

Livermore Falls Middle School  
Student Handbook

**A Message from the Principal**

Welcome to Livermore Falls Middle School. I hope the 2003-2004 school year is one of great growth academically and personally for all of our students. The entire LFMS staff and I have been working hard all summer to prepare for this school year. Our goals are to provide you with a challenging curriculum in a wide variety of content areas to help you develop a solid, well-rounded, academic foundation for future success. We will be here to guide and support you both in the classroom and in co-curricular activities so that you may reach your potential as a person.

This hand book should be used as a resource for you. It would be a valuable use of time to review it with your parents. If you have any questions about particular rules or procedures this is a good starting point. Just remember, it is not an all-inclusive list of district policies.

How successful you are this school year will be up to you. I feel there are three keys to your success. First, you need to come to school on time and on a regular basis. Second, you need to put in an honest effort in everything that you are a part of. Third, you need to respect yourself and others at all times. I wish you luck and look forward to getting to know you. Have a great school year.

Matthew P. Gilbert  
Principal

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**MSAD # 36 Vision Statement**

All citizens of MSAD #36 will work together to provide an environment where:

- Learning occurs in a comfortable, safe, clean, and attractive environment.
- Learning occurs where educators, parents, and students support and respect one another, and where acceptance of all people is encouraged.
- Learning is personalized, exciting, and fun.
- Learning is an active process that depends on full participation by educators, parents, students, and other members of the community.
- Learning is both an individual and cooperative venture.
- Learning is challenging, and it prepares students for a challenging world.
- Learning includes real tasks, and it is documented and assessed in a variety of ways.
- Learning is valued for the power it has to change lives.
- Learning is celebrated by educators, parents, students, and community.

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**2003-2004 School Calendar**

|  |                           |
|--|---------------------------|
| Labor Day                                  | September 1, 2003         |
| Teacher In-Service                         | September 2, 2003         |
| First Day of Classes                       | September 3, 2003         |
| Columbus Day                               | October 13, 2003          |
| In-Service Day                             | November 10, 2003         |
| Veteran's Day                              | November 11, 2003         |
| In-Service Day                             | November 24, 2003         |
| In-Service Day                             | November 25, 2003         |
| Thanksgiving Recess                        | November 26, 27, 28, 2003 |
| In-Service Day                             | December 22, 2003         |
| Christmas Break                            | December 23-31, 2003      |
| New Years' Day                             | January 1, 2004           |
| Christmas Break (Cont'd)                   | January 2, 2004           |
| Martin Luther King Day                     | January 19, 2004          |
| February Vacation                          | February 16-20, 2004      |
| In-Service Day                             | March 26, 2004            |
| April Vacation                             | April 19-23, 2004         |
| Memorial Day                               | May 31, 2004              |
| Last Student Day (includes two storm days) | June 18, 2004             |

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**Ranking Period Dates**

|                                |                          |
|--------------------------------|--------------------------|
| First Quarter Begins and Ends  | September 3 - October 31 |
| Progress Reports Out           | Week of September 29     |
| Second Quarter Begins and Ends | November 3 - January 23  |
| Progress Reports Out           | Week of December 8       |
| Third Quarter Begins and Ends  | January 26- April 2      |
| Progress Reports Out           | Week of March 1          |
| Fourth Quarter Begins and Ends | April 5 - June 18        |
| Progress Reports Out           | Week of May 10           |

**Accident & Accident Report**

Any accident in the school building, on the school grounds, on school transportation, or at any school activity - home or away - must be reported immediately to the person in charge.

**Advisor-Advisee Program**

The purpose of the advisor-advisee program is to ensure that every student has one adult who: knows the student well personally and academically, is continuously engaged with the student and parent(s), and monitors academic progress. Basically the advisor's role is to keep the student on track in school. Occasionally, advisors plan group activities or outings that build unity and self-esteem. If parents have questions or concerns, the advisor is a person to contact, along with classroom teachers and administration.

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**Affirmative Action**

It is the policy of MSAD #36 not to discriminate in its educational programs, activities, or employment practices on the basis of race, language, sex, age, or handicapped condition under the provisions of Title VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act, and Education of Handicapped Children's Act of 1976.

When an individual employee or student feels there has been discrimination, he/she may file a written grievance through the Affirmative Action Officer, Vicky Thayer-Adams. Confirmed violations will be subject to disciplinary actions as prescribed in school committee policy. Complaints may also be submitted to the attorney general.

