



Lewiston Middle School

Student Guidelines - 2016 - 2017

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BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

This School Agenda belongs to:

Name: _____

Homeroom: _____ Team: _____

Locker Number: _____ Email: _____

WELCOME TO LEWISTON MIDDLE SCHOOL

We extend a warm welcome to all students coming to Lewiston Middle School this year. It should be an exciting year for all – students, parents, and staff alike.

The Guidelines have been included in the Agenda Books to inform students and parents about our school. Parents and students should read the Guidelines to become familiar with our policies and procedures. The information will guide students and parents through the next school year. Parents may call the school to have questions or concerns addressed. Parents are encouraged to do this all year, because an informed parent can make the middle school experience more successful and positive for their children.

Regular attendance and promptness to school and to class will set the student on the right path for their “Middle School Experience”. Being prepared for and participating in class daily will usually ensure a successful experience. Extra-curricular activities in many areas are available to students and make the year a more meaningful and enjoyable experience.

Every student deserves a great education. Every teacher takes the success of their students very personally. The goal of Lewiston Middle School is to create a learning environment where 100% of our students will be prepared for success in high school and college. Welcome to Lewiston Middle School.

Jake Langlais, Principal

Pamela Butler, Assistant Principal

Amanda Winslow, Assistant Principal

MISSION STATEMENT

Ensuring Academic and Civic Success

DAILY TIME SCHEDULE

Entrance Bell	7:25
Homeroom/Breakfast	7:25 - 7:45
Warning Bell	7:42
Period 1 - Announcements	7:45 - 7:50
Period 2 - Academic Seminar	7:53 - 8:38
Period 3	8:41 - 9:51
Period 4	9:54 - 11:04
Period 5	11:07 - 12:49

A Lunch departs to cafeteria with bell at 11:08am.

A Lunch: 11:11am to 11:37am

Bell rings at 11:37am, A lunch returns to class

B Lunch departs to cafeteria with bell at 11:42am.

B Lunch 11:45am to 12:11pm

Bell rings at 12:11 pm, B lunch returns to class

C lunch departs to cafeteria with bell at 12:16am.

C Lunch 12:19pm to 12:45pm

Bell rings at 12:45pm, C lunch returns to class.

Period 6	12:52 - 2:02
P.M. Homeroom/Bus Dismissal	2:05 - 2:10
Walker Dismissal	Approx. 2:15
Office Detention	2:20 - 2:55

SCHOOL HOURS – Staff are on outside duty starting at 7:25. Students will be allowed into the building no earlier than 7:25 a.m. Make-up sessions for students needing help will end at 2:55 p.m. or at teacher/student agreement. Students staying for office detention will be dismissed at 2:55 p.m. On early release Wednesdays students will be dismissed after 12:10 announcements. Early release dates are: 9/21/16, 10/19/16, 11/16/16, 1/11/17, 2/15/17, 3/8/17, 4/12/17, 5/17/17.

If school is canceled or delayed due to inclement weather, the cancellation or delay will be announced on local news or social media. Students will not be dismissed early due to inclement weather.

NOTE: Some sections of this handbook refer to School Committee Policies and the reference code is listed.

ROTATION OF SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
1(HR)	1(HR)	1(HR)	1(HR)	1(HR)
2(Acad. Seminar)				
3	4	5	6	3
4	5	6	3	4
5	6	3	4	5
6	3	4	5	6
7(PM HR)				

Academics

GRADING SYSTEM & REPORT CARDS

(NEPN/NSBA Code: IKAB) – Parents

parents three (3) times a year – November, March and June. We will also send home with student a PROGRESS CARDS halfway through each trimester of the school year. Report card envelopes are expected to be signed by the student's parent or guardian and returned to school within two days. A signature does not indicate approval of the grades, but only that the report has been received. Lewiston Middle School is in transition to becoming a proficiency based school. As part of our transition, we will be reporting out to students their habits of work. Habits of work is a measure of student engagement in the classroom. It is our hope that this feedback connected to self-control, respect, and work ethic will help students be actively engaged in their learning.

The Grading system is as follows:

100-93 or A Excellent
92-85 or B Very Good
84-76 or C Average
75-70 or D Below Average
69 and below or F Failure
P = Passing

Habits of Work will be reported in three categories (work ethic, self-control, and respect) as follows:

4 = Almost Always
3 = Usually
2 = Sometimes
1 = Seldom

HABITS OF WORK

Habits of work criteria is based on students demonstrating self-control, work ethic, and respect. Please reference the habit of work matrix on the LMS website.

