



## 2025-2026 HANDBOOK

Machias Memorial  
High School

***Keeping it  
REAL***

Ready and Engaged  
to Advance in Life

available on our  
web site:  
[mmhsbulldogs.org](http://mmhsbulldogs.org)



phone: 255-3812  
Facebook:  
MMHS Bulldogs

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## Letter From the Principal

Wendy Black  
Principal

Cara Cirillo, LSW  
Guidance Director



**MACHIAS MEMORIAL  
HIGH SCHOOL**

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Mary Maker  
Special Services Director

Robert Sinfond  
Athletic Director

Dear MMHS Students and Families,

August 14th, 2025

Let me begin this school year by extending my congratulations to the NHS Senior Class of 2025. Over the past few years, you have grown as individuals, and now is the time to give your full effort as you complete your final year of high school. This is your moment to lead, reflect, and prepare for the next chapter.

To our new students, families, and community members—welcome to Machias Memorial High School! You may hear us talk about “Keeping it REAL,” and wonder what that means. It refers to our *Vision of the Graduate*: MMHS graduates are **Ready and Engaged to Advance in Life**. This vision is at the heart of everything we do. It shapes our curriculum, our culture, and our commitment to helping each student pursue a personalized pathway built around relevant skills and meaningful knowledge.

In short, we believe in honoring individual choice and equipping students to navigate both the present and the future with confidence.

To the incoming Class of 2029—welcome! Though graduation may feel far away, it will be here before you know it. It's important that you give your education your full attention starting now. High school is a time to explore, take healthy risks, and build a strong work ethic. While it's important not to overload your schedule, participating in a variety of academic and extracurricular activities will help you discover your interests, develop your strengths, and shape your goals. Trust me—you'll want to be an active participant in your high school journey.

I'm truly excited for the year ahead. Let's work together to make 2025–2026 a year filled with exploration, growth, and memorable experiences.

Regards,

*Wendy Black*



*Accredited through the New England Assoc. of Schools & Colleges*



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## Machias Memorial High School Administrators, Faculty, and Staff

### Administrators

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# School Calendar

## Machias Memorial High School 2025 ~ 2026

July 2025							January 2026							FULL TEACHER WORKSHOP DAYS - 5 DAYS			
		1	2	3	4	5					1	2	3	August 26	January 2		
6	7	8	9	10	11	12		4	5	6	7	8	9	10	August 27	March 13	
13	14	15	16	17	18	19		11	12	13	14	15	16	17	October 14		
20	21	22	23	24	25	26		18	19	20	21	22	23	24	END OF QUARTER/SEMESTER		
27	28	29	30	31				25	26	27	28	29	30	31	NOVEMBER 7, END OF Q1		
August 2025							February 2026							JANUARY 23, END OF Q2 & SEM 1			
					1	2		1	2	3	4	5	6	7	APRIL 3, END OF Q3		
3	4	5	6	7	8	9		8	9	10	11	12	13	14	JUNE 10, END OF Q4 & SEM 2 LAST DAY		
10	11	12	13	14	15	16		15	16	17	18	19	20	21	EARLY RELEASE		
17	18	19	20	21	22	23		22	23	24	25	26	27	28	OCTOBER 31 - WS	February 13	
24	25	26	27	28	29	30									NOVEMBER 6 - WS	MARCH 12 - WS	
31															NOVEMBER 7 - WS	APRIL 9 - WS	
September 2025							March 2026							November 26	APRIL 10 - WS	SCHOOL YEAR HOLIDAYS	
	1	2	3	4	5	6		1	2	3	4	5	6	7	December 22		April 17
7	8	9	10	11	12	13		8	9	10	11	12	13	14	OCTOBER 13 - INDIGENOUS PEOPLES DAY		
14	15	16	17	18	19	20		15	16	17	18	19	20	21	NOVEMBER 11 - VETERANS DAY		
21	22	23	24	25	26	27		22	23	24	25	26	27	28	NOVEMBER 27- THANKSGIVING		
28	29	30						29	30	31					DECEMBER 25 - CHRISTMAS		
October 2025							April 2026							JANUARY 1 - NEW YEAR'S DAY		DATES TO MAKE NOTE OF	
			1	2	3	4					1	2	3	4	JANUARY 19 - MARTIN LUTHER KING DAY		
5	6	7	8	9	10	11		5	6	7	8	9	10	11	FEBRUARY 16 - PRESIDENTS' DAY		
12	13	14	15	16	17	18		12	13	14	15	16	17	18	APRIL 20 - PATRIOTS' DAY		
19	20	21	22	23	24	25		19	20	21	22	23	24	25	MAY 25- MEMORIAL DAY		
26	27	28	29	30	31			26	27	28	29	30					
November 2025							May 2026							FIRST DAY FRESHMEN ONLY- SEPTEMBER 2		FIRST DAY ALL STUDENTS - SEPTEMBER 3	
						1							1	2	SCHOOL PHOTOS, MAKEUPS - SEPTEMBER		
2	3	4	5	6	7	8		3	4	5	6	7	8	9	FALL NWEA GRADES 9,10,11 - SEPTEMBER		
9	10	11	12	13	14	15		10	11	12	13	14	15	16	SAT - OCTOBER 4		
16	17	18	19	20	21	22		17	18	19	20	21	22	23	SEMESTER 1 EXAMS - JANUARY 21 - 23		
23	24	25	26	27	28	29		24	25	26	27	28	29	30	WINTER NWEA GRADES 9,10,11 - JANUARY		
30								31							STUDENT LED CONFERENCES - MARCH		
December 2025							June 2026							SAT - MARCH 14, 2026		PROM MAY 2	
	1	2	3	4	5	6			1	2	3	4	5	6	SPRING NWEA - MAY		
7	8	9	10	11	12	13		7	8	9	10	11	12	13	MMHS GRADUATION - JUNE 7, 1:00 PM		
14	15	16	17	18	19	20		14	15	16	17	18	19	20	SEMESTER 2 EXAMS - JUNE 5, 8, 9		
21	22	23	24	25	26	27		21	22	23	24	25	26	27	LAST DAY EARLY RELEASE JUNE 10		VERSION 3/26/25
28	29	30	31					28	29	30					Wendy Black-Principal black@mmhsbulldogs.org Cara Cirillo-Guidance Director ccirillo@mmhsbulldogs.org		
No SNOW/EMERGENCY DAYS have been built into this calendar. MMHS will utilize remote learning on days where school is cancelled. Teachers will prep students for this ahead of time.																	