**Assemblies**

Assemblies are regularly scheduled and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet and booing are discourteous. Yelling is only appropriate at pep rallies.

The following procedures will be used for all assemblies: (1) students will be dismissed by grade level to report to the assembly area; (2) students will proceed in an orderly manner and sit in a designated area; (3) when the chairperson of the assembly asks for your attention, give it to him/her immediately; (4) applause should be generous and courteous and in keeping with the occasion; (5) students are expected to remain seated during the entire assembly; (6) students shall be dismissed from the assembly by class.

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### **Attendance**

Regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s), and school personnel. The student who is frequently absent misses social interaction, class instruction, and class discussion, even though written work is made up.

LFMS expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children. Under State of Maine law, the only legitimate excuses for absence that a school may accept are

- personal illness
- appointments with health officials that cannot be scheduled outside of regular school hours
- observance of recognized religious holidays
- emergency family situations
- planned absences for personal or educational reasons which have been **pre-approved** by the principal

When an absence is necessary, the parent or guardian is expected to call the school on the day the student is absent. If the parent guardian is unable to call, the student is expected to call the school promptly. In this instance the student is expected to present a note from the parent/guardian confirming the reason for absence to the office upon his/her return to school.

### **Channel One**

Channel One news will be broadcast in a classroom setting on at least 90% of the days it is broadcast and school is in session. This program is created exclusively for students to encourage critical thinking and ensure age-appropriate content. Students will be able to view breaking news from around the world delivered daily and programming that will enhance our curriculum.

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### **Cheating & Plagiarism**

Students are expected to do their own schoolwork thereby gaining the maximum benefit of their educational experience. Cheating includes, but is not limited to: (1) plagiarism...the unauthorized use of language or ideas of another, representing them as one's own; it makes no difference if you put someone else's words into your own. **You must give the author credit.** (2) allowing someone to copy your schoolwork (e.g. homework) and use it for one's own; (3) having improper access to answers before or during an examination; (4) copying from another's work, examination, or quiz; (5) concealing information to aid one during an examination.

In the event that a student is caught or suspected of cheating or if a student supplies information in aiding a student to cheat, the following will occur: a zero grade for the assignment, parental notification by the teacher, a student conference with administration, and a minimum of three days' detention for the first offense.

### **Co-Curricular Activities**

Some of the most memorable and valuable experiences you will have at LFMS will be as a result of participation in co-curricular activities.

It is a privilege for a student to participate in co-curricular activities. Participation is also voluntary, not a requirement; therefore, extra time and effort are required of those who participate. Since the reputation of a school program is often judged by the co-curricular program and its participants, high standards must be maintained.

Students participating in co-curricular activities must have an up-to-date physical and they also must maintain regular attendance at school. Anyone absent, tardy, or dismissed on that day cannot participate without requesting permission to participate from the principal or his/her designee.

Any transportation required will be supplied by MSAD #36 and under no circumstances will a student be allowed to be transported to or from any out of district trips by anyone else without the written permission

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of the principal.

To be eligible to participate in a co-curricular activity, a student must have an up-to date physical and have passed four subjects during the previous quarter. If a student fails one or more courses during a quarter, but is still passing four, he/she must have an accumulative average of 80 to participate in co-curricular activities.

At progress report time, a student judged ineligible at the start of the quarter will become eligible if the student is passing **all** subjects. Conversely, a student who is failing one or more courses at progress report time and does not have an accumulative average of 80 will be deemed ineligible for the remainder of the quarter. We do not round off numbers; the average must be 80 or better.

### **Code of Conduct**

Students are expected to conform to reasonable standards of socially acceptable behavior. Respect the rights, person, and property of others. Preserve the degree of order necessary to the educational program in which they are engaged. The handbook also warns students that illegal or unlawful conduct at school could result in suspension and/or expulsion. Good behavior is expected of all students at Livermore Falls Middle School. It is the responsibility of all students and staff to maintain an effective learning atmosphere in the school. All students have the right to an education, but they do not have the right to disrupt the education of someone else.

All of the rules in these sections apply on or off school grounds when school activities are involved or when the incident is apt to have a direct effect upon the school. Rules of conduct include, but are not limited to:

1. Move quickly from class to class; do not run or shout.
2. After arriving on school property, students may not leave the building or grounds without the permission of the school administrator.