HOMEWORK

(NEPN/NSBA Code: IKB) – Homework is considered part of the learning process and a legitimate demand on the non-class time of students. A homework assignment should be an extension of clearly defined school activities and should be appropriate to the age, ability, and independent level of students. Parents are encouraged to take an active interest in students' homework by:

- Promoting a positive attitude toward homework
- Providing a consistent time and a suitable place to study
- Making resources available whenever possible
- Communicating with the teacher

At Lewiston Middle School, homework may be required daily but will not count for more than 10% of a student's grade due to our transition to proficiency based learning. Students could be assigned 45-90 minutes per day for four or five days. Long range assignments are not included in this time limit, especially if the student waits to the last moment to complete such assignments. Students are encouraged to read and practice math facts at least 30 minutes per night.

HONOR ROLL

An honor student is a student who excels in all areas including academic and unified arts subjects and conduct. The honor student maintains respect and proper attitudes toward the rights and properties of others.

FIRST HONORS: A minimum overall average of 93 and no grade less than a "B" in any subject.

SECOND HONORS: A minimum overall average of 85 and no grade less than a "B" in any subject.

HABITS OF WORK HONOR ROLL

A habits of work honor student is a student who excels in being an engaged learner. Students must maintain a 3 or higher on the HOW Rubric for all criteria in each course each trimester.

MAKE-UP WORK OR ASSIGNMENTS

Parents and guardians may call the office to make arrangements for students who are out of school for an extended period of time to receive assignments. Gathering these assignments may take some time, so we request that parents and guardians call in the morning of the day that the work will be picked up. If a request is made later in the day, assignments will not be ready until the following day.

If a student repeatedly fails to make up and **PASS IN** the work provided to the teachers, the school reserves the right to refuse further requests for such work.

Make-up work from absences should be completed as soon as possible.

PROMOTION, RETENTION and ACCELERATION OF STUDENTS GRADES K-8

(NEPN/NSBA code: IKE) – It is the intention of the School Committee that appropriate instruction is offered to all students in a progressive and sequential way. Students will normally progress through one grade level each year.

Promotion – To be promoted to the next grade a student must pass 4 academic subjects or 3 academic subjects and have a passing average in his/her Unified Arts Block. Parents will be notified each trimester if the student is not meeting the promotion requirements.

TESTS/ASSESSMENT

(NEPN/NSBA Code: ILA) – Assessment shall be performed to provide information on student abilities, achievements and educational needs. Testing shall be designed as integral parts of the school unit's needs assessment and evaluation programs. The school unit shall participate in the statewide Maine Educational Assessment program as required by Maine law and applicable rules of the Commissioner of Education. In addition, students will participate in the NWEA.

TEXTBOOKS

All school books issued to students become the responsibility of the student. Students should write their names in the space provided on the inside cover of most textbooks. If a student loses a book, he or she should notify the issuing teacher and check with the main office. A second textbook will not be given to the student until he or she pays for the first. Should the original be found later in the year, the student will be reimbursed the amount paid for the book.

Students will be financially responsible for any book that they lose, mark in, tear or rip pages from or cause other unspecified damage. Teachers may request that textbooks be covered to extend the life of that text. Students and parents should know that all new texts cost the school department between \$60 and \$90.

After School

24-HOUR NOTICE

Bus students are required by School Committee Policy to be given 24 hour notice before being detained after school so parents have the opportunity to arrange transportation home. It is the student's responsibility to secure the parental signature. If the student fails to show the notice to the parent the student will still be expected to stay after regular school hours. This policy does not apply to walking students and can be waived for bus students if the parent can be contacted by phone and agrees to the student staying that day. School personnel cannot transport students home after Make-up or Detention sessions.

DANCES

School dances sponsored by the Student Council will be held periodically during the school year. Dances generally start at 6:30 p.m. and end at 9:00 p.m.

1. All school rules will be in effect during school dances.
2. Tickets for school dances are sold during the week and cannot be purchased after lunch time the day of the dance or at the door. Exceptions can be made by Administration.
3. No student may enter the dance after 7:00 p.m. unless prior permission is given by an administrator.
4. If a student leaves the dance, he/she will not be re-admitted.
5. All students are checked into the dance by name and/or ticket number.
6. Students are not permitted to bring guests from other schools.
7. Though a school dance is a place to socialize, it is still a school function and appropriate dress and decorum is expected from all who attend.
8. Students needing rides home should make arrangements to be picked up no later than 9:00 p.m.
9. Parents are always welcome to visit or chaperone a dance during the evening.
10. Students must be in school on the day of the dance.
11. There should be no inappropriate dancing.

ELIGIBILITY FOR SPORTS – “No Pass, No Play”

In order to be eligible to participate in interscholastic competition, students must be passing all subjects for the trimester as

determined by a check of grades every week and minimum of Habits of Work scores of 2 or better in all classes. Students interested in participating in interscholastic athletics should familiarize themselves with the Interscholastic Athletic Policy Handbook.

