



**2023-2024
HANDBOOK**

**Machias Memorial
High School**

***Keeping it
REAL***

**Ready and Engaged
to Advance in Life**

available on our
web site:
mmhsbulldogs.org



phone: 255-3812

**Facebook: The
Official Machias
Memorial High
School**

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Machias Memorial High School 2023 ~ 2024

JULY 2023							JANUARY 2024							FULL TEACHER WORKSHOP DAYS - 5 DAYS	
						1		H	2	3	4	5	6	AUGUST 29	JANUARY 2
2	3	H	5	6	7	8	7	8	9	10	11	12	13	AUGUST 30	MAY 24
9	10	11	12	13	14	15	14	H	16	17	18	19	20	OCTOBER 10	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	END OF QUARTER/SEMESTER	
23	24	25	26	27	28	29	28	29	30	31				QUARTER 1 - NOVEMBER 3 (End Q1)	
30	31													QUARTER 2 - JANUARY 19 (end Q2/Semester 1)	
AUGUST 2023							FEBRUARY 2024							QUARTER 3 - APRIL 5 (End Q3)	
		1	2	3	4	5					1	2	3	QUARTER 4 - JUNE 11 (end Q4/Semester 2)	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	EARLY RELEASE	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	OCTOBER 27 - WS	FEBRUARY 16 - H
20	21	22	23	24	25	26	18	H	V	V	V	V	24	NOVEMBER 16, 17 - WS	MARCH 14, 15 - WS
27	28	29	30	31			25	26	27	28	29			NOVEMBER 22 - H	APRIL 12 - H
SEPTEMBER 2023							MARCH 2024							DECEMBER 21 - H	MAY 7 - WS
					1	2						1	2	JUNE 11 - LAST DAY	
3	H	5	6	7	8	9	3	4	5	6	7	8	9	SCHOOL YEAR HOLIDAYS	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	OCTOBER 9 - INDIGENOUS PEOPLES' DAY	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	NOVEMBER 10 - VETERANS DAY	
24	25	26	27	28	29	30	24	25	26	27	28	29	30	NOVEMBER 23 - THANKSGIVING DAY	
							31							DECEMBER 25 - CHRISTMAS	
OCTOBER 2023							APRIL 2024							JANUARY 1 - NEW YEAR'S DAY	
1	2	3	4	5	6	7		1	2	3	4	5	6	JANUARY 15 - MARTIN LUTHER KING DAY	
8	H	10	11	12	13	14	7	8	9	10	11	12	13	FEBRUARY 19 - PRESIDENTS' DAY	
15	16	17	18	19	20	21	14	H	V	V	V	V	20	APRIL 15 - PATRIOT'S DAY	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	MAY 27 - MEMORIAL DAY	
29	30	31					28	29	30					DATES TO MAKE NOTE OF	
NOVEMBER 2023							MAY 2024							FIRST DAY FRESHMEN ONLY - SEPTEMBER 5	
			1	2	3	4				1	2	3	4	FIRST DAY ALL STUDENTS - SEPTEMBER 6	
5	6	7	8	9	H	11	5	6	7	8	9	10	11	NWEA GRADES 9,10,11 - OCTOBER 2	
12	13	14	15	16	17	18	12	13	14	15	16	17	18	OPTIONAL PSAT GRADES 10,11-OCTOBER 20	
19	20	21	22	H	V	25	19	20	21	22	23	24	25	VETERAN'S DAY CONCERT - NOVEMBER 9	
26	27	28	29	30			26	H	28	29	30	31		WINTER CONCERT - DECEMBER 7	
DECEMBER 2023							JUNE 2024							SEMESTER 1 EXAMS - JANUARY 16,17,18,19	
					1	2							1	STUDENT LED CONFERENCES - MARCH 14,15	
3	4	5	6	7	8	9	GR	3	4	5	6	7	8	OPTIONAL SAT GRADE 11 - APRIL 10	
10	11	12	13	14	15	16	9	10	LD	12	13	14	15	ARTS NIGHT - APRIL 25	
17	18	19	20	21	V	23	16	17	18	H	20	21	22	NWEA GR 9,10 SCIENCE GR 11 - MAY 17	
24	H	V	V	V	V	30	23	24	25	26	27	28	29	MMHS GRADUATION - JUNE 2, 1:00 PM	
														SEMESTER 2 EXAMS - JUNE 6, 7, 10, 11	
31							30							Last Day - June 11	Version - 8/8/2023
H = HOLIDAY							V = VACATION							<div>Nicole Case-Principal ncase@mmhsbulldogs.org Cara Cirillo-Guidance Director ccirillo@mmhsbulldogs.org</div> <div>MMHS (207)255-3812 Jessica Look Administrative Assistant jessica.look@mmhsbulldogs.org</div>	
WS = TEACHER WORKSHOP							GR = GRADUATION								
ER = EARLY RELEASE							LD = LAST STUDENT DAY								
No SNOW/EMERGENCY DAYS have been built into this calendar. MMHS will utilize remote learning on days where school is cancelled. Teachers will open students for this ahead of time.															