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3. Possession of any item which disrupts normal school routine is prohibited. The items will be confiscated and either disposed of or returned to the student's parent/guardian. Students found in possession of such items will face disciplinary action.
4. Fighting or use of abusive language or obscene language will not be tolerated.
5. There will be no unauthorized use of a teacher's or student's belongings.
6. CD players, radios, etc. are not acceptable for use in school.
7. Cell phones, although a wonderful invention, have no place in school during the school day. Out of respect for teachers and other students, cell phones should be locked in student lockers.
8. Public displays of affection, often termed as PDA are not permitted (i.e. kissing, hugging, etc.).
9. There are to be no backpacks in the hallways or classrooms during school hours unless the student is going to and from physical education.
10. No food, drink, or any open containers will be allowed in the library/media center or gymnasium.

**Disciplinary Actions**

When students choose to misbehave, the administration and faculty at Livermore Falls Middle School reserve the right to enforce consequences. We will be working from a progressive discipline model. Consequences include, but are not limited to teacher detentions, office detentions, Saturday detentions, campus clean up, parent conferences, behavior contracts, long and short term suspensions, and recommendations for expulsions.

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**Teacher Detention**

Teacher detention may be held before school, after school, or during lunch time. Each teacher will attempt to notify parents of the student assigned detention by telephone or in writing. Since there is a late bus and students who have detention are allowed to ride on this bus, a twenty-four (24) hour notice is not necessary. If there is a problem with keeping a student on the same day as the infraction, it is incumbent on the parent to notify the school **before** any detention is assigned.

**Office Detention**

Office Detention is held from 2:15 p.m. to 2:55 p.m. daily. Students are expected to abide by the following rules: (1) students are to be seated immediately; (2) students should bring enough work for the entire time; (3) students who are tardy will not be admitted and students who are dismissed for disciplinary reasons will be assigned a Saturday detention; (4) talking, food, beverages, tape players, radios, CD's, electronic games, etc. are not permitted.

**Saturday Detention**

Saturday detention will be a quiet study from 8:00 a.m. to 12:00 p.m. with a short break at 10:00 a.m. for bathroom privileges. No student will be allowed to enter after 8:00 without a valid excuse. Students will be excused from Saturday detention for circumstances deemed extenuating by the principal. If a student is assigned a Saturday detention, the student will not be allowed to participate in any school sponsored activity during the Saturday detention time. Students who fail to attend, who are tardy without a valid excuse, or who are released due to disciplinary problems will be suspended from school for three (3) days and the Saturday detention will be reassigned.

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**Suspension**

Students who are in violation of school policy may be suspended from school for a period of time not to exceed ten days per infraction. No student under suspension is permitted to participate in any school activity and will not be allowed on school grounds. Arrangements will be made through the guidance office for make-up work. No suspended student may receive a grade higher than sixty-five (65) for any work completed. If a student is found to be on school grounds during suspension, additional days of suspension and/or other consequences will be assigned. Prior to a student's re-entry to school from suspension the student must make arrangements to meet with the principal. There may be times that the parents of the student may be requested to be present at this meeting.

**Discipline Ladder**

The primary responsibility for student discipline rests with the classroom teacher; however, if the student is referred to the office because of an incident which originated in the classroom due to the student's disruptive behavior, the following procedures will be used:

**OCCURRENCE**

**CONSEQUENCE**

|   |   |       |
|---|---|-------|
| . | Step 1  | Three |
| . | (3) night's office detention  |       |
| . | Step 2  | Three |
| . | (3) night's office detention  |       |
| . | Step 3  |       |
| . | Saturday detention (8:00 a.m. - 12:00 p.m.). Guidance referral and parent meeting with teachers |       |
| . | Step 4  | Two   |
| . | (2) Saturday detentions   |       |

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|   |   |       |
|---|---|-------|
| . | Step 5  | Three |
|   | (3) days suspension from school.<br>Referral to social worker (if<br>available) and parent meeting. |       |
| . | Step 6  | Five  |
|   | (5) days suspension from school.<br>Parent and student meet with the<br>superintendent.             |       |
| . | Step 7  | Ten   |
|   | (10) days suspension from school.<br>Referral to the school board.                                  |       |

Use or possession of a weapon, including a jackknife, or an item used as a weapon on school property will result in immediate suspension and an expulsion hearing.

If a student is sent to the office from a classroom more than once in one day, he/she will be sent home immediately and will move one (1) step up on the discipline ladder.

A student will move back one (1) step on the discipline ladder for each five (5) week period of good behavior (not sent to the office for any disciplinary action).

