

Rockland District Middle School

Student Handbook 2015-2016



Lynsey Ward, Principal
Charles Gallagher, Head Teacher
Kevin Martin, School Counselor
Rebecca Barstow, Administrative Assistant

30 Broadway
Rockland, Maine 04841
Phone: (207) 596-2020 Fax: (207) 596-2026
rdms.rsu13.org

Office Hours: 6:45am – 2:45pm
School Hours: 7:20am – 1:50pm

TABLE OF CONTENTS

| | | | |
|---------------------------------------|-----------|--------------------------------------|-----------|
| Welcome | 3 | Internet use | 14 |
| Mission Statement and Philosophy | 3 | iPads | 14 |
| 2015-2016 School Calendar | 5 | Lockers | 15 |
| RDMS Staff | 6 | Lost and Found | 15 |
| RSU 13 School Board Members | 7 | Lunch Time | 15 |
| Floor Plan | 8 | Medication Form | 15 |
| Academics & Attendance | 9 | School Property | 15 |
| Absences | 9 | School Telephone | 15 |
| Class Schedule | 9 | Snack Time | 15 |
| Dismissal | 9 | Substitute Teachers | 16 |
| Grading Guide | 9 | Video Taping/Digital Pictures | 16 |
| Homework | 9 | Visitors | 16 |
| Honor Roll | 9 | Weapons | 16 |
| Library | 9 | School Policies | 16 |
| Make-Up Work Policy | 10 | Harassment Policy | 16 |
| Minimum Competency Standards | 10 | Dress Code | 17 |
| Plagiarism | 10 | FERPA | 18 |
| Progress Reports | 10 | School Climate | 19 |
| SOAR | 10 | Kindness and Respect | 19 |
| Suspension | 11 | Student's Academic Performance | 19 |
| Transfers | 11 | Promoting a Positive School Climate | 20 |
| Truancy | 11 | Code of Student Conduct | 21 |
| Use and Care of Textbooks | 12 | Discipline | 21 |
| School Information | 12 | Glossary of Terms | 23 |
| Alcohol and Drugs | 12 | Forms | |
| Allied Arts | 12 | Request for Extended Student Absence | 25 |
| Assemblies | 12 | Bully/Cyberbully/Harassment Rubric | 26 |
| Bathroom Use | 12 | Student Incident Report | 28 |
| Bicycles and Similar Items | 12 | SOAR | 29 |
| Boy/Girl Relationships | 12 | Behavior Report | 30 |
| Bus Behavior | 12 | Suspension Report | 31 |
| Eagle of the Month Award | 13 | Student Reflection Report | 32 |
| Electronic Devices | 13 | Student Re-entry/Intervention Form | 33 |
| Emergency School Closing | 14 | | |
| Energy/Caffeinated Drinks | 14 | | |
| Extra-curricular activities/athletics | 14 | | |
| Field Trips | 14 | | |
| Fire and Bomb Drills | 14 | | |

FORMS TO BE SIGNED are located at the end of the handbook (pgs 34-40). These are handed out to students when they start the new school year.

Handbook Read – Parent Signature
 iPad Policy
 Student Computer & Internet Use Agreement
 Computer Access Notification Form
 RSU #13 Web, Print, and Presentation Media Permission Form
 Medication Form
 Emergency Closing

Parents, Guardians and Students,

Welcome to Rockland District Middle School. We are happy to have you with us and we are eager to help you while you are here. Rockland District Middle School has a great deal to offer you in both learning and enjoyment. We encourage you to take an active part in all of our programs.

This handbook is prepared for you, the Rockland District Middle School student. It contains information about the academic curriculum, our school organizations, and the school's general regulations. It will acquaint you and your parents with RDMS policies. However, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time that will be addressed on an individual basis. If you have questions and cannot find the answer in this handbook, please feel free to ask any teacher or staff person. RSU 13 policies for Homeless Students, Home Schooling, Wellness Policy, Harassment or Expulsion can be found at rsu13.org/board and choose policies, or ask for a copy from the office:

Research shows that children whose parents are involved with their education do better in school than those whose parents are not involved. Our trimester newsletter and other information will be available on either our website or PowerSchool. We also post a monthly calendar online. We encourage you to read this handbook and the newsletters.

MISSION

The mission of Rockland District Middle School is to inspire and empower all students to excel both academically and socially and prepare them to be productive citizens and future leaders.

VISION

Our vision as administrators, faculty, and staff of Rockland District Middle School is to provide optimal learning experiences, to prepare each student to graduate on time, and to teach, model, and encourage lifelong learning, academic achievement, exemplary character and good citizenship skills.

We expect that our students will:

- develop and retain an appreciation for the arts
- attend school regularly and arrive promptly in the classroom
- actively participate in their own learning
- think critically
- solve real-life problems
- exhibit creativity
- use technology effectively to access and process information
- develop and deepen Science Technology Engineering Math (STEM) skills.
- learn how to work independently and with others
- demonstrate strong communication skills
- accept challenges and take intellectual risks in order to meet or exceed standards
- have an appreciation for learning as a life-long process
- understand the rights, privileges, and responsibilities of citizenship and have respect for all people and property
- build positive character traits
- actively apply study skills
- develop a desire to excel in all academic areas. Every class should be fun and enjoyable for each student and apply to their learning styles!
- reflect upon their learning and their actions
- effectively develop positive Habits of Mind:
 - Persistence

- Managing Impulsivity
- Listening with Understanding and Empathy
- Thinking Flexibly
- Thinking about Thinking (Metacognition)
- Striving for Accuracy and Precision
- Questioning and Posing Problems
- Applying Past Knowledge to New Situations
- Thinking and Communicating with Clarity and Precision
- Gathering Data Through All Senses
- Creating, Imagining, and Innovating
- Responding with Wonderment and Awe
- Taking Responsible Risks
- Finding Humor; Thinking Interdependently
- Learning Continuously

Our beliefs work together to form the foundation for all of our actions. We believe that:

- the ultimate commitment of the school system is to the students
- every individual student has potential, can learn, and should have an equal opportunity to learn
- the acquisition of academic knowledge is the right and the responsibility of each student
- self-esteem, which derives from hard work, persistence, and pride in accomplishments, should be developed and encouraged in each individual
- students can and will learn the life skills of respect, responsibility, and readiness to become contributing members of the school and community
- a positive, trusting relationship and rapport between teacher and student is essential for maximum learning to take place
- accountability for student learning is the shared responsibility of students, teachers, staff, administrators, parent(s)/guardian(s), and community
- parent(s)/guardian(s) are the child's first teachers and parental involvement enhances the educational process
- active community involvement is an important component of the educational process
- students learn best when they are actively engaged in the learning process in the classroom and extracurricular activity
- high standards and expectations are a prerequisite to achieving excellence.
- the uniqueness of the individual and the strength of diversity will be supported and respected
- a variety of assessment tools is essential to accurately evaluate student achievement and create effective and meaningful instruction

Sincerely,
Lynsey Ward
Principal

**ROCKLAND DISTRICT MIDDLE SCHOOL
2015-2016 ADMINISTRATION & STAFF**

| | | | |
|---------------|--------------------------|-------------------------------------|--------------------|
| Mrs. Ward | Principal | <u>Yellow Team - Grade 5</u> | <u>Room</u> |
| Mr. Gallagher | Head Teacher | Mrs. Cornforth | 14 |
| Mr. Martin | Counselor | Mrs. Groene* | 15 |
| Mrs. Barstow | Administrative Assistant | | |

| | | | |
|----------------------------------|--------------------|-----------------------------------|--------------------|
| <u>Red Team – Grade 6</u> | <u>Room</u> | <u>Blue Team – Grade 7</u> | <u>Room</u> |
| Mr. Crossley | 35 | Miss Campbell* | 22 |
| Mrs. McMackin | 33 | Mrs. Meuse | 21 |
| Ms. Slocum | 31 | Mr. Roberge | 25 |
| Mrs. Tripp* | 36 | Mrs. Sylvia | 24 |
| | | Mrs. Boggs | 23 |

| | |
|---------------------------------|--------------------|
| <u>Special Education</u> | <u>Room</u> |
| Mr. Palmer | 17 |
| Mrs. Robinson | 12 |
| Mrs. Whitney | 13 |

| | |
|--------------------------------|------------------|
| <u>Allied Arts Team</u> | |
| Mrs. Duke | Health/PE |
| Mr. Mazzeo | Foreign Language |
| Mr. Herrick | PE |
| Ms. Locke | Art |
| Ms. Nash | Band/Music |