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## Off-Campus Guidelines

- Only juniors or seniors are eligible to participate in off-campus opportunities.
- To be eligible, students must be passing all of their current classes and must have passed all of their classes in the previous semester.
- Off-campus privileges will be lost by any student who is not passing a class.
- Off-campus periods are meant for home study, work experience, or extended learning opportunities.
- Parental and administrative permission is required for a student to sign up for off-campus privileges.
- When a parent or guardian gives permission, they are accepting responsibility for making sure their student is using the time for educational pursuits.

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## Attendance

- Attendance guidelines are in place to help students form good learning habits and to comply with Maine attendance laws.
- The State of Maine and MMHS acknowledge that there is a positive correlation between high attendance rates and school success.
- Consistent class attendance is a requirement for earning credits and passing a subject.
- A critical part of the educational process is the classroom instruction, activities, and discussion that occurs in class, and these cannot be replaced when a student is absent.

## Policy

- According to Maine State Law, students are required to attend school until they are 17 years old, unless specific conditions outlined in the law are met.
- Under the law, the only excusable absences are:
  - Personal illnesses.
  - Appointments with health officials.
  - Observance of recognized religious holidays.
  - Family emergencies.
  - Planned absences for personal or educational reasons that have been approved by school officials in advance.
- Work is not a valid reason to miss school.
- A student who has completed Grade 6 is considered truant if they have ten full days of unexcused absences or seven consecutive school days of unexcused absences in one school year.
- In the event 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 start of each class period.
- Students who arrive late to school will not be admitted to any class without a pass from the office.

- A note must be brought to the office within 24 hours of a student's return to school in order for an absence, tardy, or early dismissal to be considered excused.
- If a student has ten or more absences for personal illness in a year, they may be required to provide documentation from a doctor.
- The administration and the attendance committee, which may include the Principal, Guidance Counselor, Assistant Principal, and the student's HomeBase advisor, have the final say on all attendance rules.
- A student who is more than 30 minutes late to school, dismissed early, or absent without a professional's note or prior administrative approval is not allowed to participate in any extracurricular or co-curricular activities that day.