Mrs. Nicole Case
Principal

Ms. Cara Cirillo
Guidance Director



MACHIAS MEMORIAL H I G H S C H O O L

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Mrs. Mary E. Maker
Special Services Director

Mr. Robert Sinford
Athletic Director

Dear MMHS Students and Families,

August 8, 2023

Let me begin this school year by thanking the MMHS Senior Class of 2024. Your high school years have been my introduction to the role of principal at Machias Memorial High School. We have all grown as individuals, and I believe we have grown as a school community. I'm proud of each one of you. You truly epitomize MMHS students who are *Keeping it REAL*. You are Ready and Engaged to Advance in Life... well, you're almost ready. Give us your all this last year of high school, and please, no "senioritis" until at least the end of May!

Parents, students, and community members who are new to MMHS might wonder what we mean when we talk about *Keeping it REAL*. This is in reference to our Vision of the Graduate: Machias Memorial High School graduates are Ready and Engaged to Advance in Life. This vision manifests itself in our curriculum and our commitment to helping students pursue individual pathways customized with applicable skills and knowledge. In other words, we are all about honoring personal choice and equipping students to navigate the present and their future.

The 2023-2024 school year brings a few changes. We are running two lunch periods to accommodate our growing population and our return to the cafeteria to eat. A half an hour lunch will be backed by a half an hour HomeBase period. HomeBase will be used for activities, study time, and check-ins. Bulldog Block will be a little different this year. Teachers will use morning time from 7:30-8 for Bulldog Block Office Hours; you may request an appointment, or a teacher may request that you attend. Our new classroom is scheduled to be complete to begin the school year. Ms. Hampson's classes will all meet in Room 11, and Video, Podcasting, and Digital Marketing will all meet in the newly opened Room 2, just off of the cafe. Some of our school rules have been updated as well. Please make note of the cell phone/electronic device rules, as well as the dress code.

I'm looking forward to the 2023-2024 school year. Let's work together to make it an amazing experience for everyone in our school community.

Regards,

A handwritten signature in blue ink that reads 'Nicole L Case'.



Accredited through the New England Assoc. of Schools & Colleges



Machias Memorial High School Core Values and Beliefs

We believe

- In respect for self, others, and environment.
- It is important to honor personal choices.
- Education should be tailored to post-graduation goals.

Machias Memorial High School Mission Statement

We respect our students as individuals, as members of our Downeast community, and as citizens of the world. We ready students to engage in all aspects of their education and to pursue individual pathways customized with applicable knowledge and skills. In a safe and supportive environment, enhanced by healthy relationships and communication, we prepare students to advance in life.

Machias Memorial High School Vision

MMHS ~ Keeping it REAL

Machias Memorial High School graduates are READY and ENGAGED to ADVANCE in LIFE.



MACHIAS MEMORIAL HIGH SCHOOL ADMINISTRATION

Nicole Case, Principal	ncase@mmhsbulldogs.org
Cara Cirillo, Guidance Director	ccirillo@mmhsbulldogs.org
Mary Maker, Special Education Director	marymaker@aos96.org
Scott K. Porter, Superintendent of Schools	
Robert Sinford, Athletic Director	robert.sinford@mmhsbulldogs.org

MACHIAS MEMORIAL HIGH SCHOOL FACULTY AND STAFF

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SCHEDULE

MMHS will run a four by four semester block with Wednesdays for accelerated classes, enrichment, RTI, and extended learning opportunities. This means that students will take four classes per semester on Monday, Tuesday, Thursday, and Friday. On Wednesdays, they will participate in AP labs, enrichment electives, structured study time, and off-campus learning activities.

2023-2024 Yearly Bell Schedule				
	Semester 1 Monday, Tuesday, Thursday, Friday	Semester 1 Wednesday	Semester 2 Monday, Tuesday, Thursday, Friday	Semester 2 Wednesday
7:30 - 8:00	Breakfast in Cafe (To-Go Breakfasts Available from 7:55 - 8:15) - Bulldog Block Office Hours			
8:05 - 9:20 (75 minutes)	Period 1 - Semester 1	Period 1W - Semester 1	Period 1 - Semester 2	Period 1W - Semester 2
9:25 - 10:40 (75 minutes)	Period 2 - Semester 1	Period 2W - Semester 1	Period 2 - Semester 2	Period 2W - Semester 2
10:40 - 11:10 10:40 - 11:15	Lunch/Bulldog Block	Lunch/Bulldog Block	Lunch/Bulldog Block	Lunch/Bulldog Block
11:15 - 11:45 11:10 - 11:45	Lunch/Bulldog Block	Lunch/Bulldog Block	Lunch/Bulldog Block	Lunch/Bulldog Block
11:45 - 1:00 (75 minutes)	Period 3 - Semester 1	Period 3W - Semester 1	Period 3 - Semester 2	Period 3W - Semester 2
1:05 - 2:20 (75 minutes)	Period 4 - Semester 1	Period 4W - Semester 1	Period 4 - Semester 2	Period 4W - Semester 2
MMHS - Keeping it REAL! Machias Memorial High School Graduates are Ready to Engage and Advance in Life .				

With parental permission, students in grades 11-12 will not be required to be in school if they are not scheduled for a class, up to a maximum of five periods in lieu of a study hall or for an extended learning opportunity. For example, a student might opt to take seven classes rather than eight. With parental permission and transportation arrangements, they may leave school for what would have traditionally been an academic lab. Students will register for "Off-Campus" providing they meet the guidelines and have administrative and parental approval. However, students may either come in late, or leave early. They may not come to school, leave for a period, and then come back for a later class. All student schedules will be reviewed individually with parent and student input prior to the start of school.