| | |
|---------------------------|-----------------------------|
| <u>Other Staff</u> | |
| Mrs. Majunka | RTI Reading Interventionist |
| Mrs. Micklich | Speech Therapist |
| Mrs. Pietroski | Gifted & Talented |
| Mrs. Drinkwater | Occupational Therapist |
| Mrs. Kuhn | School Nurse |

| | |
|----------------------------------|--------------------------------|
| <u>District Personnel</u> | |
| Mr. McDonald | Superintendent |
| Mr. Guyer | Director of School Improvement |
| Mr. Johnson | Technology Director |
| Mr. Knight | Network Administrator |
| Mrs. Sell | Computer Technician |
| Mr. Erickson | Computer Technician |
| Mrs. Frazier | Special Education Director |
| Mrs. Possee | Psychological Examiner |
| Mr. Orne | Business Manager |
| Miss Bishop | Athletic Director |

| |
|---------------------------------------|
| <u>Educational Technicians</u> |
| Ms. Cobb (NECC) |
| Ms. Collier (NECC) |
| Mrs. Ferguson (Phoenix) |
| Mrs. Fullerton (Regular Ed) |
| Miss. Hyde (Library) |
| Ms. Grierson (Resource Room) |
| Ms. Janczura (NECC) |
| Mr. Kirby (NECC) |
| Mrs. Lord (Regular Ed – duties) |
| Mr. Mann (NECC) |
| Mrs. Niemi (Phoenix) |
| Mrs. Newcomb (Resource Room) |
| Mrs. Putansu (Special Ed) |

| |
|--------------------------|
| <u>Custodians</u> |
| Ms. Audet |
| Mr. Archambault |
| Mr. Payson |

****All staff can be reached by email using the first name initial and last name @ rsu13.org (rbarstow@rsu13.org)****

RSU 13 School Board Members

Steve Roberts, Chair

11 Acadia Drive
Rockland, ME 04841
C) 701-7022
sroberts@rsu13.org
Term Expires: Nov-16

Christine Curtis, Vice Chair

PO Box 212
South Thomaston, ME 04858
H) 596-0252
chcurtis@rsu13.org
Term Expires: Mar-17

Loren Andrews

Pleasant Point Road
Cushing, ME 04563
W) 236-7007
landrews@rsu13.org
Term Expires: Mar-18

Carol Bachofner

12 Center Street
Rockland, ME 04841
H) 594-8954
cbachofner@rsu13.org
Term Expires: Nov-17

Sally Carleton

PO Box 91
Owls Head, ME 04854
H) 594-7608
scarleton@rsu13.org
Term Expires: Aug-17

Ron Gamage

21 Sunset Street
Thomaston, ME 04861
C) 596-1106
rgamage@rsu13.org
Term Expires: Jun-18

Nancy Jeffers

15 Tea Street
Rockland, ME 04841
C) 542-5490
njeffers@rsu13.org
Term Expires: Nov-15

Tess Kilgour

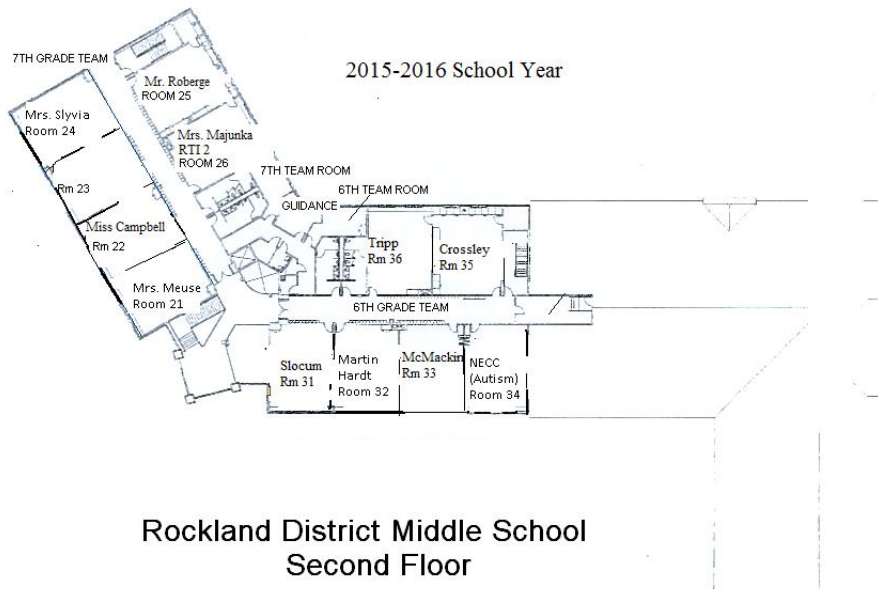
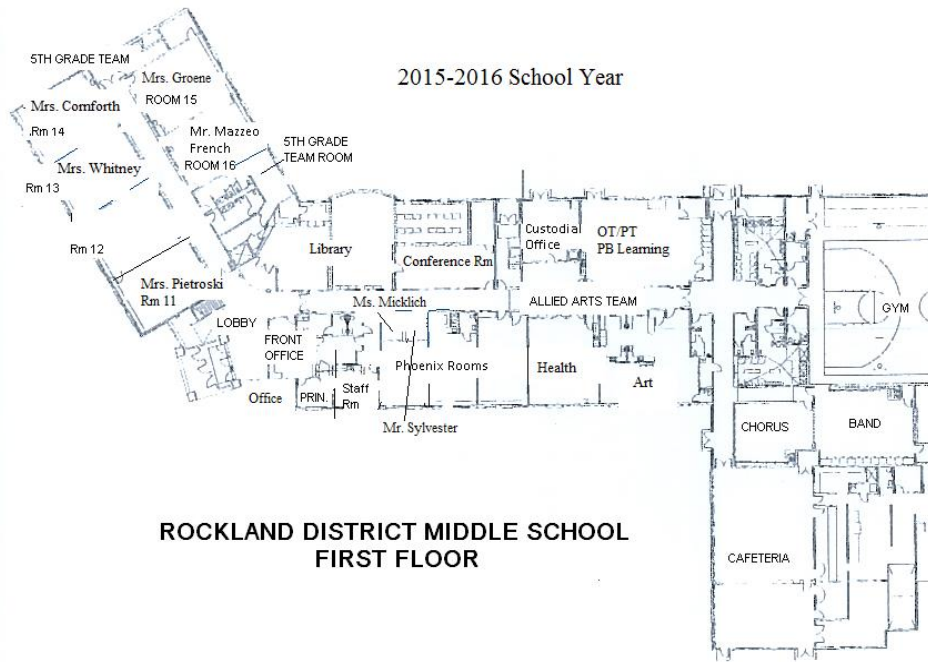
19 Beech Street
Rockland, ME 04841
H) 594-1869
ekilgour@rsu13.org
Term Expires: Nov-15

Noreen Mullaney

30 Beechwood Street
Thomaston, ME 04861
H) 691-5015
nmullaney@rsu13.org
Term Expires: Jun-17

Donald Robishaw

9 Melrose Circle South
Rockland, ME 04841
C) 751-0250
drobishaw@rsu13.org
Term Expires: Nov-16



ACADEMICS & ATTENDANCE

Absences

Your absence will be excused for any of the following reasons:

- personal illness
- medical/dental appointments
- observance of recognized religious holidays
- emergency family situations
- planned absences that have been preapproved by the school

Regular attendance is essential for academic success. You can make up written work but you've lost the benefits of classroom activities and discussions. Family vacations should be planned around school vacations. Teachers are not expected to provide work in advance of family vacations taken during school time unless approved by the principal. **The form for requesting an extended student absence is available from the office.**

We will make every effort to contact absent students by telephone or email. A parent or guardian must confirm that you were not able to attend school that day. If you are not excused by phone, you must bring a written excuse signed by your parent or guardian when you return to school. Failure to confirm by phone or note will result in an unexcused absence.

Excessive unexcused absences will result in disciplinary consequences. All missed assignments are to be completed regardless of the reason for the absence. Work assigned in each class is critical to the learning and progress for each student. The teacher will determine the amount of credit and/or grade for the assignment.

