



2016-2017 LMS HANDBOOK

Our mission: Empowering all students to grow as lifelong learners and engage as 21st century citizens.

The purpose of this handbook is to acquaint students and their parents with the basic protocols and expectations for students at LMS. While this handbook addresses many situations commonly encountered in our school, it can by no means predict them all and will serve as a general guide. It is updated annually, but is continually subject to change without notice as we address new situations, which may arise. We hope that you find this guide useful as you become better accustomed to the operations of LMS. In the unlikely event that there is a conflict between school board policy and the contents of this handbook, school board policy will govern the situation.

RSU #34 2015-2016 School Committee

James Dill, Chairperson

Donna Conary

Brooke Gardner

Howard A. Jack

Lee Jackson

John Milligan

Stephanie Phillips

Laura Sanborn

David Wollstadt

Superintendent of Schools: David Walker

Schedule 2016-2017

7:50-8:00	Lockers/Ready for the day-10m		
8:00-8:03	Announcements-3m		
8:03-8:33	R/W/T/Breakfast-30m	<p>EVERY DAY STUDENTS WILL HAVE:</p> <ul style="list-style-type: none"> * A READ WRITE THINK BLOCK with one day Community Building Circles. *A MATH Block *A Computation Block *A daily Block of ELA Workshop *A Block of Science and/or Social Studies *A Block of Universal Arts: PE, Health, STEM, and Odyssey Quest. *Band Time is 45 minutes <p>*Academic Focus: 1st Lunch/Recess---30m 2nd Lunch/Recess---30m</p>	
8:35-9:40	Math—65m		
9:42-10:50	8th Grade UA / 6th & 7th Grade Academic Block---68m		
10:50-11:05	LUNCH SET-UP, BAND BEGINS, Recess #1---15m		
11:05-11:25	Lunch #1---20m		
11:25-11:35	Set-up Lunch #2---10m		
11:20-11:35	Recess #2---15m		
11:35-11:55	Lunch #2—20m		
11:55-12:15	Computation Time/Lunch Clean up---20m		
12:17-1:25	7th Grade UA / 6th & 8th Grade Academic Block ---68m		
1:27-2:35	6th Grade UA / 7th & 8th Grade Academic Block —68m		
2:35	Bus Students Dismissed		
2:40	Walkers Dismissed		

General Information

Colors: Green and White

School Emblem: Coyote

Leadership Groups: Student Council, Civil Rights, and Builders Club

Website: <http://www.rsu34.org/Schools/LMS/default.html>

Arrival/Departure: All vehicles must enter the upper driveway and proceed to the right lane to the drop off area by the gym. Left lane is for vehicles driving through. *No drop-offs are allowed on Oak Street.* Vehicles must exit from the lower driveway. Students should not arrive before 7:30 AM.

Start/End Of The School Day: Students should not arrive at school any sooner than 7:30 AM. Until 7:50 AM students should wait in the designated area until the signal is given to enter the building. In good weather, students will report to the lower basketball court area before school. On rainy, snowy or cold days students will report to the gym and gym lobby area prior to school. Students must enter the building in the morning at the gym doors. At 7:50AM, students will report to their lockers and must be in homeroom by the 8:00 AM bell. **A student entering late, whether excused or not, must use the front door and report directly to the office for a pass.** Students are to leave the building immediately upon completing their daily requirements. Once clear of the building, students are not to re-enter without permission. During the school day, students may leave with a parent or designated guardian. On a side note, for games, dances and concerts, students who attend these events may not re-enter the building once they have left.

Bikes etc.: Once students enter the parking lot, it is required that they walk their bicycles, skateboards, scooters, etc., while on school property. During weekends and when no sporting activity is going on after school, students can ride their means of transportation on school property. At no time is a student to ride their vehicle while in the school building. **ANY MOTORIZED VEHICLE USE IS NOT ENCOURAGED AND REQUIRES WRITTEN PERMISSION FROM THE OFFICE.**

Assemblies: Assemblies are held from time to time during school hours. The audience is determined by the nature of the assembly and at the discretion of the faculty. □ A final school-wide academic awards assembly will be held to recognize student achievements and important contributions to our school.