OFF-CAMPUS GUIDELINES

- Students must have junior or senior status in order to participate in off-campus opportunities.

- Students must be passing all classes in order to participate in off-campus opportunities. Any student who is not passing a class will lose off-campus privileges.
- Off-campus periods are intended to be home study periods, work experiences, or extended-learning opportunities. A student must have parental permission in order to sign up for off-campus.
- In granting permission for off-campus, the parent or guardian accepts responsibility for ensuring that the student is engaging in educational pursuits.

ATTENDANCE

Attendance guidelines are intended to insure that students maintain good habits for learning and comply with Maine attendance laws. The State of Maine and MMHS recognize the positive correlation between high attendance rates and success in school. Consistent class attendance is considered to be one requirement for passing a subject and earning credits. Classroom instruction, activities, and discussion that take place in classes are a critical part of the educational process. When a student misses class an important part of instruction cannot be replaced.

Policy:

Under Maine State Law students are required to attend school until age seventeen (17) unless conditions specifically listed under the law are met. Under the law the only excusable absences from school are:

Personal illnesses

Appointments with health officials

Observance of recognized religious holidays

Family emergencies

Planned absences for personal or educational purposes which have been approved by school officials prior to the actual trip/vacation, etc.

All students and parents are reminded that work is not a legitimate reason for missing school.

A student is considered truant if they have completed Grade 6 and have the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year.

If a student is considered truant the school may contact the Department of Human Services and the appropriate law enforcement agency.

RULES

Attendance is taken at the beginning of each class period.

Any student arriving tardy to school will not be admitted to any class without a pass from the office.

If a student is more than 30 minutes tardy to school or is dismissed early from school, without a professional's note or previous approval by administration, he/she will not be allowed to participate in any extracurricular or co-curricular activities that day.

Any student absent, or more than 30 minutes tardy to school the day after participating in an extracurricular event, without a professional's note or previous approval of administration, will not be allowed to participate in the next extracurricular event.

In order for an absence, tardy, or early dismissal to be considered excused, a note must be brought to the office within 24 hours of the student's return to school. The principal then determines if it is excused or unexcused.

Any student that accumulates ten (10) or more absences for personal illness in a year may be required to provide administration with documentation from a doctor.

The administration and the attendance committee, which may consist of the Principal, Guidance Counselor, Attendance Officer, and the student's HomeBase advisor, will have a final decision on all of the previous attendance rules.

PROCEDURES

When a student is absent the parent or guardian will be contacted within the first two (2) hours of the school day unless prior arrangements have been made.

When the parent or guardian is contacted, the phone call is documented, and it is preferred that the student return with a written note explaining the absence.

If the student has accumulated four (4) unexcused absences in a school year, the parent or guardian will receive a letter reminding them of the attendance policy. They will be informed that a meeting will be required if the student reaches seven (7) absences from school.

If the student has accumulated seven (7) unexcused absences in a school year, the parent or guardian will be called, a letter sent home reminding them of the attendance policy, and a meeting will be scheduled with the attendance committee.

If the student has accumulated ten (10) unexcused absences in a school year, the parent or guardian will be called, another letter will be sent home reminding them of the attendance policy, and a second meeting with the attendance committee will be scheduled. The Department of Human Services may be contacted at this time.

In order for a student to be excused from school for a doctor, dentist, or driving test appointment, a slip signed by the office of the professional or examiner must be presented by the student upon their return to school.

A student has an unexcused absence if he/she:

- leaves school without being properly dismissed
- leaves school during lunch

is absent from school without prior permission from his/her parent or guardian
is absent from school without permission
obtains a pass to a certain place and he/she does not report there
becomes ill and goes home or stays in the rest room instead of reporting to the office
comes to school but does not attend classes
comes to school on the bus, but then leaves school grounds
leaves class without permission

MEALS

For 2023-2024, breakfast and lunch will be served from the cafe for students who order it. Breakfast will be served and eaten in the cafe from 7:30-8:00. To-Go breakfasts will be available until 8:15. These will be taken to class. Lunch will be served and eaten in the cafe during one of two lunch periods as assigned. Students are to take care of their dishes in a manner that is considerate of kitchen staff. Unwanted, packaged food items should be placed in the share bin to avoid waste.

All meals will be available to students at no cost; however, it is **important that each family complete the free and reduced lunch application**. A great deal of school funding is tied to the free and reduced lunch rate at each school. Completing and returning the paperwork is very helpful to our school. The information is held in the strictest confidence. Again, it can't be emphasized enough, **please complete the online form**. [Machias Schools Lunch Form](#)

GUIDANCE

The guidance counselor is an advocate for all students. The guidance counselor is available to meet with students for consultations by appointment to discuss academic, career, or personal/social concerns. This includes monitoring academic progress, consulting students during add/drop period, and meeting with students and parents regarding requirements or needs related to graduation and post-secondary education.

HOMEBASE

HomeBase is an advisor-advisee program at Machias Memorial High School. For the 2023-2024 academic year, HomeBase will take place opposite lunch, five times per week. Emphasis will be on checking in regarding the day, organizing homework and studying for the evening hours, and announcements.