A LITTLE LATE IS TOO LATE: Students reporting to school after the official opening of the school day must report directly to the office. Students will receive a warning for the first four unexcused late arrivals to class or school, per trimester. All other late arrivals will result in detention or ISS. Students are expected to be in their seats and ready for class when the bell rings for classes to start.

Class Schedule

The staff of this middle school has made a concerted effort to match your daily schedule with your academic needs. We encourage you to make good use of your school time.

Dismissal

It is the policy here at RDMS that students must come with a note signifying any changes to their usual dismissal plans. Students will not be allowed to call home to change their plans during the school day.

Grading Guide

More information will be forthcoming to parents as we change over to Standards Based Grading.

Homework

Homework is an assignment given by a teacher to be completed outside a regular class session. It is considered to be an integral part of academic life at RDMS and may count toward the grade received in a subject. You are expected to complete and turn in all homework assignments on time and in a neat manner.

Honor Roll

More information will be forthcoming to parents as we change over to Standards Based Grading.

Library

You must have a pass to be in the library at all times. The librarian will give you an orientation to the library.

Library books may be checked out for two weeks and may be renewed for additional two-week periods. If a book is kept out beyond its due date without being renewed, a fine of \$0.02 will be assessed for each school day the book is overdue, with a maximum fine of \$0.50. If a book is lost or destroyed, a replacement fee will be assessed. Library privileges will be suspended until outstanding fines are paid. Fines must be paid before the end of the ranking period in which they are incurred.

The library is a place to do assignments that require library materials. It is not a place to socialize or loiter.

The school library is structured and supplied to meet the diverse needs of students. Any books labeled YA denote materials that may include mature themes or content. We encourage parents and/or guardians to participate in reading with their children so that they are aware of library selections being made by their children.

Make-Up Work Policy

The following protocol is in effect for making up work missed due to absence:

For a one-day absence, all work is to be made up within the first three days of school attendance following the absence.

For absences of two or more consecutive days, you will have a maximum of two days for each day of absence in which to make up missed assignments. Work should be made up as quickly as possible to get you caught up with the rest of the class.

If you will be absent for an extended period, your parents may pick up your homework assignments after giving the office staff **at least 24 hours' notice**. If you will be absent due to travel, vacation, or suspension, and you get your homework assignments in advance, they are due on your first day back to school. There may be additional assignments upon your return. You will have one week to complete them. **Students must request and complete make-up work.**

Minimum Competency Standards

Minimum standards for all hand-in work in grades 5 – 7 are as follows:

GRADE FIVE AND SIX: Students will:

- Use complete sentences,
- Begin all sentences with capital letters,
- End all sentences with the appropriate punctuation.

Homonym focus: Correct use of their, there, they're

GRADE SEVEN: Students will:

- Meet all Grade 6 standards,
- Use the apostrophe correctly,
- Punctuate compound sentences correctly, and
- Use capital letters correctly.

Homonym focus: Correct use of to, too, two.

Plagiarism

Plagiarism is copying someone else's ideas or words and presenting them as your own. This is considered a very serious form of cheating. It includes copying text from any source, paraphrasing the work of others, and copying and pasting text from any internet source. When students use the ideas and words of others, including paraphrasing, they must cite the source or give credit to the owner of that work. Plagiarism is taken seriously at RDMS and disciplinary actions will be handled by the individual grade-level teams.

Progress Reports (mid-trimester)

Grades are updated on PowerSchool on a bi-weekly basis by teachers. All parents will be able to download a progress report for their student(s) halfway through each trimester from the parent portal of PowerSchool. If a parent does not have access to the Internet, please contact RDMS and we will provide assistance so a copy of the progress report can be attained. You or your parents may request information periodically about your academics too.

SOAR

SOAR (Students Owning Academic Responsibility) is designed to help students who have fallen behind on their schoolwork, regardless of the reason they have fallen behind. SOAR is daily from 2pm – 3 pm and parents/guardians will be provided with 24-hour notice. Students who receive a SOAR and participate in RASA may not do clubs on days of SOAR.

When a student begins to fall behind we will first:

- Contact parent plus classroom interventions to include, but not limited to: signed agenda, assist during activity time, or offer outside of classroom time one-on-one help.
- If above attempts are not enough and a student continues to exhibit a pattern of missing work or if student has work that is substandard, student will be required to SOAR.

Suspension

You may be disciplined by in-school suspension (ISS) or out- of-school suspension (OSS). If you are suspended, you will be told the specific reason for suspension and its duration. You will always be given a chance to tell your side of the story, and it will be given consideration in your discipline. While on suspension, you will not be allowed to participate in any school activity. If you are on OSS, you will not be allowed on school grounds.

Before your return to school from OSS, you and your parents must attend a reentry meeting to create a plan with the principal or assistant principal. Before returning to class, you must report to the office.

Transfers

To release records to or request records from another district, RSU 13 must have a signed release from the parent/guardian. This form can be obtained from the office. An intra-district transfer is when a student attends another school within RSU 13, but not within the town they reside in. Forms to make this request are available on the RSU 13 website under Board Policies, at the Superintendent’s Office, or here at the school office.

Truancy: Definitions & Responsibilities

Habitual Truants:

1. For students who have completed 6th grade, those who have accumulated either 10 total unexcused absences or 7 consecutive unexcused absences.
2. For students at least 7 years old who have not completed the 6th grade, the standard is lower – 7 total unexcused absences or 5 consecutive unexcused absences.

The Informal Pre-Enforcement Process:

1. Maine’s truancy law requires principals to notify the superintendent of a student who is habitually truant.
2. The superintendent, or the superintendent’s designee, is then required to make informal attempts to correct the problem.
 - a. These informal attempts will include meeting with parents and student to identify possible causes of the habitual truancy and develop a plan to implement solutions to the problem.
 - b. Such intervention may include:
 1. Frequent communications with the family
 2. Changes in learning environment
 3. Mentoring
 4. Counseling
 5. Tutoring, including peer tutoring
 6. Placement in different classes
 7. Referral to other agencies for family services
 - c. This plan can be implemented unilaterally if parents do not attend.
3. **For children who have not completed the 6th grade and are habitual truant, a notification of DHHS is required based on possible abuse and neglect.**

The enforcement process:

1. If informal attempts are unsuccessful, the superintendent must serve the parent with notice that attendance of the student at school is required by law. This notice must also explain and outline:
 - the parent’s right to inspect attendance records,
 - the possible penalties for failing to comply with compulsory attendance law,
 - the components of the school’s plan to correct the student’s truancy.

In the event that the student remains truant for three school days after serving the above notice, the superintendent **shall** notify the school board and the local law enforcement agency. Should this occur:

- The law enforcement agency **may** transport truant student to school if the truant student is off school grounds during school hours and is not under the supervision of school personnel.
- The law enforcement agency **may** also institute a civil action in District Court to enforce the compulsory attendance law.

Use and Care of Textbooks

Textbooks are loaned to students and remain the property of RSU #13. Book costs are a major budget item. To protect this investment, you must:

- cover all hardbound books,
- return books in the same condition you received them (erase pencil marks, and empty papers),
- return books to the teacher at the end of the year or pay a replacement fee. Report cards will not be issued to students who owe money to the school.

SCHOOL INFORMATION

Alcohol and Drugs

You are prohibited from using, possessing, or distributing tobacco, alcohol, or other drugs, including look-a-like drugs during school hours, on school property, or at any school-sponsored event.

For the purpose of this policy, “drugs” shall mean: All scheduled drugs as defined in Title 17A, Chapter 45 of Maine State Revised Statutes Annotated.

Allied Arts

In addition to the core subjects, you will take art, health, music, foreign language, and physical education each year. Band and chorus are electives with the days and times determined on a yearly basis.

Assemblies

You are expected to attend all assemblies unless specifically excused by the principal. You must sit in the area assigned to your team. There should be minimum talking while entering and leaving the assembly and all talking should stop when the person leading the assembly stands to speak.

Bathroom Use

You must have a pass to use the bathroom except during the lunch period. When you are in the cafeteria, you must get permission from the duty teacher to leave the cafeteria.

Bicycles and Similar Items

Bicycles are to be parked and locked in the bike racks. Do not ride bicycles across the schoolyard on your way to or from school. Skateboards, roller skates, and scooters are not to be used on school property.

Boy/Girl Relationships

Boys and girls are expected to maintain high standards of conduct at all times. School is not the place for obvious and public displays of affection, and students should conduct themselves so as to avoid the embarrassment of being reprimanded.