Attendance Policy: Presence is one of the essential habits of citizenship at LMS. In order to achieve the yearly progress of Leonard Middle School's attendance standards set by the state of Maine, each student's daily attendance is recorded by trimester. The following classification will appear on a student's report card:

Exceeds: Students who have missed 0-2 days in a trimester. □

Meets: Student who have only missed 3-5 days during a trimester.

Partially Meets: Students who miss 6-11, days during a trimester.

Does Not Meet: Students who miss 12 or more days during a trimester.

Compulsory Education Law states that excused school absence/tardiness are as follows: illness, medical appointment, religious holiday, family trip or personal emergency. Parents must notify the school of any absence by calling 827-3900, ext. 302 or sending in a written note. If a parent does not notify the school of the absence and the reason, then that absence is considered unexcused. A student who accumulates unexcused absences is considered truant. Truancy is against the law and a parent of a truant child is subject to fines,

compulsory parenting classes and/or community service. Please help us and to maintain high standards for attendance and let us know when your child is absent.

Planned absences should be reported to the office as soon as possible so assignments can be gathered from your child's teachers. While we understand that some planned absences are unavoidable, we do encourage families to take advantage of the scheduled school breaks to plan family vacations.

Chronic absence and tardiness (truancy) will seriously affect a child's educational growth and depending on the circumstances could result in disciplinary consequences. If concerns arise, administration will request a meeting with the student and his/her parent(s). Plans will be made at the meeting to eliminate truancy and reduce the chronic absence/tardiness. If these plans do not correct the poor attendance at school, the administration will involve local law enforcement authorities.

Students who are truant will be required to make up the time they miss from school, either after school, and/or summer school.

Classes: Classes begin immediately after morning announcements and breakfast. It is expected that all classes will remain focused and students demonstrate self-control during the entire period. **Should a student need to visit or stop in the restrooms they must first ask for teacher permission and sign-out.** Students who report late to class may be referred to the office.

Collections: The following policy on collections, solicitations, and school pictures will be in effect: Solicitations of any kind within the school are strictly forbidden. This includes drives, sales, and collections by any outside group or agency. The only exception to this policy will be by prior approval of the principal. This includes an activity conducted within the school by a recognized school organization. The only photographs allowable under this policy will be those arranged for publication in the annual issue of the Yearbook, and those duly authorized by the principal.

Dress Code: The LMS dress code is an important rule that supports student's citizenship. Your cooperation and support of these expected behaviors are greatly appreciated. Here is a checklist for your student when getting ready for school.

1. Keep it clean; both your clothes and messaging. Slogans or pictures that depict cigarette, alcohol, violent or vulgar pictures and language on clothes are not permitted.
2. Wear clothing that is comfortable so you don't have to adjust or pull to keep in place. Students who opt to wear shorts, skirts or dresses must ensure the length is at the fingertip or mid-thigh level.
3. Do keep what's private, private. Clothing must fully cover one's body and undergarments. Belly shirts and muscle shirts are not allowed.
4. Do wash regularly and stay away from strong fragrances. Fragrances like AXE or perfumes can cause severe allergic reactions that make it difficult for others to breathe. This is a safety issue for students and staff.
5. Do take off hats and hoods upon entering the building.

The school reserves the right to ask students to change if it is deemed their clothing is inappropriate. A conference with parents may be necessary.

Electronic Devices: Cell phones, portable music devices, video games etc., should be off and cannot be used during school hours unless given permission by a staff member. The school is not responsible for theft, loss, or damage to any of these items if brought to school. Laser pointers should not be brought to school.