## **Procedures**

- When a student is absent, their parent or guardian will be contacted within the first two hours of the school day, unless other arrangements have been made.
- The phone call to the parent or guardian is documented, and the student is requested to bring a written note explaining the absence upon their return.
- If a student accumulates four unexcused absences in a school year, a letter will be sent home to the parent or guardian reminding them of the attendance policy. They will also be informed that a meeting will be required if the student reaches seven absences.
- At seven unexcused absences, the parent or guardian will be called, a letter will be sent home, and a meeting with the attendance committee will be scheduled.
- At ten unexcused absences, the parent or guardian will be called again, another letter will be sent home, and a second meeting with the attendance committee will be scheduled. The Department of Human Services may also be contacted at this point.
- For an absence due to a doctor, dentist, or driving test appointment to be excused, the student must provide a slip signed by the professional's office or examiner upon their return to school.

## **Unexcused Absences**

A student has an unexcused absence if they:

- Leave school without being properly dismissed.
- Leave school during lunch.
- Are absent from school without prior permission from their parents or guardian or without permission from the school.
- Get a pass to a certain location but do not report there.
- Become ill and go home or stay in the restroom instead of reporting to the office.
- Come to school on the bus but then leave the school grounds.
- Leave class without permission.

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## **Meals**

- Breakfast is served and eaten in the cafe from 7:30-8:00 AM. To-go breakfasts are available until 8:15 AM and must be taken to class.
- Lunch is served and eaten in the cafe during one of two assigned lunch periods.
- Students should take care of their dishes in a way that is considerate of the kitchen staff.
- Unwanted, packaged food items can be placed in the share bin to avoid waste.

- All meals are provided to students at no cost.
- However, it is important for each family to complete the free and reduced lunch application because a significant amount of school funding is tied to the free and reduced lunch rate.
- The information on the application is kept in the strictest confidence. The online form should be completed.

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## Guidance

- The guidance counselor acts as an advocate for all students.
- Students can schedule appointments with the guidance counselor to discuss academic, career, or personal/social concerns.
- The counselor's services include monitoring academic progress, consulting with students during the add/drop period, and meeting with students and parents to discuss graduation and post-secondary education requirements.

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## HomeBase

- HomeBase is an advisor-advisee program at Machias Memorial High School.
- For the 2025-2026 school year, HomeBase will be held once a week, opposite of lunch.
- The focus will be on homework, checking in about the day, organization, and announcements.

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## Library

- The library contains over 7,000 items, including books, e-books, audiobooks, magazines, videos, and electronic database subscriptions.
- To search the collection, go to the school website at [mmhsbulldogs.org](http://mmhsbulldogs.org), select the "LIBRARY" link, click the "FOLLETT" icon, and then "Machias Memorial High School". You can then enter your search terms.
- For a more visual search, choose "Destiny Quest" on the left side of the screen, which shows a "Top 10" checkout list and "New Arrivals".
- Books can be checked out for three weeks, but reference books, current magazines, and newspapers are non-circulating.
- Arrangements can be made with the librarian to photocopy portions of non-circulating materials for educational use.

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## No School Announcements

When school is canceled due to weather or other emergencies, announcements will be shared on:

- **Facebook:** The Official Machias Memorial High School page.
- **Radio:** KISS 94.5 (Ellsworth) and WQDY 102.9 (Calais).
- **Television:** WLBZ Channel 2 and WABI Channel 5.

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## Remote Learning



- For the 2025-2026 school year, remote learning will occur at Machias Memorial High School when buildings are closed due to weather, emergencies, or with the approval of the Machias School Committee.
- Teachers will communicate their expectations beforehand.
- Students may be required to complete independent assignments, participate in Google Meets, and email their teachers.
- Students with IEPs or 504 plans, and those receiving ELL or GT services, will continue to receive services from teachers and educational technicians. This may include one-on-one digital communication.
- Students receiving RTI support will also continue to receive support from teachers and educational technicians.

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## **Extra-Curricular Activities**

- Machias Memorial High School has the following extra-curricular activities:
  - National Honor Society
  - Student Council
  - Yearbook
  - Video Club
  - Close-up Model
  - State Chess & Gaming Club
  - Math Team
  - Drama Club
- Students are encouraged to form new groups as desired.
- To form a new group, students need a faculty advisor and permission from the principal.

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## **National Honor Society**

- Selection to the National Honor Society is the highest honor the school can bestow upon a student.
- The National Association of Secondary School Principals sponsors the NHS, and a faculty committee makes the selections.
- Selection is based on leadership, scholarship, character, and service.
- Eligible sophomores, juniors, and seniors may be selected.

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## **Athletics**

- Machias Memorial High School offers a well-rounded athletic program.
- Students should remember that academics are the priority, and athletics are secondary.
- Participating in school sports is considered a privilege, not a right.
- Athletes must remain academically eligible and be aware that they represent the school, their families, and their community.
- The highest level of sportsmanship is expected from all athletes during athletic events.
- Poor sportsmanship will be addressed by the coach, athletic director, and principal, and may result in disciplinary actions like detentions, suspensions, or ineligibility from future contests.

