Papers, 5<sup>th</sup> edition*, "derived from the Latin word *plagians* ("kidnapper"), plagiarism refers to a form of cheating that has been defined as 'the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own.' To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft" (Gibaldi 30).

All students are expected to abide by RSU21's Academic Honesty Policy (Policy JICD) and sign the Academic Honesty Agreement (JICD-E). This agreement will be distributed to students at the beginning of the school year. You can view this policy on the district webpage.

*Gibaldi, Joseph. Modern Language Association Handbook for Writers of Research Papers, 5<sup>th</sup> Edition. The Modern Language Association, 1999.*

1. First Incident: Parent is notified by the child. Parent must contact the teacher to confirm that they have been notified. In this way, the student owns the responsibility for their actions. The teacher will give an alternate assignment. A grade of no higher than 70 can be achieved on the second assignment.
2. Second Incident: Parent is notified by the child. Parent must contact the teacher to confirm that they have been notified. The teacher will give an alternate assignment. A grade of no higher than 70 can be achieved on the second assignment. Parents will meet with school administrator and student to develop a collaborative action plan to meet the student's behavioral and academic needs. Continued cheating may be treated as defiance of school authority and will be addressed according to the school's discipline plan.

## **ACADEMIC SUPPORT**

Upon request by parents, students, or their teachers, before, during and after school help is available for academics. Time is programmed into students' schedules for intervention, remediation and academic support. In addition, teams set aside time one afternoon a week for study groups. Ask your team leader for further information.

## **ACCREDITATION**

On June 24, 2009, the **International Baccalaureate Organization** formally recognized the Middle School of the Kennebunks as an official IB World School committed to the implementation of **Years One-Three of the IB Middle Level Program**. We are very proud of our status as the first public middle school in the state of Maine to offer this program. In taking on the MYP, we are joining an international family of educators who are committed to the principles and practice of the program and are willing to contribute to its further development. The Middle Years Program is intended to be an inclusive program

that will cater to all students. The central place of the approaches to learning helps teachers and students respond in a flexible and differentiated manner to varied learning needs, including the needs of those who are learning in a language other than their mother tongue or special educational needs of all kinds. For more information on the IB MYP program, refer to [www.ibo.org](http://www.ibo.org). A separate curriculum guide is available on our school website.

### **ADVISOR-ADVISEE PROGRAM**

The purpose of the advisory is to assure that every student belongs to a small peer group attended by an adult mentor. The typical advisory ratio is one teacher for every fifteen to seventeen students. Building upon a foundation of meetings, the goal is to create a sense of belonging to the school, the team, and the advisory group.

Advisors function as mentors, helping each of their advisees to be successful. Individual goal setting, time management, organizational skill development and academic advising lie at the heart of the program. Additional time is spent on monthly themes which include respect, team building, asset building, recognizing diversity, character education, healthy lifestyles, reaching out to the community and visions for the future. Students meet with their advisors, following the receipt of progress reports, to set academic goals. Advisors are the adults at school who know students best. They provide the vital home-school communication link. The advisory format assures that every family has a contact at school and every student has someone helping him/her achieve success.

### **ATHLETIC PROGRAMS**

#### **I. The Middle School Athletic Program**

MSK is a member of the Southern Maine Middle School Athletic Conference. Our focus is on the development of student athletes and not on winning. Our athletic teams play 2 - 3 games per week. On days when there are no games, teams have practice. Athletes are expected to attend all practices and games. Athletes who are committed to practices can expect to play in all games. Practices and games are scheduled Monday through Friday. The only exception to this is participation in Saturday wrestling tournaments.

Conference members and other opponents include:

Acton	Massabesic	Shapleigh (Kittery)	Wells
Biddeford	Noble - Berwick	St.James (Biddeford)	Westbrook
Bonny Eagle	Saco	Thornton MS	York
Marshwood	Sanford		

#### **II. Sports Offered Through the Middle School Athletic Program**

##### **A. Fall Season - Begins the first week of school**

- 6th-7th-8th grades co-ed cross country
- 6th-7th-8th grades co-ed tennis
- 7th grade boys soccer
- 8th grade boys soccer
- 7th grade girls soccer
- 8th grade girls soccer
- 7th grade field hockey (girls)
- 8th grade field hockey (girls)



##### **B. Early Winter Season - Begins the 1st Monday in November**

- 7th grade boys basketball
- 8th grade boys basketball
- 7th grade girls basketball
- 8th grade girls basketball
- 7th-8<sup>th</sup> grade cheering
- 6th-7th-8th grades intramural basketball (boys & girls)



- C. Late Winter Season - Begins the 1st Monday in February
  - 6th-7th-8th grades co-ed swimming
  - 6th-7th-8th grades co-ed wrestling
  - 6th-7th-8th grades co-ed intramural indoor soccer
  - 6th-7th-8th grades co-ed intramural volleyball



- D. Spring Season - Begins 1st Monday in April
  - 6th-7th-8th grades co-ed track and field
  - 7th grade softball (girls)
  - 8th grade softball (girls)
  - 7th grade baseball (boys)
  - 8th grade baseball (boys)



Schedules for both Intramurals and athletic programs are available in the Middle School office.