LIBRARY

The Library collection consists of over 7,000 items. Library media includes books, e-books, audiobooks, magazines, videos, and subscriptions to electronic databases. To search our library's collection go online to the school website at mmhsbulldogs.org. Select the "LIBRARY" link. Click the "FOLLETT" icon. Click on "Machias Memorial High School". Enter your search terms (title, author, keyword, etc.) in the "Find" box. For a more visually appealing search choose "Destiny Quest" on the left. Destiny Quest shows a "Top 10" checkout list and features "New Arrivals".

Books are circulated for three weeks. Reference books, current magazines, and newspapers are non-circulating. Arrangements may be made with the librarian to photocopy sections of these materials for educational purposes.

NO SCHOOL ANNOUNCEMENTS

"No school" announcements are made on the "The Official Machias Memorial High School" Facebook page, Ellsworth Radio Station-KISS 94.5, Calais Station-WQDY 102.9, and television stations WLBZ 2 and WABI Channel 5. Parents may sign up for automated phone and text message notifications via School Messenger. For the 2023-2024 school year, students and staff will engage in remote learning for "no school" days.

REMOTE LEARNING

During the 2023-2024 school year, remote learning at Machias Memorial High School will take place when buildings are closed for weather, emergencies, or with the approval of the Machias School Committee. Teachers will communicate their expectations in advance, and students may be expected to complete independent assignments, participate in Google Meets, and email their teachers.

Students with IEPs or 504 plans, and those who receive ELL or GT services, will continue to receive services from teachers and educational technicians. This may involve one-to-one communication (digitally). Students receiving RTI support will continue to receive support from teachers and educational technicians.

EXTRA-CURRICULAR

Machias Memorial High School sponsors the following clubs on a regular basis:

National Honor Society	Student Council	Yearbook
Video Club	Close-up	Model State
Chess & Gaming Club	Math Team	Drama Club

Students are encouraged to form other groups on an as desired basis. In order to form an extra-curricular group, the students must have a faculty advisor and permission from the principal.

NATIONAL HONOR SOCIETY

The highest honor Machias Memorial High School bestows on any student is selection to the National Honor Society. The National Association of Secondary School Principals sponsors the NHS and a faculty committee makes selections. The basis for selection is leadership, scholarship, character, and service. NHS is available to eligible sophomores, juniors and seniors.

ATHLETICS

Machias Memorial High School offers a well-rounded program of athletics for all students. Students must be aware that although athletics are a fine addition to a well-rounded education, they are secondary to academics.

Participation in school sports teams is a privilege and NOT a right. Students must remain academically eligible and be mindful of the fact that while participating in school athletic teams they represent Machias Memorial High School, their families, and their community. The highest level of sportsmanship is expected of all athletes during athletic events. Poor sportsmanship will be addressed by the coach, athletic director, and principal, and may include disciplinary action such as detentions, suspensions, or ineligibility from future contests. Continued unacceptable actions may result in a student not being allowed to finish the season or participate in future athletic teams.

In order to participate, students must have a physical examination, proof of accident insurance, permission from parents or guardian, and be eligible according to the Maine Principals' Association rules. A copy of the athletic handbook may be obtained from the front office.

A student is ineligible if:

He/she has attained the age of 20 years.

He/she attended high school or its equivalent for eight (8) semesters or four (4) years.

He/she competes under an assumed name.

He/she plays on an outside team to which the local school objects.

MMHS sponsored activities are:

Basketball
Volleyball

Cheering
Softball

Cross Country
Soccer

Golf
Baseball

Please refer to the Machias Memorial High School Student-Athlete Handbook for a comprehensive set of rules, procedures, and policies related to athletics.

Transportation to Machias Memorial High School athletic activities is provided for participants and must be used unless special permission is granted in advance by the Principal or Athletic Director.

* NOTE ON SPORTSMANSHIP: Parents, family members, and fans will be expected to respect and accept the decisions of coaches and officials and model good sportsmanship for their

student-athletes during sporting events. Parents, family members, or fans may be asked to leave a sporting event if they demonstrate poor sportsmanship towards coaches, officials, parents, opposing players, or fans.

CAMPUS RULES

- Students are encouraged not to arrive at school before 7:30. When this is unavoidable, students are to remain in the cafe. At 8:00 a.m. classes begin. Students are not to stay after school unless prior arrangements have been made with a teacher, coach or advisor. The student must be directly supervised by that teacher, coach, or advisor. Students with transportation issues who need to stay until a later practice need to make arrangements with the office. Several options are possible.
- Students are urged to drive cautiously at all times while on campus. Students are not to make excessive noise with their vehicle. Racing the engine, playing music loudly, spinning tires and similar acts will not be tolerated. Continued or repeated abuse will cancel the privilege of having a vehicle on campus. Students are to park in the students' parking area only.
- Other than to arrive or depart from the campus, students are not to be in vehicles. Students may not go to their vehicle without permission.
- It is expected that students are in their assigned class and under the supervision of their teacher throughout the day.
- Respect yourself, others, and your environment.
- And remember... Time and Place!

Student behaviors that will result in disciplinary action include:

- Stealing, lying, or other acts of dishonesty.
- Bullying or harassing behaviors, including hazing, as defined by policy.
- Verbal or physical intimidation which includes fighting. Any students involved in fights or physical assaults on another student or teacher may be suspended for at least three days and up to ten days.
- Disrespect toward a staff member, including failure to follow directions, and any act that disrupts the normal operation of the school community.
- Possession or use of firearms, knives or other destructive devices/weapons.
- Engaging in acts of sexual harassment as defined in the sexual harassment policy.