- Ongoing unacceptable actions may result in a student not being allowed to finish the season or participate in future teams.
- To participate, a student must have a physical examination, proof of accident insurance, permission from a parent or guardian, and be eligible according to Maine Principals' Association rules.
- A copy of the athletic handbook is available at the front office.
- A student is ineligible if:
  - They are 20 years old.
  - They have attended high school or its equivalent for eight semesters or four years.
  - They compete under an assumed name.
  - They play on an outside team that the school objects to.
- MMHS-sponsored activities include:
  - Basketball
  - Cheerleading
  - Cross Country
  - Golf
  - Volleyball
  - Softball
  - Soccer
  - Baseball
- For a comprehensive set of rules, procedures, and policies, students should refer to the Machias Memorial High School Student-Athlete Handbook.
- Transportation to athletic activities is provided for participants and must be used unless a student has special permission in advance from the Principal or Athletic Director.
- Parents, family members, and fans are expected to respect the decisions of coaches and officials and to model good sportsmanship.
- Those who demonstrate poor sportsmanship towards coaches, officials, parents, opposing players, or fans may be asked to leave a sporting event.

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## Campus Rules

- Students are encouraged not to arrive at school before 7:30 AM. If they must arrive early, they should stay in the cafe until classes begin at 8:00 AM.
- Students are not to stay after school unless they have made prior arrangements with a teacher, coach, or advisor, and they must be directly supervised.
- Students with transportation issues who need to stay for a later practice should make arrangements with the office.

## Driving

- Students are expected to drive responsibly on school grounds.
- They should drive cautiously at all times.
- Excessive noise from vehicles, like revving engines, loud music, or spinning tires, is not allowed.
- Reckless driving will not be tolerated.
- Repeated violations may lead to the loss of campus driving privileges.
- Students must park only in the designated student parking area.

## **Behaviors Resulting in Disciplinary Action**

- Stealing, lying, or other dishonest acts.
- Bullying, harassing, or hazing behaviors as defined by policy.
- Verbal or physical intimidation, including fighting. Students involved in fights or physical assaults may be suspended for at least 3 days and up to 10 days.
- Disrespect toward a staff member, including not following directions and any act that disrupts the school community.
- Possession or use of firearms, knives, or other destructive devices/weapons.
- Engaging in sexual harassment as defined in the sexual harassment policy.
- Using profane, vulgar, lewd, or abusive language, gestures, or signs that may incite or offend someone else. This also includes selling, using, or possessing obscene material.
- Tardiness or absence from school without proper permission, including leaving class.
- Defacement of school property and littering.
- Throwing objects like paper, elastics, candy, food, or snow at each other, both inside and outside the building.
- Inappropriate displays of public affection.
- Using a cell phone or other electronic device to record or photograph another student or teacher without their knowledge and permission.
- The principal will determine the type and extent of corrective action, which will be appropriate to the seriousness of the offense and the student's previous disciplinary record.

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## **Gym Rules**

- The gym is closed and off-limits to students unless it is 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.
- Clean gym shoes are required for 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 from the instructor. Water should not be taken onto the gym floor.
- Students must walk around the gym floor, not across it, and all barriers must be respected.
- Earrings, nose rings, and other jewelry or piercings are not allowed during gym class.
- The school is not responsible for lost or stolen items. Combination locks are available at the office, or students can give valuables to Mr. Sinford to keep in his office during class.

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## **Student Cell Phones & Devices**

To support a focused, respectful, and safe learning environment, the use of personal electronic devices (including phones, smartwatches, wireless earbuds, and similar technology) is regulated during the school day as follows:

### **Instructional Time: 7:30 AM – 2:20 PM**

- All personal electronic devices (phones, smartwatches, wireless earbuds, etc.) must be turned off and out of sight during class, study halls, and assemblies.

- Phones are not to be taken to the bathroom during class time.
- Teachers are not responsible for collecting, storing, or safeguarding student phones.

### **Breaks, Lunch, and Passing Time**

- Students may use their phones appropriately and respectfully during lunch and passing times.
- Devices should not interfere with school operations or the rights of others.
- Inappropriate use, such as harassment, excessive volume, or use during emergencies without staff direction, will result in consequences.