### III. Requirements for Participation in the MSK Athletic Program

#### A. Athletic Card

Students participating in athletics at the Middle School of the Kennebunks must turn in a completed athletic card to the Athletic Director prior to participation in any athletic activity. This form includes:

1. Parent or guardian signature allowing participation in the athletic activity.
2. Parent or guardian proof of adequate insurance coverage. If the student is not insured by a family insurance policy, school insurance is available at the student's expense.
3. A physical examination after June 15 for the following school year. Athletes need to make an appointment with their family physician at their expense before participating in practices. Proof of examination must be annotated on the athletic card and signed by the attending physician. *(A doctor may sign off on a student's physical form by agreeing that there is no need for an exam this year and that the prior year's exam will fulfill this year's needs.)*
4. Physical exams are not required to participate in Intramural sports at the Middle School of the Kennebunks.

#### B. Co-Curricular Eligibility Standards

Co-curricular activities are an integral part of school life. The knowledge of skills learned through these activities are critically important to the healthy development of students. Students need to be passing all subjects.

A student who is failing any subject at mid-term reporting time or report card time will become ineligible for a period of two weeks (10 school days). During this two-week period, students are on academic probation. They may continue to practice, but they are not allowed to participate in games or meets. If, at the end of this probationary period, the student has improved their academic standing and is now passing, the student is once again eligible for full participation. If a failing grade remains, the student will be removed from the team roster.

#### Season

Students will be allowed to represent, practice, and compete for the Middle School of the Kennebunks in *only one* sport per sports season.

#### Uniforms

An athlete is not eligible to participate in another athletic season until their uniform from the previous sport has been turned in to the athletic director. If uniform is lost, payment must be made to the AD for a replacement.

### Practice & Game Policy

Athletes are expected to attend all scheduled practices and games. Coaches will have the right to withhold playing time for unexcused absences. We ask the cooperation of parent/guardian in assisting the athlete in making this commitment. Unexcused absences will be left to the discretion of the coach.

### Attendance Policy

Regular school attendance is required of all students. A student absent from school for any part of the day of a competition or practice shall not participate unless approved by the MSK Athletic Director or Assistant Principal. Athletes serving a detention that conflicts with a scheduled game or practice will not be able to participate.

### Detentions/Suspensions

Students serving a detention, in-school suspension, or suspension from school will not be able to participate in practice or a game during day/s of detention/suspension.

### Substance Abuse

See District Substance Abuse Policy (JJIE).

### Sportsmanship

Students are expected to represent the Middle School of the Kennebunks in a positive manner both at home and away.

### Tardiness

Students are expected to arrive at school on time. Students who arrive after the start of the school day, must receive permission from the principal or assistant principal in order to be eligible to participate in an athletic event.

### Traveling

*To an Event:* All students are expected to travel to athletic contests on the transportation provided by the district. Exception: A written request from a parent/guardian must be presented to, and receive approval of, the athletic administrator prior to the time of departure.

*From an Event:* All students are expected to travel back from athletic contests on the transportation provided by the district. Exception: At the request of a parent/guardian, the student may be released directly to the custody of the parent/guardian, as long as the parent/guardian provides a written note to the coach.

## **IV. Athletic Team Selection - TRYOUTS**

There is an evaluation period scheduled for each sport; however, the need for selection or cutting is determined by each individual sport and the number of students trying out.

The coach will consult with all athletes not selected for a team and encourage them to try out for another athletic team or to participate in the intramural program.

There are also other sports activities offered outside of the school. For more information on what is available, contact Kennebunk Parks and Recreation at 985-6890 or Kennebunkport Parks and Recreation at 967-4304.

## **V. Athletic Trainer**

Although all safety procedures are taken to avoid injuries, athletic participation always comes with risk of serious injury. In an effort to keep your child safe, we are fortunate to have an athletic trainer available for our students. Direct service and coverage of MSK events is limited. However, the trainer is available for consultations through the high school athletic office (985-1115).

## **VI. Athletic Director**

The District Athletic Director's office is located at the High School in the gym lobby. All questions concerning the Middle School Athletic Program should be discussed with the director at 985-1115.

## **VII. Intramural Program**

Our intramural program provides an opportunity for the Middle School students to engage in sports with their peers. The focus of the intramural program is to have fun and play games. Teams are selected from those students who sign up. A schedule of 2 to 3 games a week is provided by the intramural coordinator. Intramural teams do not have practice time or formal instruction. All intramural programs are from 2:15 to 4:00 PM. Students participating in intramurals have access to our late buses.

## **ATTENDANCE**

School begins at 7:30 a.m. on Monday, Tuesday, Thursday and Friday each week and at 9:00 a.m. on Wednesdays. Daily attendance in school is very important to each student's educational development. It is IMPORTANT that parents telephone the school if a child is going to be absent or tardy. The office is open at 7:00 a.m. and calls should be made as early in the morning as possible. (See pg. 12 regarding homework requests.)