Bus Behavior & Policy

Riding the bus is a privilege. Safety must be considered at all times. Violation of the bus policy will result in disciplinary consequences including termination of bus riding privileges.

1st offense: The bus driver shall make the broken rule known to the student and discuss it with him/her.

2nd offense: The bus driver shall write a bus discipline report and give it to the school office. The bus driver and school administrator shall meet/talk about the situation. A copy of the bus discipline report is sent to the student’s home.

3rd -5th offense: The bus driver shall report the offense in writing to the building administrator. The building administrator will impose a suspension of bus privileges of 1-3 days, 10-30 days, or 2-3 quarters/trimesters, as appropriate.

Procedure: If a bus driver reports a student for a 2nd-5th offense under the bus discipline rule, the school administrator and bus driver shall meet to discuss the situation. Because of the need to do this in a timely manner, this meeting shall be held as soon as possible, but no later than 48 hours.

Gross misbehavior is any offense from the following list and depending on the severity may place the student on the 3rd, 4th, or 5th step of the discipline plan:

1. Fighting
2. Disrespect exhibited toward the bus driver
3. Dangerous behavior
4. Destruction of school property
5. Emergency door violation

Situations not specifically defined but of a serious enough nature will be included under gross misbehavior.

For the safety and protection of those that ride the bus:

1. A bus driver has the same authority as a teacher in the classroom.
2. Students at the bus stop are expected to follow all the safety rules.
3. Students should plan on being at their bus stop 5 minutes prior to the scheduled time of arrival. Drivers will not wait for tardy students. Students are to stay 10 feet back from the loading zone.
4. Students shall be courteous and respectful to driver and passengers by using normal tone of voice, no name calling, and no spitting.
5. Dangerous conduct is unacceptable. Students should not fight, get out of their seats, throw objects, trip others, put any part of their body out the window, including hair, etc.
6. Students shall not use profane language or obscene gestures.
7. Destruction of property or stealing will require restitution.
8. Students should not spray anything such as hair spray, perfume, etc.
9. Due to safety reasons the following items are not permitted on the bus:

| | |
|-------------------|---|
| *hard candy | *shaving cream |
| *lollipops | *radios (handheld games/iPods are ok) |
| *glass | *matches or lighters |
| *animals | *illegal substances |
| *tobacco products | *water, except for sports |
| *food or drinks | *others as determined by the bus driver |
10. Emergency door(s) must be closed except in case of an emergency.
11. Students must always cross in front of the bus.
12. Parents/guardians of students at isolated stops will be requested to call if a bus is not needed.
13. Students are not permitted to bring any object that is too big to be held in their laps (exception: sports equipment).
14. No cleats will be worn on the bus at any time.
15. These rules apply at all regular runs, field trips, and sporting events.

Eagle of the Month Award

Each month, a committee of teachers reviews nominations to reward a student from each of the three grades for outstanding citizenship. The recipients of this award receive an RDMS t-shirt, a certificate, and are eligible for the Honors Field Trip in the spring.

Electronic Devices

Radio, tape recorders/players, walk-around cassette players, compact disc players, video games, beeper, I-Pods, and **cell phones** as well any other non-educational electronics devices should not be on your person during school hours unless you have teacher permission for in class use only, or while in gym or cafeteria prior to the official start of day. Bringing any device is at risk for theft or damage, and RDMS is not responsible and cannot investigate these incidences. Violation will result in confiscation and:

1st Offense: will be returned to you at the end of the school day it was confiscated.

2nd Offense: will be returned to your parent when it is convenient for them to come in and pick it up.

3rd Offense: you will lose your privilege to bring any electronic devices to school.

4th Offense: minimum one day of ISS

Emergency School Closing

In the event of an emergency closing of the school we will attempt to inform the parents through phone calls, text messages, or by email. Please complete the “Emergency School Closing” form located at the end of this handbook, or from the printed forms packet.

Energy/Caffeinated Drinks

Due to the unhealthy and distracting affects of energy and caffeinated drinks on our students, these types of drinks should not be brought to school. These drinks should not be consumed or purchased for snacks, lunches, or even occasional classroom parties.

Extra-curricular activities/athletics

Please see the RSU 13 webpage under “Athletics & Activities” for information regarding what sports are available for students. From there you can also access our extra-curricular activities handbook, which outlines the eligibility policy. Students are also eligible to participate in Student Council, Civil Rights, or the Newspaper.

Field Trips

All field trips will be related to the curriculum. Students will be allowed to go on field trips as long as they have demonstrated good citizenship, are passing all course work, and have parental permission. The administration may also withhold field trip privileges from students who have repeated detentions or suspensions and /or numerous unexcused absences. Teams will provide advance notification of a students’ inability to attend a field trip due to academic and/or disciplinary actions.

Fire and Bomb Drills

We will conduct fire drills throughout the school year. All students are required to evacuate the building. In case of a bomb threat, everyone is required to evacuate the building and go to assigned places. The building will be searched, and when the search is completed, you will return to classes unless there is a written note from your parent or guardian, on file at the school, requesting that you not return to the building that day. These notes must be filed each year to be in effect. If you have a note on file, you will not be allowed in the building for any reason for 12 hours following evacuation.

Internet Use

Use of the internet is for learning purposes as directed by the teacher. The entire policy should be read carefully, which can be found online under Policies-Instruction-IJNDC. Students may not access the internet until the enclosed Internet Use Form is signed and returned to school.

iPad Policy

Using the iPad is a privilege. To ensure the safety of equipment and proper use by students, RDMS has implemented the following rules and subsequent consequences for not following policy.

- iPads should come to class charged, ready for use
- iPads will always be carried in their cases in the building (outside of the classroom)
- iPads should never be on the floor in the hallway when at lockers, instead secured at a desk in the classroom
- iPads should not be taken into the bathrooms
- iPads are not to be used when a staff member has not directed them to be used, particularly on any sites that are not permissible
- iPads should always be handled with care – no rough-housing, pushing, swinging of the case.
- iPads should not be left behind in a class when exiting to go to another classroom
- There will be no emailing unless directed by a teacher

Consequences for breaking any of the above rules will be:

1st offense: loss of iPad use for one day

2nd offense: loss of iPad use for two days; notification to parent (email or note taken home). A response to email/note must be received by teacher before students get the iPad back.

3rd offense: loss of iPad use for a week. Notification to parents will include a parent meeting, as well as notification to the Tech Department

Lockers

You must have a pass to be at your locker except during the times designated in the team locker policy. Lockers are the property of the school and may be opened by the school administration, police, fire fighters, or other officials with the permission of the school. Lockers may be opened for the following reasons, but not limited to:

- Bomb threat
- Suspicion of possession of illegal materials
- Announced general locker inspection
- Materials needed during an excused absence
- Retrieval of forgotten books
- Emptying when a student has changed schools
- Random locker checks approved by our school board

At other times, lockers are to be locked. The school cannot be responsible for lost or stolen items from unlocked lockers.

When closing your locker, make sure nothing is hanging out. Do not store leftover food or wet clothing overnight or longer. Lockers are to be emptied of all unnecessary items before each school vacation.

Lost and Found

A rack for lost and found articles is kept in the front lobby. If you lose something, please check there. If you find something, please drop it off there.

Lunch Time

You must remain at the school during lunch period and eat with your team in the cafeteria. No food, drink (except water), or chewing gum is allowed in class (an exception to food in class is our approved snack time). Parties/recognition of personal/individual events such as birthdays and specific holidays will not occur in the school cafeteria during lunch periods.

Hot lunch and milk are available in the school cafeteria. Depending on family income, students may be eligible to receive free or reduced lunches. Application forms for free or reduced lunches are available from the office. Hot lunch, which includes milk, is available for \$2.75(\$.40 if eligible for reduced) a meal. Students may also bring a cold lunch to eat in the cafeteria and may purchase milk for \$.50. Lunches cannot be charged. Parents may make advanced payments online through My School Bucks (myschoolbucks.com). Students who need a meal and who do not have the funds to pay for a meal will receive a hot lunch, which will be charged to the student's meal account. Students should inform lunch staff of any allergy concerns.

Medication Form

A medication form must be completed by a physician, signed by a parent or guardian, and kept on file at the school in order to receive medication during school hours. This includes any prescription or over the counter medication. Prescription medications must be in the original container with label. Medication forms are included in the forms packet at the end of this handbook, and are also available in the school office.