### **Recording and Privacy**

- Recording (audio or video) or photographing anyone on school grounds without explicit permission is strictly prohibited at all times, including during lunch and breaks.
- Violations will result in disciplinary action and/or loss of device privileges.
- This policy exists to protect the privacy and dignity of all members of the school community.

### **If a Device Is Seen During Unauthorized Times**

- The device will be turned in to the front office immediately.
- **First offense:** The student may pick up the device from the office at the end of the school day.
- **Subsequent offenses:** A parent or guardian must pick up the device from the office.
- Chronic misuse may lead to further disciplinary action, including loss of phone privileges or exclusion of devices from school.

### **Parent Communication**

- If a parent or guardian needs to contact a student during school hours, they should call the main office at 255-3812, and a message will be delivered.
- Parents should not expect their child to check their phone during class time.
- Students can check their phones before school (before 8:00 AM), during the five-minute passing times (9:20 AM, 10:40 AM, 1:00 PM), and during their assigned lunch period.

### **A Note to Students and Families**

This policy is intended to balance learning needs with personal responsibility and to protect the privacy and dignity of all members of our school community. We understand that phones are an important part of modern life, but during instructional time, our priority is on learning, engagement, and respectful interaction.

We ask for your support in reinforcing this policy and helping students build healthy, school-appropriate digital habits.

- 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.



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## 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.

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## 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. Regular office hours at Machias Memorial High School will be available.

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## Conduct and Discipline

- The building principal can assign detentions, and a student may also be given an in-school or out-of-school suspension for inappropriate behavior.
- Students are not permitted to leave school grounds during school hours, from the time they arrive until 2:20 PM, without permission from the Principal or designee. Violations will lead to disciplinary action.

## Detentions

- Students assigned detention are expected to serve it the same day it is issued or the next day if transportation needs to be arranged.
- There are two types of detention: Personal and Office Detention.
  - **Personal Detentions:** Assigned and administered by individual teachers in their classrooms. The teacher determines the duration and day.
  - **Office Detention:** Assigned by office staff or the principal and is facilitated by the Principal's Office. The person assigning it determines the duration and day.
- Students must be on time to the designated room for detention.
- If a student has a legitimate reason for not being able to stay after school, they must make arrangements with the teacher who assigned the personal detention or with the Principal's Office.
- Athletic practices and extra-curricular meetings are not considered acceptable reasons to miss detention.
- Students who fail to serve detention may have privileges suspended, such as Chromebook, athletic, co-curricular, extra-curricular, field trip, senior, Open Gym, work release/study, internship, or driving/parking privileges, until the detention is served or alternative arrangements are approved by the Principal.

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## Bus/School Van Transportation

- AOS 96 includes the towns of Machias, Jonesboro, Marshfield, Wesley, Northfield, Whitneyville, Roque Bluffs, Whiting, East Machias, Cutler, and Machiasport.
- Each town's School Board provides transportation for their resident students. Some towns also provide transportation for non-resident students.
- Towns that transport non-resident students have the following stipulations:
  - The non-resident student must be picked up on the regular transportation run.
  - The non-resident student must follow all established transportation rules.
  - The parent(s) or guardian(s) of the non-resident student must complete a non-resident student transportation form, which is available at the Superintendent's office.
- Students on buses or school vans are expected to behave in a reasonable and safe manner.
- The following behaviors will result in disciplinary action:
  - Improper boarding or departing procedures
  - Bringing objectionable articles
  - 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 the aisle clear

- Lack of a required note from a parent if the student is to be dropped off somewhere other than home
  - Other behavior related to the safety, well-being, and respect of others
- The driver's obligation is to provide safe transportation. The driver is the "commander of the bus" and people are expected to obey their directions the first time they are given.
- Drivers will report incidents that require disciplinary action to the appropriate building administrator.
- A student who engages in inappropriate conduct on the bus or school van may have their transportation privileges suspended or terminated.
  - First offense: 3 days off.
  - Second offense: 2 weeks off.
  - Third offense: 3 weeks off.
- After a three-week suspension, a meeting will be held with the parents, child, town school committee, and Superintendent to determine if the child can ride again.
- Parents are responsible for getting their child to school during suspension periods.
- Transportation suspensions of up to 10 days are determined by building administrators.
- Extended or permanent suspensions are determined by town School Boards, which will follow due process procedures before taking action.
- The AOS 96 Non-Resident Student Transportation Permission Form is at the end of the handbook.
- Students who ride buses or vans from towns outside of AOS 96 must follow the rules established by their sending town.