When a student is going to be absent from school due to prolonged illness or a family vacation, it is important that the team leader be notified by letter from the parent or guardian so that adequate work can be prepared in advance. Students are responsible for making up work missed while absent.

## **BEVERAGES**

MSK is committed to supporting wellness and healthy living habits for our students. Therefore, caffeinated drinks such as energy drinks or coffee-based beverages are not to be brought to or consumed at school or school sponsored events including field trips, athletic practices, intramurals and games.

## **BICYCLES**

Bicycle racks are provided in the front of our school. Bicycles are to be left in the racks throughout the entire day. Helmets are required on RSU21 property.  
***We strongly recommend that students lock their bikes.***



## **BOOK BAGS/BACKPACKS**

Students are not allowed to carry backpacks with them to classes. Lockers are provided for storage.

## **BOOK CARE**

Students are responsible for issued books, and will be charged if lost or damaged. A second textbook will not be issued until payment is made for the lost or damaged book. Please take proper care of books.

## **BUS PASSES**

Bus passes are required when students ride any bus other than their regular route bus. A signed note from home with the date, the bus number and address where the child is being dropped off, needs to be presented to the main office in order for a bus pass to be issued. Please note, students are not permitted to get off their bus at the high school, unless it is to participate in MSK tennis or track (a sports pass will be issued to athletes).

## **BUS TRANSPORTATION**

### **REGULAR ROUTES**

Transportation is a special service the district provides for students who live more than a mile from the school. Please remember that conduct on the bus is related to school and that the bus driver will report misconduct to school administration for potential disciplinary action. Be sure that you are familiar with the Bus Code which may be viewed online @[www.rsu21.net](http://www.rsu21.net) "Policy Book" (EEAEF).



## **LATE BUS**

Transportation is provided at 4:00 and 4:10 p.m. each afternoon at the main entrance. Late buses do not travel all of the streets covered by regular transportation routes. Students will be dropped off as close to home as possible, but should anticipate walking some distance. This transportation service is limited to students participating in sports, those receiving extra academic help and those staying for activities. Be sure that you are familiar with the student code of conduct and corrective action regarding transportation (EEAEC and EEAEC-R) which may be viewed on the district website.

## **CAFETERIA INFORMATION**

Students are assigned to one of three lunch periods in the cafetorium. Students are expected to go to and return from lunch in an orderly manner. The cafeteria offers a wide variety of food choices. The student "VALUE MEAL" includes one of seven (7) entrees, vegetable & fruit choices, potato/rice/pasta choice, dessert (when available) and an 8 oz milk or orange juice. The cost is \$2.75 for full price, \$0.40 for reduced price and free to eligible students. (Free & reduced price meal applications are available in the MSK office). We also offer a variety of a la carte selections every day that may be purchased separately. Menus are available monthly and may be accessed on our web site.

Breakfast is available daily from 7:15 am until 7:25 am, except on late-start Wednesdays. The cost is \$1.75 and is free to those students receiving free and reduced price meal benefits. The following is offered daily: bagels, toast or english muffins, cereals, fruit, juice or milk. Specials such as french toast, breakfast pizza, breakfast burrito, egg sandwich, etc. will be offered daily as well.

We have a computerized payment system. This system is a debit system and parents are asked to pay in advance. Advance payments help us get your student through the lunch line quickly, so they have more time to eat. Every student in our school has an ID number and an account. Your child's ID number is the same as the one they had in elementary school. Payments may be made through an existing PayPal account or with a major credit or debit card. In order to use the online prepayment service, a small convenience fee of \$1.75 per deposit transaction will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. To help offset the transaction fee, if a \$50.00 or more payment is made online to a student's account, that account will receive a bonus meal. Those who choose not to take advantage of the online prepayment service may continue to make advance payments via check, which should be made payable to the RSU 21 School Nutrition Program. If you have any questions about these services, please feel free to contact Ellen Demmons, Nutrition & Food Services Director at 985-9966. Email address: [edemmons@rsu21.net](mailto:edemmons@rsu21.net).

## **CAFETERIA RIGHTS AND RESPONSIBILITIES**

Every student at the Middle School of the Kennebunks has the right to dine in a cafeteria setting that is safe, pleasant and stress free. We are all responsible for creating and maintaining that environment. To do so you must refrain from...

- Leaving your seat repeatedly once you have been seated
- Loud conversation or yelling
- Littering tables or the floor
- Throwing or "flicking" food or trash
- Playing with food
- Racing out of the lunchroom
- Banging on the tables
- Moving to another table
- Hitting or poking other students
- Leaving the cafeteria before dismissal without permission

**You** can help maintain this environment by picking up your trays and trash before leaving the lunchroom. If you fail to assume your responsibilities you may be requested to sit at an alternative table. If this action doesn't help, you may be asked to have lunch in an alternative location. Parents will be notified of your behavior, and you may be asked to bring a lunch from home.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

It is understood that cell phones may be in a student's possession for parental communication during non-school hours. There is also the developing awareness that cell phone use can have both positive and creative educational uses as well as harmful and detrimental ones. Therefore, a cell phone or other electronic device cannot remain active or accessed during the school day without the expressed permission and awareness of the teacher. Cell phones and other electronic devices must be turned off and stored during school hours.