- Using in word, clothing, or signs, profane, gestures, lewd, vulgar, or abusive language, which may incite or offend another person. This also includes the selling, using, or possessing of obscene material.
- Tardiness or absence from school without appropriate permission including leaving class.
- Defacement of school property and littering will not be tolerated. Throwing objects, such as paper, elastics, candy, food, snow, etc., at each other at any time in or out of the building is prohibited.
- Inappropriate displays of public affection. Students are expected to exercise self-control and respect for the reputation of others.
- Utilizing a cell phone or similar electronic device to record or photograph another student or teacher without their knowledge AND permission.

The above items are not all-inclusive. The principal shall determine the type and extent of corrective action. Such disciplinary measures shall be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student.

GYM RULES

The gym is closed, locked and off limits to students when not in use or under the direct supervision of a school official. Students are not allowed in the gym after school unless supervised by a person affiliated with the school.

Students must wear clean gym shoes when participating in Physical Education class, sports, or any other activity on the gym floor. Shoes worn outside cannot be used.

No food or drink other than water is allowed in the gym during the school day without permission of the instructor. Water should not be taken onto the gym floor.

Students are to walk around the gym floor, not across it. All barriers are to be respected.

Earrings, Nose Rings, and other types of jewelry and piercing are not allowed during gym class.

The school is not responsible for any lost or stolen items. Combination locks are available at the office. Students may also give valuables to Mr. Sinford and he will keep them in his office during class.

CELL PHONE/ELECTRONIC DEVICE USE

Cell phones (and comparable electronic devices) can be invaluable tools in a school setting. They can also detract from the learning environment. At MMHS, we strive to teach cell phone etiquette and responsible use where we can. Every situation is unique; the following rules apply in general. Within individual classrooms, teachers have the latitude to consider their specific students and situations, and modify these rules to help them meet the needs of their classroom.

- Cell phones may be used on school grounds before school, between classes, during lunch, and after school.
- Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
- During the instructional day, cell phones must remain out of sight and in silent mode unless otherwise stated by a teacher.
- Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during tests and assessments.
- If students need to place an emergency phone call during the day, they should request permission to use their phone in a private location such as the guidance or front office.
- Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.
- Students and their parents must acknowledge this guidance on the MMHS Handbook Signature Form and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

If students violate the school's cell phone policy, the following may occur:

First offense: The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.

Second offense: The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones following after-school detention.

Third offense: The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive after-school detention and will be prohibited from bringing their cell phone back on school grounds for two weeks.

******The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or include engaging in bullying or harassment of other students may result in suspension.

DRESS CODE

Clothing is often considered a form of personal expression; it also defines us in terms of the image we present. MMHS students are encouraged to represent themselves and their school in a positive manner through their clothing choices. Appropriate attire should be worn at ALL school activities. Clothing choices should be made to consider time and place, including comfort, climate, and work environment.

Appropriate attire:

Includes a top, bottom, and shoes (a dress constitutes top and bottom).

Covers all body parts that societal norms consider private, including the majority of the area from the shoulders to mid thigh.

Does not reveal under garments.

Does not advertise, promote, or display drugs, alcohol, tobacco, sex, or hateful attitudes.

All MMHS students are expected to observe basic rules of etiquette regarding hats.

The school dress code will be effective during school hours and during any school sponsored event.

Student attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/hers peers. On a violation of the school dress code, a student may call home for proper apparel. If clothes cannot be brought to school, or the student refuses to cooperate, the student may be assigned to a restricted study area for the remainder of the day or given an alternate article of clothing to wear. Students will not be allowed to leave the school to change clothes without parental and administrative permission. Consequences for repeated challenges to the dress code will result in disciplinary action.

HEALTHCARE

There is a school nurse on the Machias Public Schools campus on a full-time basis. She shares her time between RMG and MMHS and is available throughout the school day.

CONDUCT AND DISCIPLINE

The building principal reserves the right to assign detentions. A student may also be assigned an in or out of school suspension based on inappropriate student behavior.

Students are not permitted to leave school grounds during school hours from the time they arrive at school, until the end of the school day at 2:20 p.m. unless they have permission from the Principal or designee. Infractions will result in disciplinary action.

DETENTIONS

Students who are assigned to detention will be expected to serve their detention the same day it is issued or the next day if transportation needs to be arranged.

Detention consists of two types: Personal and Office Detention.

Personal Detentions - students are assigned to this detention and it is administered by individual teachers in their classroom. Duration and day are determined by the teacher assigning the detention.

Office Detention - students are assigned to this detention by individual teachers, office staff, or the principal and it is facilitated by the Principal's Office. Duration and day are determined by the person assigning the detention.

Students assigned a detention must be present at the designated room on time. If a student has a legitimate reason for not being able to stay after school on a particular night, then arrangements must be made with the teacher who assigned the personal detention or with the Principal's Office. Athletic practices and extra-curricular meetings are not acceptable reasons to miss detention.

Students who fail to serve assigned detention(s) may have Chromebook, athletic, co-curricular, extra-curricular, field trip, senior privileges, Open Gym, work release/study, internship, driving/parking privileges, or club privileges suspended until detention(s) are served, unless alternative arrangements have been made and approved by the Principal.