School Property

You are expected to respect school property. You are to keep the building, furniture, and fixtures free from graffiti and other damage. There will be no sitting on the tops of desks, tables, or windowsills at any time.

School Telephone

During the school day, the office telephone is available for student use only for emergencies. You must have a pass to be in the office at all times, and you must have permission from office staff to use the phone. Calls must be kept brief to avoid typing up the phone lines. Students and their families are NOT to contact each other during school hours using personal cell phones.

Snack Time

Each day students are permitted to eat healthy snacks during snack time. Each grade level has a different snack time that best fits their schedule. Breakfast is served in the morning and is available for \$1.50, free if you qualify for free/reduced lunch.

Substitute Teachers

Substitute teachers are guests in the school and you are expected to treat them with respect. Students sent to the office by a substitute teacher for disrespectful behavior will automatically receive a minimum of **FIVE NIGHTS OFFICE DETENTION**.

Video Taping/Digital Pictures

We videotape many activities/assemblies at RDMS. We also take digital pictures for display. Please complete the consent form so images of student, student likeness, or student work may be displayed in a variety of forms. If you do not want your child included in these videos and pictures, please notify the office.

Visitors

Students who wish to bring a visitor for the day must get approval from the office ahead of time. We encourage parents to visit their child's teacher and become familiar with his/her program. Parents are welcome to visit their child's classroom. Please contact the teacher at least one day in advance to set up appropriate visitation time.

Weapons

No weapons of any kind are permitted on school property. Possession of a weapon will result in suspension, expulsion, or arrest. Items that simulate weapons, including laser pointers, are also banned from school.

SCHOOL POLICIES

Harassment Policy

We recognize the right of each student and employee to work in an atmosphere that is free of intimidation, hostility, and offensiveness. Acts of harassment on the basis of race, sexual preference, color, sex, religion, age, national origin, or handicap are a violation of this policy and may also constitute illegal discrimination under state or federal laws.

Harassment includes but is not limited to continuous written or verbal abuse, physical assault, and sexual harassment. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written, or verbal conduct that is gender based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Conduct that is harassing to students or employees will not be tolerated. Any employee, student, volunteer, visitor and others who violate this policy will be subject to disciplinary action up to and including termination or expulsion. In some cases, offenders may be prosecuted under state or federal law.

The procedure for reporting suspected incidents of harassment are as follows:

Informal Process

- Student reports incident to a teacher.
- The teacher will address the concern/issue with students involved.
- If issue is not resolved, and continues, the teacher refers the issue to administration.
- Actions that fall into the protected class category which includes – name calling related to gender, sexual orientation, race, ethnic background, ability or disability or religious beliefs will be handled in the following manner.

1st offense: student calls parent, education by administrator

2nd offense: student calls parent, referred to school counselor, detention, letter in file

3rd offense: student calls parent, ISS, parent meeting with school counselor

4th offense or more: OSS, referral to District Harassment Officer, second letter to parents

Formal Process

- Not all complaints are harassment. To constitute harassment in legal terms it must be continuous, the offender is told to stop, the student feels afraid or very uncomfortable coming to school.
- The harassment must be occurring at school or during school sponsored activities.

- The Harassment Committee will determine if the complaint warrants a referral to the district Affirmative Action Officer (AAO), appointed by the Superintendent of Schools.

Harassment Committee Referral

- The school's Harassment Committee will convene to address the complaint
- The Harassment Committee will interview students involved in the complaint.
- Parents may be expected to attend a meeting with the Harassment Committee.
- The Harassment Committee will make recommendations for consequences to the principal.

Affirmative Action Referral

- The AAO will investigate the complaint by questioning the various parties involved and taking notes during the questioning.
- The accused person must be given "due process", provided the name of the accuser and the nature of the accusation with an opportunity to respond to the complaint.
- The AAO writes a report with a determination and recommendation.
- The report is reviewed by the Superintendent to determine the consequences.
- Both parties are informed of the resolution.
- The AAO and Superintendent keep the report on file.
- Written consequences are put in the offending student's cumulative file.

Student and parent may appeal the resolution to the Superintendent through a formal grievance procedure. Student and parent may file charges with police, who may request a copy of the investigation report. Student and parent may also contact the Office of Civil Rights at 33 Arch Street, Suite 900, Boston, MA 02110-1491(617) 289-0111 and/or the Maine Human Rights Commission (207) 624-6050.

Dress Code Policy

Students are required to wear appropriate clothing for a learning environment. Failure to follow the dress code policy will result in disciplinary consequences. Below are descriptions of **unacceptable** clothing.

Any garment, pins, or buttons portraying gestures, pictures, cartoons, sayings, etc. that draw attention to body parts, alcohol use, tobacco use, illegal substance use, violent or sexual behaviors. **This includes items with possible double meanings.**

Footwear

- Any footwear that creates black marks on school floors and gym floors.
- Bare feet either in school or on school grounds.
- Socks or stocking feet either in school or on school grounds.
- Open-toed footwear unsafe for lab participation as announced by the lab teacher.

Headwear

Hats, visors, bandanas, or other head coverings and sweat-style headbands are to be removed upon entering the buildings of RSU 13 and placed in lockers until classes are over and the student exits the building. These are not to be carried from class to class.

Top wear

- Deliberately torn tops.
- Sheer or see-through tops.
- Low plunging necklines, halter-tops, and spaghetti strap tops.
- Exposed backs, sides, and/or midriffs when either standing or sitting.
- Any tops that expose undergarments.
- Extremely tight-fitting tops.

Bottom wear

- Deliberately torn pants, shorts, skirts, or dresses.
- Pants, shorts, skirts or dresses that expose undergarments

- Pants, shorts, or skirts worn below the beltline exposing midriffs, buttocks, or undergarments.
- Garments shorter than mid-thigh.
- Sheer or see-through garments that make undergarments visible.
- Slit skirts or dresses with slits extending higher than mid-thigh.

Outerwear

Heavy weight coats, gloves, and non-prescription tinted glasses are not to be worn in school once student has arrived until student leaves the building

Jewelry

- Chains, spiked bracelets, spiked rings, spiked collars, and spiked belts.
- Piercings are not permitted in physical education classes or for sports participants during practices or games.
- Buttons or pins portraying gestures, pictures, cartoons, sayings, etc. worn to draw attention to body parts, alcohol use, tobacco use, illegal substance use, and sexual behaviors.

EXCEPTIONS TO ANY OF THE ABOVE MAY BE MADE FOR SPECIAL SITUATIONS APPROVED BY THE ADMINISTRATION, SUCH AS SPECIAL “SPIRIT DAYS”, ROOM/SCHOOL TEMPERATURES, OR MEDICAL REQUIREMENTS.

Consequences:

1st offense: Verbal warning, cover-up, or change of clothing necessitated. **Refusal to comply will be considered insubordination and be treated accordingly.**

2nd offense: Written warning

3rd offense: Office detention

4th offense: Extended detention; meeting with parents

Other than direct observation, students, teachers, and staff may bring attention of possible violations to the notice of administration. Faculty and staff may address students directly in a discreet manner and time. Infractions can be referred to the office if a change of clothing is needed.

Student Educational Records (FERPA)

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

They are:

The right to inspect and review the student’s education records within 45 days of the day RSU #13 receives a request for access.

Parents or eligible students should submit to the school principal 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.

RSU #13 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student’s name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at

28 Lincoln Street
Rockland, ME 04841

Under Maine law, RSU #13 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

The Family Education Rights and Privacy Act of 1974 allows RSU #13 to release personally identifiable information on students to local newspapers, radio stations, school publications, college admission counselors and the like. The information publicizes student achievement and functions. This information, termed 'directory information', includes such things as: student name and address, participation in recognized activities, i.e., band, chorus, drama, sports, etc., and photographs taken in conjunction with these activities, heights and weights of athletic team members, dates of attendance in RSU #13 schools, awards and honors received, the most recent school attended and other similar information. Parents or guardians who do not wish to have directory information released by the school may prohibit it by contacting the principal. Students eighteen years of age or older may also prohibit release of directory information on themselves.

RSU #13 has established a written policy which complies with the Family Education Rights and Privacy Act to allow parents of students under eighteen years of age (and all students over eighteen years of age) to inspect, review and request amendment of student records. Information regarding this policy or a copy of this policy may be obtained by contacting the school office.