Students who use cell phones or other electronic devices inappropriately may have them confiscated and turned in to the office where they can be recovered at the end of the school day. Future offenses will result in a request for a parent conference.

## **CHEMICAL ABUSE POLICY**

The teachers, coaches, administrators and the School Board are truly concerned with the "whole" person concept and the student's overall growth and development. Chemical dependency is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems, and cause physical and emotional suffering to the user as well as to family and close associates. Substance abuse and addiction to tobacco products may permeate all facets of the community. Therefore, the school unit will assist students in need for appropriate diagnoses and treat affected students. The Board unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs, alcohol, and tobacco products.

In order to ensure the highest possible standards of learning, as well as the safety, health, and well being of students, the School Board endorses a chemical abuse policy which will aid students to abstain from the use of drugs, alcohol, and tobacco products. The policy will also provide for early intervention when use is detected, corrective disciplinary sanctions when necessary, and aftercare support as appropriate. Compliance with the school unit's standards of conduct related to chemical abuse is mandatory. The complete policy regarding chemical abuse (JICH) may be found on the district website.

## **CODE OF CONDUCT**

All students are expected to abide by the middle school's Code of Conduct. It is important that all students understand their rights and the rules that are in place to protect these rights. The complete code of conduct can be found on page 7 Article II Section 27-Student Discipline Policy, K-12. Please refer specifically to the section concerning the middle school Code of Conduct, pages 7-9.

Parents or students who disagree with the consequences of an administrator's disciplinary action have the right to a Due Process Appeal. The principal and assistant principal are available to discuss disciplinary action with students and parents. Discipline is most effective when it receives the support of parents. Maine school law provides principals with the authority to suspend students for up to ten days for a particular disciplinary event. In the case of out-of-school suspension for six or more days, parents who disagree with the disciplinary action may request a meeting with the superintendent of schools. The request must be made in writing and must include the basis for the appeal and why. In all other disciplinary action, appeals will be determined by the building principal and his/her decision shall be final.

## **COMPUTER AND INTERNET USE RULES**

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their 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 a building administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

### **A. Acceptable Use**

1. RSU 21's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

### **B. Prohibited Uses**

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download 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 copyright or licensing violations by students.
4. **Plagiarism** – Students may not represent as their 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 web site must be identified.
5. **Use for Non-School-Related Purposes** - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** –Students may not access blogs, social networking sites, etc. to which student access is prohibited.

### **C. 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 for violations of Board policies/procedures and school 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.

### **D. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer 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.

### **E. System Security**

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

## **F. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.
2. Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.
3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU 21 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.
4. If a laptop is lost or stolen, this must be reported to the building principal immediately. If a laptop is stolen, a report should be made to the local police and the building principal immediately.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.
10. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

## **G. Additional Rules for Use of Privately-Owned Computers by Students**

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The student, his/her parent, a sponsoring teacher, the building administrator and the Technology Director must sign the form. There must be an educational basis for any request.
2. The Technology Director will determine whether a student's privately-owned computer meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Parents are encouraged to contact the building principal if they have concerns about their child accessing information online.

## **COMPUTER EXPECTATIONS**

Technology plays a major role in the education of students at MSK. The Internet is used to support research and design projects for educational purposes. All students are required to return the RSU21 Acceptable Use Agreement with a parent/guardian signature and a student signature for Internet use. 7<sup>th</sup> and 8<sup>th</sup> grade students will have additional required documents to sign for the MLTI Acceptable Use Policy that addresses the use of the MLTI laptops.

The following are not allowed in computer labs:

- Entering the computer lab or using computers or printers without an adult present
- Tampering with the computer hardware (keyboard, mouse, cables, etc.)
- Food and beverages
- Logging on or tampering with someone else's network login and or password, work or files
- Installing or downloading applications, video or music
- Using the Internet or webcams (Photo Booth, etc.) without the permission of the adult on duty
- Storing files on computer lab hard drives
- Breaching district firewalls in order to access restricted websites
- Attaching and/or using of personal technology equipment with school computers (non school owned devices such as video cameras, digital cameras, iPods or cell phones)

Violating computer rules will result in loss of computer privileges and further action may be taken.

## **CORRIDOR PASSING**

As students proceed from class to class during the passing time, they are expected to be respectful of students, staff, and guests. Running, pushing, and fooling around are not permitted. Students should be as quiet as possible since other classes may be in session. At times other than the change of classes, hall passes are required if leaving the current wing. For school safety and security, students must notify staff (via sign-in and out sheet) of all destinations including, but not limited to, the bathroom, nurse, library, office or another classroom during school hours.

## **CURRICULAR REVIEW OF INSTRUCTIONAL MATERIALS/ACTIVITIES PROCEDURES**

Please refer to Policy IJJA, Procedures for parental Review of Curricular/Instructional Materials or Activities.