BUS/SCHOOL VAN TRANSPORTATION

Eleven towns comprise AOS 96: Machias, Jonesboro, Marshfield, Wesley, Northfield, Whitneyville, Roque Bluffs, Whiting, East Machias, Cutler, and Machiasport.

The School Board of each town in AOS 96 provides transportation for their resident students. Several of the towns within AOS 96 provide transportation for non-resident students. Each town that provides transportation to non-resident students has the following stipulations:

- a) The non-resident student must be picked up on the regular transportation run
- b) The non-resident student must comply with all established transportation rules

c) The parent(s) or guardian(s) of the non-resident student must complete a non-resident student transportation form (available at the Superintendent's office)

Students who ride on buses or school vans are expected to display behavior that is reasonable and safe. Choosing to display the following behaviors will result in disciplinary action:

- Improper boarding or departing procedures
- Bringing articles of objectionable nature
- Failure to remain seated
- Refusing to obey the driver
- Fighting, pushing, or tripping
- Hanging out the window
- Throwing objects
- Lighting matches
- Smoking or vaping
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous, and/or annoying conduct
- Destruction of property
- Failure to keep stop time to three minutes
- Failure to keep aisle clear
- Lack of required note from parent if student is to be dropped off other than their home
- Other behavior relating to the safety, well-being and respect of others

It is the obligation of the driver to provide safe transportation to all passengers. The driver is the “commander” of the bus. People riding the bus are expected to obey the driver's directions the first time they are given.

All drivers will report incidents that require disciplinary measures to the appropriate building administrator of the school the student attends. Any student engaging in inappropriate conduct while riding a bus or school van may have his/her transportation privileges suspended or completely terminated.

First offense..... Three (3) days off
Second Offense..... Two (2) weeks off
Third Offense..... Three (3) weeks off

At the end of three weeks, a meeting will be held with the parents, the child, town school committee, and the Superintendent of Schools to determine if the child may ride again. The parents are responsible for getting their child to school during suspension periods.

Transportation suspensions will be determined by the appropriate building administrator. Building administrators may suspend transportation privileges up to ten (10) days. Extended suspensions or complete termination of transportation privileges will be determined by town School Boards. School Boards will follow due process procedures before taking disciplinary action.

The AOS 96 Non-Resident Student Transportation Permission Form is located at the end of this handbook.

Students riding buses or school vans from sending towns outside of AOS 96 are expected to adhere to the rules established by the sending town.

ALCOHOL, DRUGS AND TOBACCO

The Machias School System supports abstinence by all students. Our goal is to help each student reach their full intellectual, emotional, social, and physical development. Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. Tobacco use including smokeless tobacco or “chew” is prohibited as well.

A student who arrives at school under the influence or in the possession of any substance to include alcohol, drugs, chewing tobacco, or cigarettes on school premises (including building, grounds, or buses) will be subject to disciplinary action. This includes the regular school day or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, and cider having alcoholic content. Forbidden substances also include smokeless tobacco, “e cigarettes”, vaping devices and materials, a syringe, a pipe, flame producing devices, or other paraphernalia.

Exempt from this policy is any drug, taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the specified time. These items must be stored in the nurse’s office throughout the school day. Parent and Doctor permission must be secured through the appropriate forms (see office personnel). Drug, tobacco, and alcohol offenses will follow the current policy on file. A copy of the policy is available in the principal’s or superintendent’s office.

Medical marijuana is not allowed on school grounds. Machias Memorial High School adheres to Maine State medical marijuana laws.

When needed Machias Memorial High School will request assistance from local, regional, and State law enforcement officials and agencies.

BOMB THREAT

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition a student who is found, after hearing by the Board, to have brought a bomb to school may be expelled from school for at least one year. The Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to disciplinary action.

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

COMPUTERS

Computer technology is an integral part of the educational program at Machias Memorial High School. Internet access is available to all students and teachers. We are very pleased to have this service and believe that the Internet offers vast, diverse, and unique educational resources to students and teachers. Our goal in providing this service is to promote educational excellence by facilitating communication, innovation, and the sharing of resources.

Students and parents are required to review and sign an "Internet Use Agreement" before students can be given access. Copies of this agreement are provided by the high school Technology Coordinator at the beginning of each school year. The use of a computer device is a privilege and can be revoked at any time if the Internet Use Agreement is violated.

Students and parents are expected to pay for replacement of lost or stolen computer devices, charging cords, and chargers. Replacement cost will be based on the amount to replace the identical lost items. For example an Apple iPad charger cannot be replaced with a charger bought at a local electronics store.

It is also recommended that students never leave their devices, chargers, or charger cords unattended. Students are responsible for replacement of items if stolen. Students may refuse to be issued a device, but they will still be required to complete any work assigned by a teacher that requires a computer. Additional computers are available throughout the school.