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## **Alcohol, Drugs and Tobacco**

- The Machias School System supports abstinence from alcohol, drugs, and tobacco. The goal is to help each student reach their full potential, and the use of alcohol and other mind-altering drugs is considered harmful and illegal.
- A student who is under the influence of or in possession of any forbidden substance on school property (including buildings, grounds, or buses) or at a school-sponsored function will face disciplinary action.
- Forbidden substances include alcohol, drugs, chewing tobacco, cigarettes, vapes, "e cigarettes", a syringe, a pipe, flame-producing devices, or other paraphernalia.
- Exempt from this policy is any drug that is being taken according to a current, physician-signed prescription. These medications must be stored in the nurse's office, and parent and doctor permission must be secured through the appropriate forms from office personnel.
- Drug, tobacco, and alcohol offenses will be handled according to the policy on file, which can be obtained from the principal's or superintendent's office.
- Medical marijuana is not allowed on school grounds.
- Machias Memorial High School will adhere to Maine State medical marijuana laws and will request assistance from law enforcement when needed.

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## **Bomb Threat**

- Making a bomb threat is a crime under Maine law.

- Any student suspected of making a bomb threat will be reported to law enforcement for investigation and possible prosecution.
- Regardless of any criminal penalties, a student who makes a bomb threat will face disciplinary action from the school.
- The administration may suspend and/or recommend expulsion for any student who makes a bomb threat.
- Making a bomb threat is considered deliberately disobedient and disorderly and can be grounds for expulsion if deemed necessary for the peace and usefulness of the school.
- A student who is found by the Board to have brought a bomb to school may be expelled for at least one year, though the Superintendent can modify this requirement based on individual circumstances.
- A student who knowingly encourages, aids, or assists another in making a bomb threat will also face disciplinary action.
- Failing to report knowledge of a bomb threat or the existence of a bomb on school property may also lead to disciplinary consequences, including suspension and/or expulsion.

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## Computers

- Computer technology, including Internet access, is an important part of the educational program at Machias Memorial High School. The goal is to promote educational excellence by facilitating communication, innovation, and resource sharing.
- To get access, students and parents must review and sign an "Internet Use Agreement". Copies are provided by the high school Technology Coordinator at the start of each school year.
- The use of a computer device is a privilege that can be revoked if the agreement is violated.
- Students and parents are responsible for paying for replacements of lost or stolen devices, cords, and chargers. The replacement cost is based on the cost of an identical item (e.g., an Apple iPad charger cannot be replaced with a generic one).
- Students are responsible for replacing items if they are stolen, so it is recommended that they never leave their devices unattended.
- Students can refuse a school device but will still be required to complete any work that requires a computer. Additional computers are available throughout the school.

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## Student Computer and Internet Use 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

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**Google Workspace for Education**

- Machias Memorial High School uses Google Workspace for Education, which includes tools like Gmail, Calendar, Docs, and Classroom.
- Students use their accounts to complete assignments, communicate with teachers, sign into Chromebooks, and learn digital citizenship skills.
- The school needs a parent's permission to create and manage an account for their child.
- Without consent, an account will not be created, and the student will not be able to use a school Chromebook or Google services, which may require them to use other software for assignments and collaboration.
- By giving consent, parents are giving permission for the school to create an account and for Google to collect, use, and disclose their child's information for the purposes described in the notice.

## **Information Collected and Used**

- The school may provide Google with a student's name, email, and password.
- Google may also collect information directly from students, such as a phone number for account recovery or a profile photo.
- When a student uses core Google services, Google collects information about their account, activity, settings, apps, browsers, devices, location, and direct communications.
- When using additional services, Google may also collect information about activity, videos watched, ads viewed, search queries, voice and audio information, purchase activity, and activity on third-party sites.
- In Core Services, Google uses student information to provide and improve services, provide support, protect users, and comply with legal obligations.
- In Additional Services, Google may use the collected information to deliver and improve services, develop new services, provide personalized services, measure performance, communicate with users, and protect users.

## **Advertising and Sharing**

- No ads are shown in the core Google Workspace for Education services, and no personal information from these services is used for advertising.
- Some additional services do show ads, but for K-12 students, the ads will not be personalized. Ads may be based on general factors like search queries or the content of a page.
- Students may be able to use services like Google Docs and Sites to share information publicly. If a student shares information publicly, it may be accessible through search engines.
- Google will not share personal information with outside companies, organizations, or individuals except in specific cases. This includes sharing information with the school, with parental consent, for external processing, and for legal reasons.
- The school administrator will have access to a student's account information, activity, and statistics. They can also change the password, suspend or terminate access, and restrict the ability to delete or edit information.