## **DANCES**

The Middle School has four or five scheduled dances each year **open to MSK 7<sup>th</sup> and 8<sup>th</sup> graders only**. All MSK dances begin at 7:00 p.m. and end promptly at 9:00 p.m. (Please do not drop your child off before 7:00 p.m. since the doors do not open until then. ***Parents must enter the building and speak with the Principal or Assistant Principal when students arrive more than ½ hour late or need to leave prior to 9:00 p.m.***

Admission cost is \$5.00. All proceeds are divided among the 7<sup>th</sup> and 8<sup>th</sup> grade teams to help defray expenses for team events. Please note: a) If a student is absent from school on the day of a dance, they may not attend. A doctor's note is required for appointments causing your child to be excused from some portion of the school day. b) Students who have had an in-school or out-of-school suspension on the day of a dance will not be allowed to attend. c) School dress code remains in effect. d) MSK dances are open to **MSK 7<sup>th</sup> and 8<sup>th</sup> graders only**.

Also, students must be in “Good Standing” to attend any after school or evening activity at the middle school. “Good Standing” is defined as “a student who is a positive and supportive member of the school community.” Students who have had multiple disciplinary referrals, including but not limited to detention, suspensions, etc. may be denied attendance to an after school activity.

To attend any dance, parents and students must first read, sign, and return the dance contract that is sent home in September.

## **DETENTIONS**

**Office detentions** are given to students for infractions of the Bullying and Harassment Prevention Rubric, the Code of Conduct (see page 11) and failure to respond to staff interventions. Teacher detentions are given in response to inappropriate classroom behavior and missing or late work. Detention slips must be signed by parents and/or guardian, and returned. All detentions will be served on the assigned day. Office detentions are from 2:15 p.m. to 4:00 p.m. and are assigned by the Assistant Principal. The late bus **is** available for students assigned to office detentions.

**Teacher detentions** are served at the teacher’s discretion from 2:15 to 3:00 p.m. Arrangements for transportation should be made promptly for 3:00 p.m. (the late bus **is not** an option).

Failure to report to any assigned detention will result in additional disciplinary action. If a student is receiving office detentions on a regular basis, additional interventions may become necessary. Detentions take precedence over after school activities. Copies of office detentions will be kept on file in each student’s personal discipline folder and will be reviewed periodically.

## **DISMISSALS**

Daily dismissal time is 2:00 p.m. Early dismissals must be arranged through the Main Office by written correspondence or direct contact. Parent, guardian or designee (indicated on student information sheet) must sign out students in the office and assume responsibility for their dismissal.

## **DOORBELL**

If you should need access to the school building after school hours, a doorbell is located to the left of the front door.

## **DRESS CODE**

This dress code is appropriate to the Middle School of the Kennebunk’s educational setting, where an environment of self-respect and respect for one another is expected.

### **We request that the following items not be worn:**

- Tops with thin, spaghetti straps, or no straps
- Low-cut, revealing or see-through tops, skirts and pants
- Underwear showing
- Short-shorts or skirts that are above mid-thigh length
- Slippers, bare feet and athletic cleats
- Pajamas
- Jewelry and/or chains that could present a risk to others or damage school property
- Tee shirts or any other clothing or accessories that promote the use of tobacco, alcohol, drugs, violence, or any other illegal activity
- Gang-Related Clothing and Insignia (including but not limited to the wearing or display of "colors", flags, bandanas, symbols, signs, emblems, or any article of clothing, jewelry, footwear, or other item that is evidence of membership or affiliation in a gang)
- Any clothing or accessories that promote obscene, vulgar or sexual messages or that violate the school’s discrimination or harassment policies

- Any other item that is disruptive to the peace and usefulness of the school
- Hats or hoods during the school day
- Sunglasses during the school day

***Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Any school time missed must be made up after school. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code. Infractions that directly interfere with the operations, discipline or general welfare of the school will be addressed according to applicable Board policies.***

## **EDUCATION RECORDS AND INFORMATION**

RSU 21 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

RSU 21 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and Weight of student athletes, dates of attendance at RSU 21 schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

RSU 21 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

***RSU 21 is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. RSU 21 will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in RSU 21, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.***

### **Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 21 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

### **Information on the Internet**

Under Maine law, RSU 21 shall not publish on the Internet any information that identifies as student, including but not limited to the student’s full name, photograph, personal biography, email address, home address, date of birth, social security number and parents’ names, without written parental consent.

### **Transfer of Student Records**

As required by Maine law, RSU 21 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

### **Designation of Law Enforcement Unit**

The Board hereby designates its School Resource Officer as the RSU 21 law enforcement unit.

### **Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99  
20 U.S.C. § 7908  
20-A M.R.S.A. §§ 6001, 6001-B  
Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights  
JRA-R – Education Records and Information Administrative Procedure  
ILD – Student Surveys and Marketing Information

Adopted: 07/21/03  
Amended: 02/25/08

## **EQUAL EDUCATIONAL OPPORTUNITY**

Please refer to Policy AC/IA. Incidents, inquiries, or concerns should be forwarded immediately to the Affirmative Action Coordinator for RSU21, 87 Fletcher Street, Kennebunk, Maine, 04043. (207) 985-1100.