Cell Phone Use Guidelines: Cell phones cannot be used during school hours unless given permission by a staff member. The school is not responsible for theft, loss, or damage to any cell phone brought to school. If a cell phone is used without permission during the school day the following will take place:

1st Time: Phone turned off, brought to the office and student picks it up at the end of the day.

2nd Time: Phone turned off, brought to the office, call home, and parent picks it up at the end of the day.

3rd Time: Student no longer has permission to have a phone at school.

Gambling And Games Of Chance: Gambling/games of chance in school are strictly forbidden.

Guidance: LMS has a full-time School Counselor who is available for consultation. An open door policy assures that all students can access support with their social, emotional and academic goals.

Gum Chewing: Gum chewing in school is at the discretion of all classroom teachers.

Illness At School: Whenever a student is ill at school, he/she should report to the office. The school nurse is available daily. If the nurse is not available, a clinic is available where a student may rest for a brief period. No student will be dismissed from school unless school officials have confirmed with a parent, or other responsible adult acting in behalf of the parent that the student has permission to leave the building.

Lockers: Students are assigned a hall locker. These lockers are not equipped with a lock; however, if students want to secure their lockers, they may rent a school padlock for a \$5.00. The fee is returned at the end of the year when the student returns the lock. Students are urged to keep all their books and valuables in their lockers. Keeping the outside of the lockers clean of posters, stickers, etc is required, but decorating and/or personalizing the inside of the locker is acceptable. Physical Education clothes and sneakers should be labeled with permanent marker. The school will not accept the responsibility for lost or stolen items. All lockers must be kept closed when not in use. The school administration reserves the right to inspect student lockers in order to protect the health, welfare, and safety of pupils.

Breakfast: All students will have an opportunity to receive, purchase, or bring in their own breakfast to be eaten in their homeroom after announcements. Homeroom student helpers will help gather and distribute breakfast from the kitchen and all students will assist in clean-up.

Lunch: All students will be required to remain at school during lunch. A hot lunch program is operated for those who wish to purchase a meal. Certain students who qualify may be provided a reduced rate or free lunch upon approval of application. Students who prefer may bring their lunch from home. Milk and water will be sold in the cafeteria. In addition, there is a vending machine available to purchase juice or flavored water. Students are expected to conduct themselves properly. It is necessary to leave the area as neat and clean as you would hope to find it. **LEONARD MIDDLE SCHOOL IS A PEANUT-AWARE SCHOOL.** As such we have designated table for students who have brought nut products to eat in the cafeteria.

Medication: Students who must take prescription or nonprescription medication at school are required to have a form on file documenting parental permission. These forms are sent home the first day of school and are also available at the office. A form must be signed by a parent/guardian and returned to the office at the time the medication is brought to school. *Parents are required to bring their child's medication to the office rather than sending it with the child.* Students will take medication only under the direct supervision of office personnel; all medication must be stored in the office unless other arrangements are made with school

officials. Whenever possible, parents should arrange the child's medication schedule so that all medication may be taken at home.

No School Signal: An announcement of the suspension of school will be made over the local radio and TV stations in addition to our One Call Now alert system. A call to the Office of the Superintendent of Schools can confirm that school is not in session. The RSU 34 website will also have school cancellations posted.

Phone Use: Guidelines for **emergency** use of school phones: Students may use the office phone for the following reasons: a) illness, b) school schedule changes, c) parental requests, d) teacher requests, e) any other extenuating circumstance that could not be avoided.

Guidelines for **non-emergency** phone use:

a) Student's non-emergency phone use will be monitored. Non-emergency phone use refers to those phone calls that could have been avoided through proper planning and organization (e.g., the student forgot his/her gym clothes and wants to call home.) Also student use of the phones for recreational planning is prohibited.

b) Students need to ask their teacher for permission to use the phone. If granted, the teacher will issue a pass to go to the office or allow the student to use the phone in the room. Cell phone use can also be granted by any staff member.

c) Students will use a computer sign in procedure before using the phone. This will help keep track of **non-emergency** phone use.

f) After 2:35 p.m. phone use will be at the discretion of supervisory staff.