If teacher detentions are skipped, it will be dealt with as follows:

1. The teacher will double the detention and if either of those is skipped, the student will be referred to the office for Step 1.
2. If an office detention is skipped, it will be doubled; if either of those is skipped, the student will be given a Saturday detention.
3. If a student continually skips detention he/she will be sent home until the student begins to serve the detention.
4. If a Saturday detention is skipped, a three (3) day suspension from school will occur and the Saturday detention will be reassigned

Major school offenses will be dealt with on an individual basis but never at less than Step three of the discipline ladder. Major school offenses

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include but are not limited to:

- Fighting
- Vandalism
- Extreme disrespect to staff
- Any activity that is dangerous to others
- Sexual, ethnic, religious or other harassment
- Stealing

**Complaint or Concern**

If a student or parent has a concern about a school policy or an employee, the following steps should be taken in order to resolve the problem as quickly as possible.

- 1 Contact the person with whom you have a concern/complaint to discuss all sides of the issue
- 2 If a problem still exists, contact the principal
- 3 If still unresolved, contact the superintendent
- 4 Finally, if unresolved, ask the superintendent to place the concern/complaint on the following month's Board agenda for further discussion

**Dance Regulations**

Only Livermore Falls Middle School students and their guests may attend LFMS dances. A guest is defined as a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grader attending another school. There will be a guest sign-up sheet in the office.

All guests and the students responsible must be registered by the close of school the Wednesday before the dance. The administration and advisor reserve the right to approve or disapprove of any guests. All regular dances will begin at 7:00 p.m. and end no later than 9:00 p.m. No one will

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be admitted to the dance after 7:30 p.m. without a note from the principal or his/her designee. No one may leave the dance and then re-enter. Once a person leaves the building, he/she will not be re-admitted. Any student who has been sent to the office for disciplinary reasons the week of the dance will not be allowed to attend the dance. All dances must have a minimum of four chaperons plus the activity advisor. Students are responsible for providing their own transportation to and from dances.

**Dissection**

MSAD #36 believes that dissection is an important part of the study of biology; it allows students to compare both external and internal anatomical features. We do not believe that alternatives to dissection are as valuable to the student as participating in the dissection process. An effort will be made to make the laboratory experiences as non-threatening as possible.

If a student requests to be excused from the dissection process, he/she will be asked to look on with another student and to assist with any written work required. (All dissections are done in groups of at least two students.) If the student is still uncomfortable about the dissection, the instructor will try to find and provide alternative activities for that student.

**Dress Code**

Students should dress in a comfortable manner which reflects well on both the student and the school. Clothing should be clean, safe, and should be conducive to the learning atmosphere of the school. Examples of inappropriate dress are (1) clothing which shows bare stomachs or backs, and clothing too loose under the arms (i.e. muscle shirts) ; (2) short skirts or short shorts; (3) excessively ripped or torn clothing; (4) clothing that has questionable messages; (5) hats, caps, or other headgear including headbands, bandanas; (6) pajamas; (7) tank tops or (8) any clothing which shows undergarments. Students with inappropriate dress will be asked to change immediately.

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**Drug and Alcohol Use**

The school board and staff of MSAD #36 support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, law enforcement, and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well-being of students, we endorse a three-pronged approach to address the issue of drug and alcohol use: prevention/education, discipline, and intervention.

**Prohibited Conduct**

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, or any look-alike substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

**Disciplinary Action**

Student(s) who violate this policy will be suspended for a period of ten (10) days and the student(s) may be referred to the superintendent for an expulsion hearing. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

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**Prevention/Education**

The District will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs will teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social, and health consequences of drug and alcohol abuse.

**Intervention**

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

**Elevator Use**

The elevator is to be used only by those students who are physically unable to use the stairways. Only those students who have an elevator pass issued by the office may use the elevator. No other students are allowed usage unless a pass has been issued by the office.

**Family Education Rights and Privacy Act**

During the year, M.S.A.D. #36 may release information relating to students and their activities. Such information will be in the category of Directory Information as determined by the District and permitted in the Family Education Rights and Privacy Act of 1974. Parents of students, may refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.

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Such refusal must be stated in writing to the Principal of the school within two weeks of the distribution of each handbook.

The following categories are permitted as Directory Information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information, including pictures and photographs for news releases.