## **EVACUATION PLAN**

We hope there will never be an emergency in our school, but precautions must be taken seriously. Each student is expected to:

1. Know the proper exit from any part of the building. This is posted in each room.
2. Be ready to act in case of an emergency, think clearly, and avoid confusion.
3. Stay with the class teacher.
4. Exit the building in a quiet and orderly manner, and stay out until requested to return.
5. Refrain from talking.
6. Listen and respond properly to directions from adults.

## **FERPA**

Please see policy IRA-E1 “ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS.”

## **FIELD TRIPS**

Field trips are considered to be an extension of the school's curriculum. The expectations for behavior on a field trip are identical to those expectations for behavior at school.

- Students are representatives of the Middle School of the Kennebunks and proper decorum is expected.
- Permission slips with pertinent information regarding the purpose, times, and activities are sent home with students.
- Signed permission slips from parent/guardian must be returned to the teacher sponsoring the trip. Under certain circumstances alternative written permission may be considered.
- If a parent/guardian chaperone chooses to drive, they may transport children other than their own with written permission only.
- Some field trips require an admission cost. The school budget and annual fund raisers sponsored by the parent group, help lower the cost of field trips. Families having difficulty meeting the fiscal requirements of a field trip should contact the student's advisor for confidential assistance.

## **FORMS**

Many of our forms may be accessed electronically under the middle school website's Documents link.

## **GUIDANCE PROGRAM**

The MSK guidance program offers a variety of services that are developmentally planned for this age level and are related to the Guiding Principles for an Educated Person as determined by the Maine Learning

Results. Each team of students is assigned a guidance counselor who works closely with students, parents, teachers, administrators, and other school personnel to support the academic, social, and emotional growth of students.

The many services provided by our guidance staff include individual and group counseling, mediation, classroom guidance, consultation with teachers and other school professionals, referral to outside agencies, school transition activities, and parental consultation and collaboration. Referrals are welcome from parents, teachers, administrators, as well as from students.

Further information regarding guidance services and activities will be included in the school newsletter. Please feel free to contact the guidance office directly at 467-9033 to make an appointment, refer a child, or seek assistance.

## **HOMEWORK**

The amount of homework varies from teacher to teacher, subject to subject and grade to grade. All assignments have educational value and none are given for punishment or busy work. Teachers communicate, through team meetings, the type and amount of student work being done in their colleagues' classes and try to adjust assignments to avoid overloads.

Homework should be kept up to date and is considered for grading within each subject. Students are urged to plan their time, make preparations, and adopt habits that will help produce their best work. Scheduling homework time daily is essential to completion of long range projects. *If requesting homework due to an absence, **please call the office by 9:00 am.***

## **IMMUNIZATION REQUIREMENTS**

Maine school immunization law requires a child to have proper immunizations completed within ninety days of entering school. Please see policy JLCB "Immunization Requirements."

## **LAPTOPS**

Laptops are provided to all 7<sup>th</sup> and 8<sup>th</sup> graders through the Maine Laptop Initiative. Rules for acceptable use will be distributed under separate cover. A parent information meeting will be held in the Fall.

## **LATE START WEDNESDAYS**

Late-start Wednesdays are designated by our district as professional learning time for staff. This affords time and resources to strengthen and enhance student achievement and improve instructional practices and curriculum. School begins at **9:00 a.m.** every Wednesday starting September 16<sup>th</sup> with the exception of November 25<sup>th</sup> which is a half day (7:30 a.m. - 11:00 a.m.).

Late Start Wednesday schedule is as follows:

9:00-9:07 Homeroom;  
9:10-9:50 Block 1;  
9:53-10:33 Block 2;  
10:36-11:16 Block 3;  
11:18-12:21 Block 4 (includes lunch);  
12:24-1:04 Block 5;  
1:07-1:50 Block 6;  
1:50-2:00 Homeroom

The remaining days of the week begin and end at their normal time of 7:30 a.m. to 2:00 p.m.

## **LIBRARY**

The library is a central resource for our school. Students are encouraged to consult with the librarian for research assignments, to find interesting leisure reading materials and to meet other informational needs. Please go to the library with a pass and a purpose in mind! If resources are not immediately available, every

attempt will be made to obtain what is needed or to refer students to a relevant source. Making inter-library loan requests early in an assignment will help students have what they need in time to complete their work. It is important to return library books on time so that they will be available to other students. ***Borrowing privileges will be restricted if a student has overdue library materials.***

## **LOCKERS**

Students are assigned a locker during the first week of school. This will be their locker for the remainder of the year and is made available for storing book bags and personal belongings. Students are accountable for the condition of their locker. Defacing school property is looked at very seriously. No offensive/distracting words, pictures and/or slogans or stickers of any kind are permitted. Please report any defacing to the office immediately. Lockers remain the property of the school and as such are subject to administrative searches on a random basis, with or without reasonable suspicion, and without notice or consent per district policy.