Visitors: To ensure our students' safety, our main entrance is locked. We have a buzzer system to screen all visitors. Visitors may be required to display a form of photo identification before they are granted entry. *All visitors will report to the school office upon entering the building in order to be guided to the appropriate place or class and to receive a visitor's badge.*

Volunteers: We invite parents to visit the school by appointment when classes are in session and to have them become active supporters of our activity and athletic programs. Our LMS parent group meets monthly and is open to all.

Student Early Pick-Up: Unless communicated by the parents, no student will be released during school hours to anyone that is not on a student's Infinite Campus emergency contact list.

Academic Information

Academic Standards: LMS is standards based school. Curriculum is based on national and state standards derived from the following:

Common Core: <http://www.corestandards.org/>

Maine Learning Results: www.maine.gov/education

Next Generation Science Standards: <http://www.nextgenscience.org/>

Detention/Intervention: School is in session until 2:35 PM. Those students remaining after 2:35 PM for make-up work and detention are expected to remain in a classroom and to conduct themselves as if classes

were in session. They are to leave the building immediately upon completion of the work or detention. Cell Phones will be off during this time. Detentions may last from 30 to 90 minutes, which will be relayed to parents before it is served.

24-Hour, Detention & Intervention Notice: All students will be given a day's warning when it becomes necessary to remain for detention or academic intervention. **After the student is warned, he/she must stay the next day and furnish his/hers own transportation home or ride the late bus if it is operating on that day.** Parents can waive the 24-hour notice and make plans for the student to stay after school on the day he/she receives a detention. If a student feels he/she cannot stay because of transportation problems, he/she needs to let the teacher know. The office, will then contact the home to clarify the situation. If students do not show up for their detention/intervention the student will then be referred to the office.

LMS Books and Technology: A detailed explanation of RSU #34 Technology Policies can be found at <http://www.rsu34.org/Policies/default.htm> , under [INJDB and INJDB-R](#).

LMS [Technology Use Guidelines](http://www.rsu34.org/Schools/LMS/Technology/Tech.htm) can be found on our website at, <http://www.rsu34.org/Schools/LMS/Technology/Tech.htm>

Subject area books, single unit soft cover books, reading books and some supplies are provided to all students by RSU #34. Students have a responsibility to care for these materials and see that they are not damaged in any way. A periodic inspection of books and technology devices will be held. The office will bill any student that damages or loses his/her books/equipment to cover the replacement cost.

Proficiency Levels: To give parents a better representation of students' progress in each content area we use the following reporting categories:

Exceeds the Standard (ES) - The student exceeds this standard by consistently demonstrating an advanced level of mastery and ability to apply knowledge at a higher level.

Meets the Standard (MS) - The student is independently achieving the expectations of this standard.

Partially Meets the Standard (PM) - The student is developing an understanding, but does not fully meet the expectations of this standard.

Does Not Meet the Standard (DM) - The student is showing minimal progress toward meeting the expectations of this standard or has demonstrated limited evidence of understanding the standard.

Honor Roll: Standards Based Reporting allows students the school year to Meet the standards in both content and habits of work and citizenship. Honor roll is calculated at the end of the year.

Honors: Students who meet 85% of BOTH content, habits of work and citizenship categories throughout the year.

High Honors: Students exceed 33% in either content or habits of work and citizenship categories throughout the year.

Highest Honors: Students exceed 33% in BOTH content and habits of work and citizenship categories throughout the year.

Summer School: Students who have not met grade level standards may be recommended for summer school.

Late Work: Turning in assignments is a requirement as evidence for meeting the standards. Students who fall behind may receive an academic intervention slip, which requires a parent signature. The student is required to follow each Team's guidelines and late work policies to ensure completion of missing work.

Make-Up Work: A plan to make up work is always arranged by the student and his/her individual teacher(s). The student has the responsibility to contact his/her teachers under the following guidelines:

- Following an absence, each student needs to arrange for make-up work with his/her teachers.
- The length of time and specific arrangements for make-up work will be at the discretion of individual teachers based on the merits of each situation.