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## **Annual Notice of Student Education Records and Information Rights (FERPA)**

- The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (age 18+) certain rights regarding student educational records.
- AOS 96 is required to collect and report student social security numbers to provide data on the long-term effectiveness of teaching and programs.
- Parents will be asked to provide written consent for the use of their child's social security number, but they are not required to provide it. A child will still be enrolled without a social security number.
- A student's social security number cannot be used for longitudinal data without prior written parental consent. Once a student turns 18, their own written consent is needed.

## **Inspection of Records**

- Parents and eligible students can inspect and review the student's educational record within 45 days of making a request.



- The request must be in writing to the Superintendent or building administrator and must identify the record to be inspected. The administrator will then notify the parent/student of the time and place for inspection.

### **Amendment of Record**

- Parents and eligible students can ask the school to amend records they believe are inaccurate, misleading, or violate the student's privacy.
- The request must be in writing to the Superintendent or building administrator, clearly identifying the part of the record to be changed and why it is inaccurate or misleading.
- If the administrator denies the request, the parent/student will be informed of the decision and their right to request a hearing.

### **Disclosure of Records**

- The school must have a parent/eligible student's written consent before disclosing personally identifiable information in educational records, except in circumstances allowed by law.

### **Directory Information**

- The school can make the following "directory information" public at its discretion:
  - Name
  - Participation and grade level in recognized activities and sports
  - Height and weight of student athletes
  - Dates of attendance
  - Honors and awards received
- Parents or eligible students who do not want this information disclosed must notify the Superintendent in writing by July 1st of the upcoming year or within 30 days of enrollment.

### **Military Recruiters/Institutions of Higher Education**

- Military recruiters and higher education institutions are entitled to receive names, addresses, and phone numbers of secondary students. The school must comply with these requests, but parents have a right to request that this information not be released without their consent.
- To prevent this information from being disclosed, parents or eligible students must notify the Superintendent in writing by July 1st of the upcoming year or within 30 days of enrollment.

### **Other Disclosures**

- Educational records may be disclosed to school officials who have a "legitimate educational interest," meaning they need to review a record to fulfill their professional duties.
- School officials can include administrators, instructors, support staff, school board members, contractors providing services (like attorneys or auditors), and parents or students on official committees.
- As required by Maine law, the Machias School Department sends student records, including disciplinary, attendance, special education, and non-confidential health records, to a school unit to which a student applies for transfer.

- Records may also be disclosed to other entities and individuals as allowed by law. Information about these exceptions can be obtained by request from the Superintendent or building administrator.

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## Sexual Harassment

- AOS 96 believes every student has the right to learn in an environment free of intimidation, hostility, and offensiveness.
- Employees should not harass students, and students should not harass other students based on race, color, sex, religion, national origin, sexual orientation, or handicap. These acts are considered illegal discrimination.
- **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and sexually motivated physical or verbal communication that interferes with a person's educational environment or creates a hostile, intimidating, or offensive environment.
- Students are advised to tell the harasser that their behavior is unwelcome. If they are uncomfortable doing so, they should inform an Affirmative Action Coordinator as soon as possible.
- The Affirmative Action Coordinator will inform the person who has been harassed of their available options, such as filing a complaint with the Human Rights Commission or the United States Office of Civil Rights.
- If you feel you have been sexually harassed, you can contact Mr. Mitchell Look (Affirmative Action Officer) or Nicole Case (Superintendent) at 255-6585, or Mary Maker (Special Ed. Director) at 255-4381.

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## Grievance Procedure

- This procedure is for resolving complaints from students and employees about alleged discrimination based on sex, handicap, or harassment.
- Anyone with a grievance can access this procedure. A grievance is defined as any allegation of noncompliance with Title IX, Title VI, Section 504, or Section 46572.

## Levels of Procedure

- **Informal Procedure:** The person with the complaint should first try to resolve it orally with their immediate supervisor/principal within 7 working/school days of becoming aware of it. The Affirmative Action Coordinator can be contacted for assistance. The supervisor/principal must give a verbal decision within 3 working/school days.
- **Formal Procedure:**
  1. **Grievance in Writing:** If the verbal decision is unsatisfactory, the complaint must be presented to the supervisor/principal in writing within 10 working/school days for a written decision. The Affirmative Action Coordinator can assist at this step. The supervisor/principal must provide a decision within 5 working/school days.
  2. **Affirmative Action Coordinator/Superintendent:** If still dissatisfied, the person must contact the Affirmative Action Coordinator within 30 days of the incident or 10 working/school days of the written decision. The coordinator will meet with the parties involved to try to settle the complaint and will make a recommendation to the

- Superintendent within 15 working/school days. The Superintendent will then give a written decision within 10 working/school days of receiving the recommendation.
3. **School Committee:** If the Superintendent's decision is unsatisfactory, an appeal can be made in writing to the School Committee within 10 days of receiving the decision. The Committee will reply in writing within 14 days of receiving the appeal.
- An unresolved discrimination complaint can be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.