COMPUTER USE AND INTERNET POLICIES

MACHIAS SCHOOL DEPARTMENT

NEPN/NSBA Code: IJNDB

POLICY: STUDENT COMPUTER AND INTERNET USE

FIRST READING: February 13, 2003

SECOND READING: March 10, 2003

ADOPTED: March 10, 2003

REVISED:

REVIEWED:

STUDENT COMPUTER AND INTERNET USE

The school committee provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Students' use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and /or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All school committee computers remain under the control, custody, and supervision of the school committee. The school committee reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise use of the Internet, the school committee cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school, in violation of School Committee policies/procedures and school rules. The School Committee is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement (IJNDB-E). The signed acknowledgement will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school committee's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Cross Reference: GCSA – Employee Computer and Internet Use
IJNDB-R – Student Computer and Internet Use Rules

MACHIAS SCHOOL DEPARTMENT
NEPN/NSBA Code: IJNDB-R
STUDENT COMPUTER AND INTERNET USE RULES

These rules implement School Committee policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school unit's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of the privileges as well as additional and/or legal action.

B. Acceptable Use

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

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;

Illegal Activities – Using the school unit's computers, networks, and Internet services for any illegal activity or activity that violates other School Committee policies, procedures, and/or school rules;

Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;

Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;

Copying Software – Copying or downloading software without the express authorization of the system administrator;

Non-School-Related Uses – Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, or for any other personal use;

Misuse of Passwords/Unauthorized Access – Sharing passwords, using other user's passwords without permission and/or accessing other users' accounts;

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

Unauthorized Access to Chat Rooms/Newsgroups – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail, and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of policy IJNDB and/or these rules, including investigations of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

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

H. System Security

The security of the school unit's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form (IJNDB-E) before being allowed to use school computers.

Cross Reference – Student Computer and Internet Use; Adopted: March 10, 2003

The Computer/Internet Access Acknowledgement Form (IJNDB-E) is located at the end of the handbook.

GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS

To Parents and Guardians,

At Machias Memorial High School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Machias Memorial High School, students will use their Google Workspace accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?
- Please read it carefully, let us know of any questions. If you don't provide your consent (signature form on a different sheet), we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Chat, Meet, Talk
- Jamboard
- Keep
- Sites
- Vault

- In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:
- Blogger
- Chrome Management
- Chrome Web Store
- FeedBurner
- Fusion Tables
- Google Bookmarks
- Google Books
- Google Code
- Google Custom Search
- Google Developers Console
- Google Earth
- Google Maps
- Google Photos
- Google Play
- Google Play Console
- Google Takeout
- Google Trips
- Google Voice
- Location History
- Scholar Profiles
- Web & App Activity
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Machias Memorial High School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;

location information, as determined by various technologies including IP address, GPS, and other sensors;

unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.

With Machias Memorial High School. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice. If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the Technology Coordinator Jaimie Moores at 207-255-3812. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the Technology Coordinator, Jaimie Moores, at 207-255-3812. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html)

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS (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.

AOS 96 is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. AOS 96 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

Inspection of Records

Parents/eligible students may inspect and review the student's educational record within 45 days of making a request. Such a request must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible students of the time and place where the record(s) may be inspected.

Amendment of Record

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading, or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or the building administrator in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors, and awards received. Parents/eligible students who do not want the School Department to disclose information must notify the Superintendent in writing by July 1st of the upcoming year or within thirty (30) days of enrollment, whichever is later.

Military Recruiters/Institutions of Higher Educational

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided the parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by July 1st of the upcoming year or within thirty (30) days of enrollment, whichever is later.

School Officials with Legitimate Educational Interests

Educational records may be disclosed to school officials with a "legitimate educational interest". A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students, and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

Other School Units

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

Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Educational

400 Maryland Avenue, SW

Washington, DC 20202

Information regarding the Child Find Policy, the Referral Policy and Procedures, and the Restraint and Seclusion Policy can be found on the AOS 96 website under Special Education Services at aos96.org

SEXUAL HARASSMENT

AOS 96 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, AOS 96 employees should not engage in harassment of students and students should not harass other students where harassment is based on race, color, sex, religion, national origin, sexual orientation, or handicap. Acts of this nature are only a violation of this policy but also constitute illegal discrimination under State and Federal laws.

SEXUAL HARASSMENT IS DEFINED AS UNWELCOME SEXUAL ADVANCES, REQUEST FOR SEXUAL FAVORS, AND SEXUALLY MOTIVATED PHYSICAL CONDUCT OR VERBAL COMMUNICATION WHICH HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH A PERSON'S WORK OR EDUCATIONAL ENVIRONMENT OR WHICH CREATES AN INTIMIDATING HOSTILE OR OFFENSIVE ENVIRONMENT.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform an Affirmative Action Coordinator at the earliest opportunity. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed of the various options available to the person:

Human Rights Commission complaint, Title IX civil action, formal request for discipline by the superintendent and/or school committee; filing a complaint to the director of the United States Office of Civil Rights, U.S. Department of Education, Washington, DC.

If you feel you have been sexually harassed, please contact one of the following people:

Mr. Mitchell Look, Affirmative Action Officer	255-6585
Scott Porter, Superintendent AOS 96	255-6585
Mary Maker, Special Ed. Director	255-4381

GRIEVANCE PROCEDURE

Sexual Harassment/Affirmative Action/Title IX/Section 504

Purposes

The purpose of a grievance procedure is to provide for equitable and prompt resolutions of student and employee complaints alleging discrimination according to the Civil Right provision of Title IX of the Education Amendments, of 1972, which prohibits sex discrimination; Section 504, which deals with nondiscrimination on the basis of handicap in Federally assisted education programs; or section 46572 of the Maine Human Rights Act, which prohibits harassment on a basis of sex.