All students will be given an opportunity and are encouraged to **purchase** a padlock from the assistant principal for a \$5.00 fee. This lock becomes the permanent property of the student.

- *The school cannot be responsible for items left in any unlocked locker.*
- *Do not give your combination to anyone!*
- *Sharing lockers is not permitted.*
- *Only locks provided by MSK are permitted.*

## **LOST AND FOUND**

Lost and found articles are located near the teachers' room. If a student loses something, please report it to the office. Students are asked to bring any found objects to the office. Lost and found items are kept for a lengthy period of time and are then donated to a charitable organization. ***Please do not bring valuables or large sums of money to school. If students choose to bring personal items, including cell phones, iPods, cameras or jewelry to school, the school cannot be held responsible for loss, damage or theft.***

## **NURSING & HEALTH SERVICES**

A registered nurse provides assessment and care of ill and/or injured students; vision, hearing and spinal screenings; and limited health counseling. A student must obtain a pass from a teacher to visit the nurse. All dismissals from school due to illness or injury require verbal consent from a parent or legal guardian. Please have a plan in place and emergency information available in the office (**and update it when changes are made**) should the need arise for your child to be dismissed due to illness. Your child and the school should know location(s) and phone number(s) of parents. Health services are most accessible from 7:30 a.m. to 2:30 p.m. when a nurse is at the middle school.



### **Medication Procedures**

***Students are not permitted to carry medication at any time. Student possession of insulin pens, EpiPens, and inhalers may be permitted after consultation with the school nurse and with specific permission from a physician.***

Whenever possible, the time of medication administration, whether by prescription or over-the-counter medication, should be altered to allow your child to receive all doses at home. If a medication needs to be taken between 7:30 a.m. and 2:00 p.m., the parent or legal guardian must call the school nurse, fill out the Medication Permission Form and give the form and medication to the nurse. In addition, the medication must be provided in its original container and be labeled with the student's full name with instructions regarding dosage and time(s) to be given. If the above requirements are not completed, the nurse has the right to refuse to administer the medication. Acetaminophen and ibuprofen are available from the school nurse with written permission from the student's parent or legal guardian.

## **PHOTOGRAPHY**

The use of cameras, cell phone cameras, video-cameras or laptops by students for the purpose of taking, sharing, or publishing pictures or videos of students or staff is prohibited. This includes school hours, school buses and at all school sponsored events unless specific consent is given by a supervising staff member.

Consequences may include confiscation of the device as well as detention and/or suspension. Administrators have the authority to impose disciplinary consequences based upon the seriousness of the violation and the student's prior disciplinary record.

## **POSITIVE SCHOOL CLIMATE**

The primary goal of our Positive School Climate program is to stop bullying and harassing behaviors. To educate students, we have developed a bullying and harassment prevention rubric and reflection process. Behavior expectations and the Bullying and Harassment Prevention Rubric will be discussed with students during the first week of school. The rubric will be posted in all classrooms, will be available online on the middle school website, and included in the student planner.

The staff at MSK is fully committed to keeping our school a safe place by eliminating the incidents of bullying and harassment. We are pleased to work with you, the parents, on the successful implementation of this program.

## **RECOGNITION OF ACADEMIC EXCELLENCE**

MSK believes every class is important and valuable to a balanced education, therefore, all courses are considered regarding honor roll recommendations. There are two honor roll categories:

- High Honor Roll -- A student must earn all A's
- Honor Roll -- A student must earn all A's and B's

The local newspaper publishes the Honor Roll list quarterly.

## **REPORTING STUDENT PROGRESS**

Curriculum, instruction and assessment at the Middle School of the Kennebunks are aligned with the Maine Learning Results standards and IB philosophy. Progress toward mastery of these standards is assessed and reported on regularly. At MSK, families, students and teachers are involved in ongoing communication of student achievement in order to maximize academic and social growth. Effort and behavior are also assessed throughout each student's learning experiences. Students set goals toward academic learning targets and the IB Learner Profile. Our staff continuously provides specific feedback to students and their families to promote further learning.

### **Scheduled Grading Quarters**

Parents and students will have ongoing access to academic assessments. Online access to grades is available via the Parent Portal. All parents will receive an access code so that they may view the progress reports of their student's teachers. At the end of each quarter, achievement grades and IB approaches to learning scores that document student effort, organization and personal responsibility for learning are reported. These reports will be sent to parents on the following dates for the 2011-2012 school year:

1 <sup>st</sup> Quarter: September 6 – November 4	Sent home with students November 14
2 <sup>nd</sup> Quarter: November 7 – January 20	Sent home with students January 30
3 <sup>rd</sup> Quarter: January 23 – March 30	Sent home with students April 9
4 <sup>th</sup> Quarter: April 2 – June 25 (anticipated)	Sent home at the end of the school year.