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## **Asbestos and Other Hazardous Substances**

- Machias Memorial High School has a floor tile that is ACM (asbestos-containing material), but it is in good condition and does not pose a health threat as long as it is not disturbed.
- A state-approved "Asbestos Management Plan" is available for inspection in the school office.
- Other hazardous substances at the school are mainly cleaning and maintenance materials. Inventories and "Material Safety Data Sheets" are on file in the office of the Director of Transportation and Physical Plant.

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## **Integrated Pest Management (IPM) Plan**

- The school uses an Integrated Pest Management (IPM) approach to pest control to reduce the risks associated with pesticides.
- This approach focuses on making the school an unfavorable place for pests by reducing or eliminating their food, water, and hiding places through maintenance and cleaning. The school will also monitor the area to detect and prevent pest problems.
- Techniques used include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and, as a last resort, pesticides.
- When pesticide use is necessary, the school will use the lowest-risk products available. If higher-risk pesticides are used, notices will be posted, and parents, guardians, and staff have a right to know.
- Parents, guardians, and staff will be notified at least five days before any planned pesticide applications. Notices will also be posted in school and on school grounds.
- Notification is not required for applications that are legally recognized to pose little or no risk of exposure.
- The school keeps records of past pesticide applications and information about the pesticides used. These records, along with a copy of the IPM Policy and the Pesticides in Schools regulation, can be reviewed by contacting the IPM coordinator, Mr. David Smith, at 207-255-6978.
- For more information, you can call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website.

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## **Information Regarding Teacher Qualifications**

- According to the No Child Left Behind Act (NCLB), you have the right to request information about teacher qualifications.
- For questions about this right or teacher qualifications, contact Mrs. Nicole Case or the AOS 96 central office.

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## Information Regarding Performance Data

- In accordance with the NCLB Act, the school is required to inform you about the availability of school performance data in the NCLB Report Card.
- This report includes grade level performance data, school-wide performance data, and teacher quality data.
- The NCLB Report Card data is included in the Maine Data Warehouse, which can be accessed on the Maine Department of Education homepage at <http://www.maine.gov/doe>.
- If you don't have internet access, hard copies of the data can be obtained at your child's school or the district central office in Machias.
- The state of Maine received an NCLB waiver, and the Department of Education has a plan to help schools identified for improvement. More information on this process is available on the website listed above.
- For further questions, contact the central office at 255-6585.

## 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 for Education 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, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services will not be able to utilize a school Chromebook and may need to use other software to complete assignments or collaborate with peers.

I give permission for Machias Memorial High School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

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://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):



- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

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”**:

- Applied Digital Skills
- Blogger
- Chrome Canvas
- Chrome Cursive
- Chrome Web Store
- Colab
- CS First
- FeedBurner
- Google Alerts
- Google Arts and Culture
- Google Bookmarks
- Google Books
- Google Cloud Platform
- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google News
- Google Photos
- Google Play
- Google Play Console
- Google Translate
- Google Trips
- Looker Studio
- Managed Google Play
- Material Gallery
- Programmable Search Engine
- Scholar Profiles
- Studio

- Third-Party App Backups
- Timeline - Location History
- YouTube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at <https://policies.google.com/terms>.

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://workspace.google.com/terms/education\\_privacy.html](https://workspace.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 number for account recovery or a profile photo added to the Google Workspace for Education account.

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

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy at <https://policies.google.com/privacy>

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

## **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information at <https://cloud.google.com/terms/data-processing-addendum>

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details at <https://policies.google.com/privacy>

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

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

## **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. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

## **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;

- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>, the Google Cloud Privacy Notice at <https://cloud.google.com/terms/data-processing-addendum>, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

## **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 Machias Memorial High School. 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 access personal information, limit your child's access to features or services, or delete personal information in the services or 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 Machias Memorial High School. 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://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>, and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

# EMERGENCY

## MMHS Standard Responses



**Evacuate**



**Hold**



**Run**



**Lockdown**

## TAKE ACTION!

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

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

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