Parents or guardians of students shall be notified annually that student education records must be sent to a school administrative unit to which a student applies for transfer. Education records will be forwarded automatically to a student's new school when a formal request is received from the new school. Under the standards of the federal Family Educational Rights and Privacy Act (FERPA) Section 99.31, prior to consent of the parent or guardian to forward educational records is not required. National standardized tests are given the high school.

The Office for Civil Rights of the U. S. Department of Education, which serves New England, is located in Boston and the address is as follows:

U. S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

SCHOOL CLIMATE

Kindness and Respect

This school will provide you with a satisfying scholastic and social experience if you obey rules and treat each other with kindness and respect. Teachers, staff, and administrators are always willing to discuss rules with you if you don't understand them.

You are expected to show respect and kindness to all school staff. They fulfill very important roles in the daily functioning of the school. Faculty and administration are professionals who are well trained and educationally prepared for their work.

You are expected to be kind and to show respect to other students. Each of our students has a right to seek education without harassment. We are all different in some way, and when we appreciate this diversity, we gain respect for ourselves.

Student's Academic Performance

Students are encouraged to:

- Participate in all classes and class activities.
- Be prepared for class.
- Complete assignments to the best of your ability.
- Ask for help when needed.

- Develop skills working with groups to solve problems.
- Develop personal health habits, including regular exercise, which will enhance your physical and emotional growth.
- Demonstrate competence in mathematical reasoning and computation skills.
- Understand the issues that affect the quality of life on our planet.
- Understand and appreciate the richness of American history and culture, the values and achievements of other cultures, and their relevance to society today.
- Learn to locate, analyze, evaluate, and communicate information.
- Explore, develop, and express your creativity.
- Learn problem-solving techniques that will enable you to reach logical, reasoned conclusions and become independent learners.
- Learn basic knowledge of computers and other forms of technology.
- Learn skills needed to read, write, speak, and listen effectively.
- Learn valuable study skills and habits.
- Develop an appreciation for the arts.
- Develop competency towards meeting the Maine Learning Results.

To promote a positive school climate:

Students will:

- Follow all the rules in the student handbook and cooperate fully to maintain an orderly learning environment to benefit all participants.
- Show respect for your teachers, all other adults, all students, and their property.
- Follow teacher requests or directions at all times.
- Use acceptable language in school.
- Remain on school property during school hours.
- Take care of school property, including books, magazines, workbooks, computers, other materials, and all school facilities.
- Maintain cleanliness in the classroom, halls, inside and outside of the building.
- Bring in school documents or parental notes when due.
- Bring absentee and tardy notes to school day after being absent or tardy.
- Not possess any dangerous or disruptive objects such as weapons, cell phones, toys, and CD players.
- Not sell items in school without specific authorization from the office.
- Arrive at school and class on time.
- Adhere to acceptable standards of honesty, courtesy, and decency.
- Demonstrate responsibility for actions and perseverance.
- Balance demands of academic responsibility with social and extracurricular activities.
- Recognize the need for rules and regulations within the school community and be responsible.
- Demonstrate awareness of the relationship between rights, privileges, and responsibilities.

Staff (Administration, Faculty, and Support) will:

- Follow all the rules in the student handbook and cooperate fully to maintain an orderly learning and employment environment to benefit all participants.
- Be responsible for ensuring that everyone's rights are acknowledged in the classroom.
- Establish a school climate of learning and mutual respect.
- Encourage the school community to make use of its resources.
- Foster effective communication among all levels of administration.
- Provide opportunities for communication between school and parents.
- Monitor student tardiness to school and to class, student dismissals, absenteeism, and extended personal vacations.
- Promote and publicize achievements of students, faculty, programs and events.
- Provide a variety of academic programs for all students.
- Recognize various learning styles and incorporate a variety of teaching methods to accommodate them.
- Provide students with opportunities to develop organizational and time management skills.

- Provide student with expectations and goals for all courses.
- Provide consistent discipline to all children.
- Maintain a safe, secure environment.
- Request necessary repairs and improvements to the school in a timely manner.
- Cultivate an inviting atmosphere for students, parents, and community members.
- Advocate for resources, supplies, and equipment.
- Offer challenging curriculum that prepares students for high school.
- Encourage the involvement of students, adults, area businesses, organizations, and educational institutions in supporting the school.
- Advocate for student-support services.
- Acknowledge the work and achievements of students by displaying selected pieces of work.
- Encourage a spirit of cooperation and pride in our school.
- Encourage students to participate in co-curricular and extra-curricular activities.
- Encourage life-long learning.

Parents as Partners will:

- Support all the rules in the student handbook and cooperate fully to maintain an orderly learning and employment environment to benefit all participants.
- Foster effective communication among all levels of administration, faculty, and other parents.
- Monitor children's tardiness to school, dismissals, absences, and extended person vacations and are aware of the lost learning time.
- Support a variety of programs for all students.
- Support the curriculum as outlined by RSU #13.
- Assist children in the development of organizational and time management skills.
- Provide support to the school to maintain a safe and secure environment.
- Encourage a spirit of cooperation and pride in our school.
- Attend informational presentations regarding student learning.
- Encourage student to participate in co-curricular and extra-curricular activities.
- Encourage life-long learning.
- Encourage a spirit of cooperation and greater pride in our school.

CODE OF STUDENT CONDUCT

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists you in doing your part to make yourself a better person and the school a better place. **IT IS THE RESPONSIBILITY OF EACH OF YOU TO COOPERATE AND TO MAKE AN HONEST EFFORT TO ACHIEVE IN ALL CLASSES.**

Discipline

Because we must have rules to maintain an efficient and effective environment for learning, we must also have a system to enforce these rules. The administration has the discretionary power of suspension. You will be afforded due process if a suspension is involved. You will be given an opportunity to present your perception of the offense to administration. You may not stall your opportunity for due process to avoid a suspension. The authority for expulsion rests solely with the Board of Directors of RSU #13.

The classroom teacher solves most routine disciplinary problems and has the discretionary authority to assign detention. When the teacher is convinced that the problem is severe and requires official attention, you will be referred to the office. The referral requires the teacher provide information to the office. You will have opportunity to tell your version of the incident.

We expect every staff member to be treated with respect and dignity, just as you should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all students.

Detention may be assigned at the teacher's discretion with a 24 hour notice.

Office detention is assigned by an administrator. It is to be served for one hour after school. You will receive a 24 hour notice prior to the serving of office detention.

In-school suspension (ISS) may be assigned at an administrator's discretion. You will be segregated from other students and given classroom assignments to be completed under constant supervision in a quiet environment with designed behavioral expectations. Students may not participate in any after school activities on the day of ISS.

Out-of-school suspension (OSS) is assigned by an administrator. You are responsible for completing your regular classroom assignments and turning them in on the first day you return to school. Students may not participate in any after school activities on the day of OSS.

GLOSSARY OF TERMS

AA: Allied Arts: PE, Health, Art, Industrial Technology, Foreign Language, Music, Band & Chorus

AAO: Affirmative Action Officer

ADD: Attention Deficit Disorder

ADHD: Attention Deficit with Hyperactivity Disorder

AED: Automated External Defibrillator

AYP: Adequate Yearly Progress

CIPS: Continued Improvement Priority School

DLP: Daily Language Practice

FERPA: Family Educational Rights and Privacy Act

IEP: Individualized Education Plan

ISS: In School Suspension: student separated from peers in a classroom, doing all class work, for behavior infraction.

LD: Learning Disability

Lexile: Reading Measure

MAP: Measured Academic Progress

MPCL: Maine Partners in Comprehensive Literacy

NECAP: New England Common Assessment Program

NWEA: Northwest Evaluation Association

PS: PowerSchool: web-based program used for student information, schedule, and grades

OSS: Out of School Suspension: student separated from peers and classroom, outside of school for behavior infraction.

RIT: Rasch Unit, a unit of measure that uses individual item difficulty values to estimate a student's achievement.

RTI 1: Response to Intervention first level: student recognized as not meeting grade level expectations in a subject; given classroom based interventions to assist student to improve.

RTI 2: Response to Intervention second level: student not making adequate progress in the Tier 1 phase, student referred to interventionist for intervention entitled READ180.

SIT: Student Intervention Team

SRB: Student Reference Book

SSR: Sustained Silent Reading

504: Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the US Department of Education (ED).

TITLE I

Common Core: The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them.

Phonic Awareness: Attention to the individual sounds in words and the ability to segment, blend, delete and substitute sounds in words.