Library: Every attempt is made to create and manage a program that provides voluntary access to information and ideas. We strive to be partners in creating lifelong readers, critical thinkers, and problem solvers. No book is right for everyone, but every book is right for someone. We encourage parents to discuss books with their children and to help them make appropriate choices.

Extra-Curriculum Information

Athletic Program: All students are urged to participate in the interscholastic sports program at Leonard Middle School. □ Without exception, all **eligible** students have equal opportunity to try out for a position on a sports team. A competitive team selection process exists in basketball, baseball, softball, cheerleading, field hockey and soccer. There is a no-cut selection process in football, cross-country, and spring track. □

Goals: The Leonard Middle School interscholastic sports program:

1. Assures that **student athletes** will be given every opportunity to develop basic skills in the sport in which they are participating.
2. Stresses that all team members will have an opportunity to earn playing time during scheduled contests.
3. Expects students to learn and display good sportsmanship at all times.
4. Expects students to learn and display team values such as commitment to the team, sharing of resources, and caring for other team members.
5. Requires that students keep the game in proper perspective, neither making too much nor too little of the contest.
6. A love of the game and appreciation of the opportunity to participate is an intended outcome of team play and membership.
7. Requires that students behave in a positive and appropriate manner. Athletes are representatives of the school and community and should act accordingly as individuals and as team members.

Each member of an athletic team and his or her parents are required to complete an online questionnaire, signifying that they understand our school's athletic philosophy. Not following our athletic expectations may result in a student being denied eligibility to participate. All students wishing to try-out for athletics must have on file one physical for the whole time at LMS. A health history update form, proof of insurance form, and permission form needs to be done once a year. All school issued equipment and uniforms must be taken care of during the season. Losing or damaging sports uniforms and equipment beyond normal wear will result in the student paying the replacement costs.

Student Transportation Home After School Activities: All students traveling with school groups, athletic and non-athletic, will travel by the school provided transportation to and from the activity. Exceptions to this

policy will only be made if a written request from a parent or guardian is made in advance of the trip and approved by the school administration.

Eligibility Policy: A student must be proficient in their habits of work, citizenship and presence.. (See Proficiency Levels above)

Probation: Students will be placed on probation if a student's report shows: 30% Does Not Meet (DNM) and/or Partially Meets (PM) in their habits of work, citizenship and presence categories.

- During probation a student continues to participate in extracurricular activities. The activity advisor will be notified of the participant's status.
- Probation will last approximately four weeks. If a student is not proficient after that period of time, the student is ineligible.
- When a student is placed on probation or is ineligible, a letter will be sent home. Administration will meet with the student and parent to develop an action plan.

Ineligibility: 1) At the end of a probationary period, if the student has not met habits of work, citizenship and presence categories, he or she will immediately be ineligible. A student will remain ineligible until he/ she has brought his/her ranks up to the minimum standard on either the progress report or the rank card. Ineligible students will attend the mandatory standards recovery session designed by each grade level team.

Summer School: Students who have not met their habits of work and citizenship standards may need to attend summer school to be eligible to participate for extracurricular activities the following school year.

Co-Curricular Code of Conduct: Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate LMS Sports Information/Philosophy has been developed governing the behavior of students participating in these activities. Students who violate these guidelines may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

Safety/Student Conduct Information

Bullying Policy (JICK): The school board believes that bullying, including cyber-bullying is detrimental to student well being and to student learning and achievement. It interferes with the mission of the school and disrupts the daily operations. Bullying affects not only students who are targets but also those who participate in and witness such behavior. Students who violate this policy (JICK) may be subject to disciplinary action that may include suspension, expulsion, or a series of graduated consequences including alternative discipline or other behavioral interventions.

If you are aware of a bullying issue please report the issue to us as soon as possible. Should you want to make an anonymous report you can use our LMS speak up box or email administration.