As a parent or eligible guardian, you have the right, upon a written request to:

- Receive a list of the types and locations of educational records
- Inspect and review any of your child's records
- Receive copies of the records for a minimal duplication cost
- Have someone at your child's school explain or interpret any item in your child's record that you do not understand
- Have a person of your choosing inspect and review the records
- Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights
- Request an administrative review on the issue if the district refuses to make an amendment
- Receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request. However, a permanent record of a student's name, address, phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed shall be maintained without time limitation
- Transfer of educational records: Educational records must be sent to the school administrative unit to which the

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student applies for transfer. Section 99.31 of the Family Educational Rights and privacy Act allows for the disclosure of educational records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

### **Fire Drills**

A fire drill evacuation sign is posted in each room. Students are expected to familiarize themselves with proper exits in each of their classrooms. The teacher in each classroom will give instructions on proper evacuation procedures. Students will evacuate the building in a **quick, quiet, and orderly** fashion. Running and loud disturbances will not be tolerated. All driveways, roads, and parking areas are to be kept clear of any obstructions so that emergency vehicles may move freely.

### **Fund Raising**

Any school organization wishing to raise funds must obtain the permission of its advisor and principal. All monies raised are considered public monies and shall be deposited into an account by the school on the behalf of the respective club, organization, or class.

### **Grading System**

At Livermore Falls Middle School, grades and comments are meant to reflect student achievement and accomplishments. In order to accomplish this, grades will be determined using tests, projects, quizzes, written assignments, etc. and will be reflected in a 65 - 100 grading system.

Only numerical grades will be issued to determine the honor roll. All grades will have to be eighty (80) or above for a student to achieve honor roll status. Grades of ninety (90) or above will constitute a student's making high honors. To be considered for honor roll status, a student must

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have no “incomplete” on the card. ALL COURSES count toward honor roll status.

### **Harassment**

The LFMS administration recognizes the right of each student to be in an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. In order to insure such an atmosphere, students must not harass other students, where harassment is based upon race, color, sex, religion, age, national origin, or handicap. Acts of this nature are not only a violation of the school policy, but they are also illegal under state and federal laws.

Examples of prohibited behavior:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Offensive jokes
- Ridicule, slurs, derogatory action or remarks

### **Hazing**

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school." It is the policy of Livermore Falls Middle School that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school

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department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with MSAD #36 School District who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In case of an organization affiliated with the MSAD #36 School District which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools.

### **Homework Hero**

Many teachers are providing homework assignments on the Internet. To access the site, type in [www.sad36.org](http://www.sad36.org) and click on LFMS. Click on Homework Hero and the teacher's name. Daily and weekly assignments may be viewed.

### **Homework Hotline**

The homework hotline is a service to help parents and students know what the current homework assignment is. To access the hotline, dial the school (897-2121), when given the menu choices press "3", then dial "1" and the teacher's room number. If in doubt about the room number either ask your child or seek the web site ([www.sad36.org](http://www.sad36.org)) which has the teacher directory.

### **Lockers**

Lockers will be assigned within the first few weeks of school. The lockers are the property of the school, and the school reserves the right to inspect the lockers at any time. Students are responsible for the items in

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the lockers, and the school will accept no responsibility for items missing from lockers; therefore, lockers should be kept locked at all times. Any student may obtain a lock from the office. If the lock is not returned at the end of the school year, the student shall be billed \$5.00. Students may only use school locks; no personal locks will be allowed.

**Lost and Found**

All articles that are found should be turned in to the office where the owner may identify and recover the lost article. Each article that is lost is important to someone; please do not keep it or give it to someone who is not the owner.

**Lunch**

There are three (3) lunch periods. Students are expected to file to the cafeteria in an orderly fashion, as there are classes in progress during this period. Each student is expected to pick up his/her debris and dishes and put them in the proper receptacles. Students are to remain in the cafeteria during the entire lunch period unless they are given permission to be elsewhere.

**Medication**

Whenever possible, students should try to arrange to take all medication at home. Medicines are defined as “all medications prescribed by a physician/dentist for a particular student.”

If it is not possible to take all medicines at home and the student must take them during the school day, the following steps must be adhered to:

- Medication is to be administered by the school nurse when possible. If the nurse is not available, the principal or his/her designee(s) may administer the medication..
- Students are not permitted to carry and self-administer medicines.

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The only exception will be inhalers that are prescribed by a physician. Students are not allowed to carry non- prescription drugs.

- The parent will provide a signed request and informed consent for the administration of medicine by the school nurse and unlicensed personnel. The school nurse will review the request form for all necessary information.
- In the case of prescribed medication, written information, orders and signature of the prescribing physician/dentist will be required.
- If the dosage or frequency of medication given is to be changed, a new request form must be completed and the process repeated.
- All medications must be brought to the school by the parent/guardian in the original container. In the case of prescription drugs, medication will be appropriately labeled by the pharmacy or physician and contain no more than the amount of medication necessary to comply with the prescription.
- Parents/guardians are invited to come to the school to directly medicate their pupils if they choose to do so.