Phonological Awareness: Attention to the sounds structure of oral language, such as the words in a sentence or syllables in multi-syllable words.

Print Awareness: Understanding the elements of printed language, including parts of a book, that print tells the story, distinguishing between letters and words.

Language of Instruction: Contrasting and comparing terms, as well as other terminology commonly used in early childhood curriculum and instruction.

Decoding Strategies: Instant Word Recognition: Repeated encounters with words to the point of automaticity, producing an effortless and therefore enjoyable reading experience.

Fluency Comprehension: Understanding what is read as it is read. Components of effective instruction include: ample time for reading authentic texts, specific teacher directed instruction in reading strategies, opportunities to talk about and respond to the text.

Writing Process: Proceed as follows: brainstorm, first draft, conference, revised draft, publish, and share work.

Spelling: Spelling is a set of skills which builds continually through the development of a variety of strategies for learning and spelling patterns.

REQUEST FOR EXTENDED STUDENT ABSENCE

NAME OF STUDENT _____

DATES OF ABSENCE _____

GRADE _____ SCHOOL _____

REASON FOR REQUEST _____

EDUCATIONAL BENEFITS TO BE GAINED*

*Please make every attempt to assist us by completing this section.

It should be noted that a day missed from school cannot be recaptured. Students and parents should weigh the educational impact of extended absences.

In the event that student and parents decide on an extended absence, the student is responsible for getting assignments ahead of time and for turning in work at the first class after returning to school.

I understand the terms of extended absence.

Parent

Student

Administrator's Signature

Rockland District Middle School

Bullying, Cyberbullying, & Harassment Rubric

Student Name _____

PLEASE NOTE: A 2nd or subsequent infraction in any category is cumulative on the rubric

| Behavior | 1st offense | 2nd offense | 3rd offense | 4 th or more offense |
|--|--|--|--|--|
| Physical harm to student or student's property: - Hitting - Punching - Kicking - Pushing - Reasonable fear of harm or damage to property | Student calls parent Education by Administrator Detention – 3 nights * Date: | Student calls parent ISS - 1 day Refer to school counselor * Date: | Student calls parent ISS - 2 days * Date: | Student calls parent ISS or OSS - 3 days Parent required at re-entry meeting Possible police intervention * Date: |
| Verbal or non-verbal threatening comments or gestures or intimidation: - Pervasive taunting - Belittling - Demeaning humor - Put downs - Mocking - Aggressive or menacing behavior Damaging or manipulating his/her relationships w/ others: - Gossip - Spreading rumors - Social exclusion | Student calls parent Education by Administrator Detention - 3 nights * Date: | Student calls parent ISS - 1 day Refer to school counselor * Date: | Student calls parent ISS - 2 days * Date: | Student calls parent ISS or OSS - 3 days Parent required at re-entry meeting Possible police intervention * Date: |
| Retaliation: - Reporting an act of bullying not made in good faith - An act or gesture towards a student for asserting or alleging act of bullying | Student calls parent Education by Administrator Detention - 3 nights * Date: | Student calls parent Refer to guidance Letter in file ISS - 1 day * Date: | Student calls parent ISS - 2 days Parent meeting with guidance * Date: | Student calls parent ISS or OSS - 3 days Parent required at re-entry meeting Letter 2 in file * Date: |
| Sexual harassment: - Grabbing private parts of others' bodies - Sexual verbal comments | Student calls parent Education by Administrator * Date: | Student calls parent ISS - 1 days Refer to school counselor * Date: | Student calls parent ISS or OSS - 2 days Parent required at re-entry meeting * Date: | Student calls parent ISS or OSS - 3 days Parent required at re-entry meeting Mandatory weekly school counseling Refer to District Harassment Officer and/or local police * Date: |

| Behavior | 1st offense | 2nd offense | 3rd offense | 4th or more offense |
|--|---|--|---|--|
| Protected Class Name calling related to: - Gender - Sexual orientation - Race - Ethnic background - Ability or disability - Religious beliefs | Student calls parent Education by Administrator * Date: | Student calls parent ISS - 1 days Refer to school counselor * Date: | Student calls parent ISS or OSS – 2 days Parent required at re-entry meeting * Date: | Student calls parent ISS or OSS -3 days Parent required at re-entry meeting Mandatory weekly school counseling Refer to District Harassment Officer and/or local police * Date: |
| Cyberbullying through the use of technology of any electronic device: - Impersonating another student sending electronic messages that are mean and threatening - Using digital camera to take/send embarrassing photographs - Posting slurs or rumors | Student calls parent Education by Administrator ISS - 1day * Date: | Student calls parent ISS - 3 days Refer to school counselor * Date: | Student calls parent ISS or OSS - 4 days Parent required at re-entry meeting * Date: | Student calls parent ISS or OSS - 5 days Parent required at re-entry meeting Mandatory weekly school counseling Refer to District Harassment Officer and/or local police * Date: |

**Student code of conduct supersedes this rubric based on the severity of the incident.
Parents will be notified if students refuse to comply with consequences.**

**ROCKLAND DISTRICT MIDDLE SCHOOL
STUDENT INCIDENT REPORT**

Name of student making report: _____ Date: _____

Reported to: _____

Where did the incident occur?

When did the incident occur?

Who else was involved?

What happened?

What did you do/say before and after the incident?

Other important information?

Action taken by Staff Member:
(Use back if necessary)

Date of action:

Form to be completed by student

Rockland District Middle School
SOAR
Students Owning Academic Responsibility

Student Name _____

Date issued: _____ Staff referral: _____

Time: _____

Location: (Teacher please check one) SOAR/Mandatory Study Session Teacher's classroom

Work to be completed (attach any necessary work pages):

Date mandatory study session will be served starting _____. This will continue daily until all work is satisfied completely. You will be notified each night the Study Session needs to be continued.

Parent Signature _____ Date _____

Pick-up Arrangements: Walk home Pick-up by _____

Rockland District Middle School Behavior Report

Student Name _____ Date _____ Time _____

Location of misbehavior _____ Staff referring detention _____

DETENTION **Check if Teacher Detention** _____

- I. Disruption of the learning process, including: not listening to instruction, talking back, not cooperating, verbally interrupting, arguing, clowning repeatedly
 - II. Disrespect
 - III. Inappropriate behavior (noises, sarcasm, hallway wandering; open affection; lying)
 - IV. Swearing or use of inappropriate language (low impact)
 - V. Inappropriate behavior in the hallways
 - VI. Skipping class/Unexcused lateness to class
 - VII. Throwing object(s) and property misuse
 - VIII. Inappropriate physical contact (pushing, shoving); low impact
 - IX. Minor mean comments (non-repetitive)
 - X. Protected class violation (1st offense; see behavior rubric)*
 - XI. Inappropriate physical contact; sexual harassment (1st offense; see behavior rubric)*
 - XII. Electronic violation* (cell phone, iPod, handheld games, etc. – doesn't include iPad)
- *Indicates office referral only

Behavior (Staff member records any additional information of what the student did):

Consequence (Five office detentions are assigned if given by a substitute teacher):

DATE CONSEQUENCE WILL BE SERVED _____ **LOCATION:** _____ **TIME** _____

Parent Signature _____ **Date** _____

Pick-up Arrangements: Walk home _____ Other _____ Pick-up by _____

**ROCKLAND DISTRICT MIDDLE SCHOOL
SUSPENSION REPORT**

Student Name _____ Date _____ Time _____

ISS _____ OSS _____

Suspension Police may become involved with incidents that lead to suspension. In order for the student to re-enter school after the suspension, the parent will have to accompany the child and develop a re-entry plan with school personnel. Students who are suspended from school may not participate in any school-sponsored activity that day.

- I. Students who have received more than four (4) office detentions in a calendar month must also serve a suspension unless parent/guardian comes in for a meeting within 48 hours.

- II. Conduct which endangers people or property or is seriously disruptive to the educational process:
 - a. Conduct causing a threat to the physical well-being of himself/herself or other people;
 - b. Physical assault on another person while on school grounds, school transportation or at any school transportation or at any school-sponsored activity;
 - c. Fighting
 - d. Taking or attempting to take personal property or money from another person;
 - e. Willfully causing, or attempting to cause, substantial damage to, school or private property (consequence includes repair or replacement of the property by the student);
 - f. Participating in an unauthorized activity by a group of students;
 - g. Possessing or transmitting on school property any firearm, knife, explosive, or other dangerous object
 - h. Possessing, selling, or consuming on school grounds or during school-sponsored activities, drugs, drug paraphernalia narcotics, cigarettes, alcoholic beverages, or any other toxic substances;
 - i. Bullying, cyberbullying or harassment of another person (see rubric).