Bus Safety: Bus students are dismissed at 2:35 PM. Appropriate behavior on the bus is expected. The driver must give his/her full attention to operating the vehicle and cannot be distracted by disruptive passengers. The driver of the bus has full supervisory authority over passengers. LMS administration and Cyr Bus work together to ensure students meet our habits of citizenship as well as Board policies. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

Crisis Language:

"Clear the halls": In this command, students and staff are directed to immediately clear the hall. Students are instructed to stay in the nearest room until further notice. Otherwise, the school day is normal and instruction continues. If there were a disturbance in the hallway that students could see the teacher would draw the curtain.

"Secure the school": All exterior doors are locked and students and staff are directed to remain inside of the building. The school day goes on and instruction continues. This command would be done as discreetly as possible. An all call would be made for staff to look at their email for an important announcement. The email would indicate to staff that we were securing the school.

"Clear the halls and secure the school": Exterior doors are locked; students are to remain inside the school and in their current classroom until further notice.

"Clear the halls and lockdown": Get all students and staff out of the hallways, teachers lock their doors and take defensive posture. Lights are turned off, curtains are drawn, and students are directed to move away from windows and doors. No one is allowed to come in or out of the room once the door is closed during lockdown. All stay seated and remain quiet until the "all clear" by administration or law enforcement is given. All exterior doors are locked and no one is admitted into the building or allowed to leave.

Drug/Alcohol Policy: 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, any look-alike substance, or any substance that is represented to be a controlled 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 operations, discipline or general welfare of the school.

Disciplinary Action: Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

For a copy of this policy, please refer to <http://www.rsu34.org/Policies>

Computer/Internet Use: Students may use school computers, networks, and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use.

Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action. For a copy of this policy, please refer to <http://www.rsu34.org/Policies>

Smoking: Smoking in the building or on the school grounds is strictly prohibited according to RSU 34 Board Policy ADC. For a copy of this policy, please refer to our RSU 34 website at <http://www.rsu34.org/Policies>

Weapons And Violence Policies: The school board believes that students and staff are entitled to learn and work in an environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff are required to immediately report

incidents of prohibited conduct by students to the building administrator for appropriate action. For a copy of this policy, please refer to <http://www.rsu34.org/Policies>

Harassment Policy: LMS will not tolerate any form of harassment. The school board has defined harassment very clearly as any behavior that deliberately causes emotional suffering, embarrassment or pain. For a copy of this policy, please refer to <http://www.rsu34.org/Policies>

Restorative Practices: Restorative practices are another way in which we are “learning together with pride and respect.” Whenever possible Leonard Middle School uses the structure of restorative practices when students make an infraction that violates the habits of mind and citizenship. This process holds students accountable and supports them in repairing the harm done. This practice is an important way to build community and solve conflicts peacefully. From time to time it will be necessary to take strong disciplinary action for situations that arise out of inappropriate student conduct. This action may take many forms and can range from a warning, a school wide intervention green sheet for minor and major behaviors, stop sheet, restorative conference, to a detention, parent meeting, in-school suspension or out-of-school suspension. Most cases of this nature can be resolved through the conference process. However, when **continuous** and/or serious situations occur, stronger action may be in order.

Student Conduct: Our habits of work and citizenship are essential to building a safe and supportive learning community where we can learn together with pride and respect. *Students are assessed each trimester on Habits of Work, Citizenship & Presence:*

Work: *Focus:* Uses class time to focus on and learn concepts, *Engage:* Shows active positive involvement at LMS, *Drive:* Perseveres despite difficulty or delay in achieving success.

Citizenship: *Respect:* Honors and cares about adults, students and property, *Own it:* Takes responsibility for actions and decisions, *Speak Up:* Advocates for self and others.

Presence: Attends promptly and consistently.

For a copy of any policy, please refer to our RSU#34 website at <http://www.rsu34.org/Policies>