If you do not adhere to these rules in regards to medications, it will be viewed as a violation of the Drug/Alcohol policy.

### **Pledge of Allegiance**

The Pledge of Allegiance will be conducted each morning. All students are expected to stand and join in the recitation.

### **Progress Reports**

Progress reports are issued at the midpoint of each quarter and should reflect student performance to date. They are not part of the student's permanent record. All progress reports must be signed by a parent/guardian and returned by the required due date.

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### **Report Cards**

Report cards are given out every nine weeks to notify parents of their student's progress. Our report cards provide room for academic grades, effort evaluation, and general teacher remarks.

### **Storm Days**

In the event of school closing due to hazardous conditions, notification will be broadcast on these local radio and television stations: WKTJ 99.3 FM, WBLM 102.9, WABK 104.3 FM; WCSH Channel 6, WMTW Channel 8, and WGME Channel 13.

### **Student Planners**

As part of our school's commitment to help maximize school effectiveness, we have supplied each student with a Planner. This is a notebook which is set up in a calendar format with a place for writing assignments, important numbers, school passes, educational facts, study hints and skills. We encourage you to use the agenda to set goals, improve organization, and chart academic progress.

### **Student Visitors**

Since all visitors must report to the office and sign in, so must student guests. A student host or hostess must obtain prior approval from the principal to bring a student guest to school.

### **Substitutes**

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A

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substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and as considerate as you would be to your regular teacher.

### **Telephones**

School telephones are business phones and are not to be used by the students except to call parents/guardians in an emergency. Incoming calls for students will not be accepted unless a parent/guardian has an important message they wish to be delivered to the student. The phones in the teachers' rooms are for teacher use only.

### **Textbooks**

Students are required to cover each textbook and fill out the identification form provided inside the cover of the text. When a textbook is lost, the teacher should be immediately notified by the student. Damaged school property or lost texts will be charged to the student responsible.

### **Tobacco Use or Possession**

Possession, sale, dispensing, distribution, or use of tobacco products by students on district property, at school activities, or on district transportation is prohibited at all times.

First offense will result in confiscation of tobacco products, police incident report filed, parental contact, and a three (3) day suspension. The student will be referred to the Student Assistance Team and will be provided with resources for available cessation programs.

Second offense will result in confiscation of tobacco products, police incident report filed, parental contact, and a five (5) day suspension. The student will again be referred to the Student Assistance Team and be provided with resources for available cessation programs which he/she

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must now attend.

Third offense will result in confiscation of tobacco products, police incident report filed, parental contact, and a ten (10) day suspension. The student will meet with the superintendent.

**Visitors**

Visits to our school by parents, legal guardians, and members of the community are welcome. In order to avoid interruption of ongoing educational activities and in an effort to promote student and employee safety, all visitors are required to report to the main office and to sign in. If a visitor intends to enter the classroom areas he/she must wear a visitor's badge. Visitors without passes will be asked to report to the office to obtain one.

Anyone picking up a child during or at the end of the school day will sign in and wait in the designated area. Our intention is not to seem uninviting. It is to insure the safety of our students and staff.

**Web Site**

Livermore Falls Middle School has a web site which should afford parents, students, and citizens easy access to information about our school. Our home page will list the lunch menu, upcoming events, a staff directory, and many other features. Our address is **[www.sad36.org](http://www.sad36.org)**

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PLEASE COMPLETE AND RETURN TO YOUR CHILD'S TEACHER  
AS SOON AS POSSIBLE

**Verification of Receipt**

M.S.A.D. #36 Student's Handbook

I have received the MSAD #36 students' school handbook. I understand that it is my responsibility to read and discuss this handbook with my child.

Student's Name: \_\_\_\_\_ Grade/Teacher:  
\_\_\_\_\_

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

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**PERMISSION FOR PHOTOGRAPHING AND PRESS RELEASE**

Throughout the school year, students have the opportunity to be photographed and video taped for news articles, class and school projects, and special events.

I give my permission for my child to be photographed and video taped for the purpose of publication in news articles, newsletters, public access, web pages, class and school projects.

Student's Name: \_\_\_\_\_

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

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**Policies and procedures outlined and described in this handbook may be amended by the M.S.A.D. #36 School Board or school administration at any time.**