In order to align with International Baccalaureate Middle Years Program philosophy and to acknowledge the significant effect that personal responsibility, effort and organization can have on a grade, academic achievement will be considered separately. The report card will show a numerical achievement grade for each class and a number (4-1) indicating student approaches to learning. This revision of how progress is reported was made in order to better represent and communicate a child's academic progress as well as to match the high school's style of reporting progress numerically.

On the report card, achievement grades will be indicated as follows:

90-100 = Superior Progress

80-89 = Strong Progress

65-79 = Adequate Progress

W = Work still needs to be completed or revised for an achievement grade.

**Approaches to Learning:** The following rubric will be used to indicate student responsibility for their learning, ability to question and evaluate information critically and to explore the links between subjects. Additionally, this report indicates the student's effort, ability to accept responsibility, and to make appropriate social interactions in the learning environment.

4 = The student typically exceeds all areas of how a student should approach learning.

3 = The student is organized, has a positive attitude toward class work, is helpful and a constructive contributor within the class, works well within a group and is respectful of others.

2 = The student does not meet the standards set with "3", and is inconsistent in one or more of the Approaches to Learning.

1 = Students' behavior, attendance issues, or level of effort are seriously impacting academic progress.

**Requirements for Honor Roll:** To achieve Honor Roll status, a student must receive an achievement grade of 80 or better, and an "Approaches to Learning" score of 3 or better in all classes.

To achieve High Honors status, a student must receive a 90 or better and an "Approaches to Learning" score of 3 or better in all classes.

## **SCHOOL CANCELLATIONS**

School cancellations, delays or early closings due to weather conditions will be announced by television and radio, the district website, the middle school's website, and e-mailed via the district alert now system.

## **TARDINESS**

Habitual tardiness causes disruptions and seriously affects classroom instruction and learning. It is expected that students arrive at school on time and ready for the school day.

***Students are considered tardy after 7:30 a.m. on Mon, Tue, Thur & Fri, and after 9:00 a.m. on Wed.***

All students arriving late to school must have a note from his/her parent explaining the reason for tardiness.

Students with more than five unexcused tardies per quarter will receive disciplinary consequences.

There is a possibility that a student with five or more unexcused tardies in a quarter will not receive an approaches to learning grade of greater than two for the class or classes impacted.

## **TELEPHONE USE AND MESSAGES**

Remember that MSK serves a combined population of more than 600 students and staff, and the office phone is in high demand. While we welcome calls from parents, we ask that you please observe these telephone procedures:



- Classes will not be interrupted to deliver messages to students.
- Students need to make arrangements for after school activities with parents the evening before, and not rely on the office phone for planning afternoon events.
- Students are not permitted to use classroom phones and are expected to have a pass from a teacher to use the office phone.
- Students are asked to check in and to be respectful when using the office phone.
- In case of illness, the school nurse or an office secretary will call home for a student.
- While we understand that cell phones and pagers may be in a student's possession for parental communication after school, their use is not permitted during the school day unless as noted, see Cell Phones.

## **THREATS OF VIOLENCE**

Any student who engages in an act or threat of violence as defined by the Administrative Implementation Procedures (pages 22-25 RSU21 Policy Appendix) shall be removed from school in accordance with procedures required by law and shall remain off school grounds and out of school activities until such time as it is determined that the student does not present a threat of serious bodily injury to members of the RSU21 school community. This policy applies to actions or threats that occur while on school grounds or in school vehicles, during school activities or school sanctioned transportation, or at any other places and times when such actions or threats may disturb the peace and usefulness of the school community.

The foremost concern in responding to acts or threats of violence shall be with maintaining the overall safety and well being of our school community. Any response shall be individually tailored to address the specific situation, shall reflect the rights of all involved persons, and shall promote the safety and well being of the school community. A student who violates this policy will be considered deliberately disobedient and deliberately disorderly, pursuant to 20-A.M.R.S.A, Section 1001(9), and subject to suspension and expulsion in accordance with the terms of this policy. The student may also be subject to discipline for violation of other applicable school rules, and may be charged with a violation of applicable Maine laws.

The complete policy regarding threats of violence (JICIA-R) may be referenced on the RSU21 website.

## **WEAPONS IN THE SCHOOL**

In order to promote 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, at any school-sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools:

**Possession or use of any weapon:** Possession or use of any article 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.”

**Use of any object as a weapon:** Use of any object, 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.

The complete policy regarding weapons in the school (JICIA) may be referenced on the RSU21 website.

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## **EXTRA-CURRICULAR ACTIVITIES**

**All students are invited to be involved in extra-curricular activities. Please encourage your child to participate! Opportunities for extra curricular activities include:**

**MSK YEARBOOK** – The purpose of this committee is to create a yearbook that captures the unique days of life at MSK.

**MSK CIVIL RIGHTS TEAM** – The purpose of the Civil Rights Team is to keep students safe from bullying and harassment and help all students feel welcome at our school.

**MSK STUDENT COUNCIL** – The purpose of the Student Council is to provide a liaison among students, staff and administration.

**MSK MATH TEAMS** – The MSK Math Teams are open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who have strong math skills and enjoy a problem solving challenge.