Nothing contained in a grievance procedure should be construed as limiting the rights of an employee or student having a grievance to discuss the matter informally with any member of the administration and having the grievance adjusted without future intervention, provided the adjustment is not inconsistent with the term of the agreement and the employee or student has been given the opportunity to express his/her views. Further, the procedure should not interfere with the employee's or the student's access to any other grievance procedure as established by law, such as state collective bargaining laws and state and/or local anti-discrimination laws or regulations.

Procedures for Initiation of a Grievance

All students, employees, and other interested parties have access to the grievance procedure for resolution of complaints. Generally, a grievance is defined as any allegation of a noncompliance with Title IX, Title VI, Section 504, or Section 46572.

Levels of Procedure

Informal Procedure

The grievant shall first attempt to resolve the complaint through oral communication with the immediate supervisor/principal within 7 working/school days of the time the employee/student is aware of the grievance. The Affirmative Action Coordinator may be contacted at this step for assistance. The supervisor/principal must render a verbal decision in 3 working/school days.

Formal Procedure

1. **GRIEVANCE IN WRITING.** If the applicant is dissatisfied with the verbal decision, he/she shall present the complaint to the supervisor /principal in writing within 10 working/school days for a written decision. The Affirmative Action Coordinator may be contacted at this step for assistance. The supervisor/principal must render a decision within 5 working/school days.

2. **AFFIRMATIVE ACTION COORDINATOR/SUPERINTENDENT.** If the applicant is still dissatisfied, he/she must contact the Affirmative Action Coordinator for assistance within 30 days of the grievance incident or 10 working/school days from the written decision. The Affirmative Action Coordinator may meet with the applicant and the supervisor/principal to attempt settlement of the complaint and must make a recommendation to the Superintendent within 15 working/school days of the contact for assistance. The superintendent will render a decision in writing within 10 working/school days of receiving the recommendation.

SCHOOL COMMITTEE. If the applicant is dissatisfied with the foregoing decision, he/she may appeal in writing to the School Committee within 10 days of receipt of the Superintendent's decision. The Committee shall reply in writing within 14 days of receipt of the appeal.

HUMAN RIGHTS COMMISSION. An unresolved discrimination complaint may be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.

ASBESTOS AND OTHER HAZARDOUS SUBSTANCES

Machias Memorial High School has a floor tile that is ACM. The tile is in good condition and poses no health threat as long as it is not disturbed. A state-approved “Asbestos Management Plan” is on file in the school office and is available for inspection by any interested person.

Other hazardous or potentially hazardous substances used at the school are primarily cleaning and maintenance materials. Representative inventories as well as required “Material Safety Data Sheets” are on file in the school office of the Director of Transportation and Physical Plant at Machias Memorial High School, 1 Bulldog Lane, Machias, Maine 04654.

INTEGRATED PEST MANAGEMENT (IPM) PLAN

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food, water sources, and hiding places for the pests. We will routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and — as a last resort — pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before the planned pesticide applications.

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Pesticide application notice will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest

Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator Mr. David Smith at 255-6978.

Please contact Mr. David Smith if you have any questions. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at www.thinkfirstspraylast.org/schoolipm.

INFORMATION REGARDING TEACHER QUALIFICATIONS

In accordance with the No Child Left Behind Act (NCLB), you have the right to request information regarding teacher qualifications within our school system. If you have any questions regarding this right or teacher qualifications contact Mrs. Nicole Case or the AOS 96 central office.

INFORMATION REGARDING PERFORMANCE DATA

In accordance with the No Child Left Behind Act we are required to direct your attention to the availability of school performance data compiled as part of the No Child Left Behind Report Card. Information contained within this report includes: grade level performance data, school wide performance data, and teacher quality data. The NCLB Report Card data has been included within the newly compiled Maine Data Warehouse.

To access this information simply go to the Maine Department of Education homepage at: <http://www.maine.gov/doe> and navigate from the site index which is organized alphabetically. If you do not have access to the internet, hard copies of the data can be obtained directly at your child's school or at the district central office in Machias, whichever is most convenient.

In addition, please be advised that the state of Maine was successful in obtaining an NCLB waiver. Department of Education officials have designed a plan to prioritize and assist those schools identified for school improvement. More information regarding this process can also be accessed by navigating the website listed above.

If you have any further questions regarding this matter, please do not hesitate to contact me at the central office, 255-6585.

EMERGENCY

MMHS Standard Responses



Evacuate



Hold



Run



Lockdown

TAKE ACTION!

Always be aware of your surroundings.
Use situational awareness and your own judgment.

Fire	Main Building—EVACUATE to soccer field Upper Campus—EVACUATE to Pavilion Stay with your class. Await further instruction.
Bomb	EVACUATE to designated off campus location. Await further instruction.
Threat Inside	RUN - LOCKDOWN - FIGHT RUN Leave belongings. Keep hands visible. LOCKDOWN Out of view. Lock entry to hiding place. Silent voices and phones. FIGHT as a last resort, only if in imminent danger.
Threat Outside	HOLD Get inside. Lock doors. No outside travel. Await further instruction.
Medical Emergency	HOLD Clear halls. Hold in room or area. Await further instruction.
Chemical/ Hazmat	HOLD Seal rooms. Do not open doors or window. Await further instruction.

Revised September 21, 2022