- III. Open defiance of the authority of any staff members or person having authority over a student (including verbal abuse, belligerent arguing, targeted abusive language, etc.)

- IV. Unauthorized absence from class or school.

Behavior (Staff member records any additional information of what the student did):

DATE(S) SUSPENSION WILL BE SERVED: _____ **LOCATION:** _____

Student Signature _____ **Parent/Guardian Signature** _____

Administrator Signature _____

ROCKLAND DISTRICT MIDDLE SCHOOL
STUDENT REFLECTION FORM
(Attach to Detention Report this is related to)

Student making report: _____ **Date:** _____

What happened? Where were you? When did the incident occur? Who was involved?

I think I contributed to the incident when I....

I think the incident would not have happened if I had/had not....

When I think back on what happened, I wish I....

Next time, if I am in a similar situation, I will....

I think the best solution to the problems caused by this incident is....

Who else was affected by this?

**ROCKLAND DISTRICT MIDDLE SCHOOL
STUDENT RE-ENTRY/INTERVENTION FORM**
(Attach to Suspension Report this is related to)

Student Name _____

Date of re-entry meeting _____

In Attendance _____

Why were you suspended from school?

Why are students suspended for this?

Concerns and issues raised:

What is your plan so that it does not happen again? And how can we – your parents(s), principal, counselor, teachers – help you carry out your plan?

PLAN:

Student Signature _____

**ROCKLAND DISTRICT MIDDLE SCHOOL
30 BROADWAY
ROCKLAND, ME 04841**

PARENTS – PLEASE SIGN AND RETURN TO SCHOOL

My child, _____, and I have read and discussed the
Rockland District Middle School Student-Parent Handbook.

Student's Grade at RDMS 5 6 7 (Please circle)

Signature of Parent/Guardian

Date

Parent's Email Address _____

ROCKLAND DISTRICT MIDDLE SCHOOL
30 BROADWAY
ROCKLAND, ME 04841

Rockland District Middle School iPad Policy

Using the iPad is a privilege. To ensure the safety of equipment and proper use by students, RDMS has implemented the following rules and subsequent consequences for not following policy.

- iPads should come to class charged, ready for use
- iPads will always be carried in their cases in the building (outside of the classroom)
- iPads should never be on the floor in the hallway when at lockers, instead secured at a desk in the classroom
- iPads should not be taken into the bathrooms
- iPads are not to be used when a staff member has not directed them to be used, particularly on any sites that are not permissible
- iPads should always be handled with care – no rough-housing, pushing, swinging of the case.
- iPads should not be left behind in a class when exiting to go to another classroom
- There will be no emailing unless directed by a teacher

Consequences for breaking any of the above rules will be:

1st offense: loss of iPad use for one day

2nd offense: loss of iPad use for two days; notification to parent (email or note taken home). A response to email/note must be received by teacher before students get the iPad back.

3rd offense: loss of iPad use for a week. Notification to parents will include a parent meeting, as well as notification to the Tech Department

PARENTS – PLEASE SIGN AND RETURN TO SCHOOL

Signature of Parent/Guardian

Date

Student Computer and Internet Use Agreement

Student: I understand and will abide by the Student Computer and Internet Use Agreement and the Student Computer and Internet Use Rules specified in this document. I understand that any violation of the preceding regulations is unethical. Should I commit any violation, my access privileges may be revoked and school disciplinary as well as appropriate legal action will be taken.

Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian: I have read Student Computer and Internet Use Agreement and the Student Computer and Internet Use Rules specified in this document. I understand that Internet access is designed for educational purposes. I realize that RSU 13 has taken steps to discourage access to controversial material. However, I also recognize that it is not practicable for RSU 13 to restrict access to all controversial material and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Printed Name: _____

Signature: _____ Date: _____

Computer Access Notification

General school information and grades will be accessible through the web-based program **PowerSchool**.

- Teachers update **grades** and **assignments** every other **Tuesday** by 5:00 p.m. If there is a snow day, holiday or any other reason for school closure, the teachers will update grades the following Tuesday.
 - Students will be given an **access password** to view grades and assignments. We encourage you to review PowerSchool each week with your child to monitor your child's progress. You can contact the office for your own access information or with any trouble with logging in.
 - Mid-trimester progress reports **will not** be completed since parents and students will have weekly updates.
 - Trimester and final report cards **will** be given to students, mailed home if student isn't there.
 - The trimester school newsletter will be posted on the RDMS website along with other special notices and the RDMS monthly calendar.
-

No Computer Access

If you **DO NOT** have computer access, please complete the information below and return this form to the RDMS office and we will mail the progress reports and newsletters home.

Student Name: _____ Grade _____ Date _____

Parent(s) Name: _____

Address: _____

2015-2016 INTERNET AND MEDIA PERMISSION FORM

The RSU 13 School Department maintains an official web site www.rsu13.org to provide general information about the school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. Maine law requires public schools to obtain written approval prior to publishing personal information about students on the Internet. In addition, we need to know if you give permission for your student to be interviewed or photographed by area newspapers for print or internet publication; to be included in a district sponsored television show, to use the internet and to use e-mail.

Individual student or class work may be published on the School Department’s web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, art work, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission.

Please complete and return the following agreement form to the school office as soon as possible. This agreement will remain in effect for the entire 2015-2016 school year unless it is rescinded in writing. If the form is not returned, all permissions are denied. If you decline annual permission we may contact you when specific events occur. If you have any questions, please contact your school principal.

.....
Parent/Guardian Permission Form for Media, Website, Internet, and Email

Name of Student: _____ Grade _____ School: _____

Name of Parent/Guardian: _____

By circling ‘Yes’ of ‘No’ for each item below I give permission for my student:

- 1. To allow him/her to use the Internet and e-mail with adult supervision..... Yes No
- 2. To have his/her work (such as drawings, stories) on the District web site..... Yes No
- 3. To have his/her name mentioned in articles or lists on the District web site Yes No
- 4. To have him/her in a large group photos (such as concerts, school activities) with no names on the District web site Yes No
- 5. To have him/her in small group photos with no names on the District web site Yes No
- 6. To have his/her photo with name on the District web site Yes No
- 7. To allow him/her to participate in district-sponsored television shows Yes No
- 8. To have his/her name listed by outside news media for recognition such as honor roll Yes No
- 9. To have him/her in a large group photos in outside news media
 - a. with no name Yes No
 - b. with full name Yes No
- 10. To have him/her in individual/small group photos in outside news media
 - a. with no name Yes No
 - b. with full name Yes No

Parent/Guardian Signature

Date

MEDICATION FORM FOR MIDCOAST AREA SCHOOLS FOR RSU #13

I am aware that there may not be a registered nurse in each school. The student named below is in need of medication during regular school hours to maintain his/her health. If the nurse is not available, I request that non-medical personnel give the medication.

ALL MEDICATION MUST BE SENT IN ITS PRESCRIPTION CONTAINER. MEDICATION WILL NOT BE ADMINISTERED BY SCHOOL PERSONNEL UNLESS ORDERED BY A PHYSICIAN.

PARENT SIGNATURE: _____ DATE: _____

PHONE: HOME _____ WORK _____

TO BE COMPLETED BY PHYSICIAN

Student's Name: _____ Date of Birth: _____

School Name: _____ Grade/Homeroom: _____

Medication: _____ Time to Give: _____ Dosage: _____

Frequency: _____ Reason for Medication: _____

If medication to be given on an as needed basis please indicate when:

Significant side effects: _____

Known allergies: _____

Physician's Signature: _____

Date: _____ Phone: _____

Rockland District Middle School

Emergency School Closing Notification

2015-2016

If school is dismissed early due to weather or other safety reasons:

My child should do the following:

_____ Leave school in his/her usual manner

_____ Take the bus to: (List name, address, telephone)

Please note that all families are automatically enrolled in One Call. If you wish to have One Call send texts to your cell phone simply text the word "Alert" (without quotation marks) to 22300. You should receive a confirmation text message – your contact information must be in PowerSchool, contact the school to verify they have your number. Please contact the office if you need to have any changes made. One Call will use cell phones, home phones, and email.

Student Name _____

Please Print Parent's Name _____

Parent Signature _____

Date _____