EXTRA-CURRICULAR ACTIVITIES

Many extra-curricular activities are planned to complement your academic studies. These activities help you have a more complete “Middle School Experience”. A list of activities follows and more information about these activities will be given to students as the year progresses. Listen to the announcements for beginning dates and initial sign-ups.

Art Activities	Intramural Sports	Interscholastic Athletics:	
Band	Robotics Club	Baseball	Soccer
Chorus	Student Council	Basketball	Softball
Civil Rights Team	Stem Club	Cheering	Track
Cribbage Club	Strings	Field Hockey	
Drama	Yearbook	Football	
SAGA (Sexuality & Gender Acceptance)		Lacrosse	

Attendance

ABSENCE PROCEDURES

1. **PARENTS are requested to notify the school prior to 8:30 a.m. each day the student is absent.** (795-4180) You may call any time and leave a message on voice mail.
2. When returning to school following an absence, a written excuse from the student’s parent or guardian must be given to the main office. The note should state the day(s) absent and the reason for the absence(s).
3. If a student is ill for three (3) consecutive school days, the student must obtain a re-admission slip from the school nurse.
4. When an enrolled student is absent and no parental call has been received, you will get a phone call from the School Messenger system, and the school attendance officer.

ATTENDANCE

1. A Student is required by Maine State Law to attend school every day that school is in session except for the following **Excusable Absences** (Maine State Law):
 - A. Personal Illness
 - B. Appointments with health professionals that cannot be made outside of the regular school day.
 - C. Observance of recognized religious holidays when the observance is required during a regular school day.
 - D. Emergency family situations.
 - E. Planned absences for personal or educational purposes which have been approved in advance by Administration.
2. Attendance is required at all classes, study periods, and homeroom periods.
3. Students who are absent or cut classes shall not participate in any extra-curricular activities that day: i.e. games, practices, rehearsals, dances and the like. All coaches and advisors will check the Daily Absence List to make certain this rule is enforced.
4. Penalties for Cutting Class are as follows:

Cutting Class: This may result in detentions, in-school suspension, or suspensions depending upon the frequency and the number of periods missed.

HABITUAL TRUANCY

1. A student is habitually truant if that student is required by Maine State Law to attend school, and that student has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.
2. Efforts to address the student’s truancy shall be made by the school department, including but not limited to, meetings with the student and parent(s), counseling, attendance contracts and referral to other agencies for family services.
3. If efforts outlined above do not satisfactorily resolve the truancy issue, the school department may notify the Lewiston Police Department of a violation of the truancy law. The police department may then proceed with an action to enforce the truancy law and take the matter to the District Court..

PENALTIES (Truancy)

1. If a parent has control of a student who is habitually truant and that parent is primarily responsible for that truancy, that parent commits a civil violation and a fine of not less than \$25 up to \$250 may be imposed.

2. The court may also order that parent to take specific action to ensure the child's attendance at school; to comply with any plan developed with or by the school department; participate in a parent-training class; attend school with the student; perform community service hours at the school; or participate in counseling or other services as appropriate.

STUDENT DISMISSAL PRECAUTIONS

(NEPN/NSBA Code: JLIB) – Students will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. For safety purposes, ID will be required to release students.

Early Dismissals – *Students should bring a note for early dismissal to the main office before the morning homeroom period* where an appropriate dismissal slip will be written for the student and teachers are notified that the student is to be dismissed. Otherwise parent, legal guardian must come into office and sign their student out.

TARDINESS TO CLASS

1. Class tardiness will be handled by the classroom teacher.
2. A student will not be considered tardy if that student has a note from a staff member.
3. Excessive tardiness to class will be referred to the Assistant Principal

TARDINESS TO SCHOOL (Homeroom)

1. The student will report to the main office receptionist's window.
2. When a student has two (2) unexcused tardies per trimester the Assistant Principal will notify the parent or guardian by a telephone call or letter.
3. When a student has accumulated three (3) or more unexcused tardies he/she will be assigned one (1) office detention per tardy.
4. Excessive tardiness will be dealt with on an individual basis.

NOTE: A written parental note or phone call **may** excuse the tardiness if the excuse is reasonable and **not** repetitive.

Bus Information

STUDENT CONDUCT ON SCHOOL BUSES

(NEPN/NSBA Code: JICC) – Students who become a serious disciplinary problem may have their riding privileges suspended. In such cases parents are responsible for seeing that their child get to and from school safely. Established School Standards for behavior are required while using all school transportation.

STUDENT CONDUCT ON SCHOOL BUSES ADMINISTRATIVE PROCEDURE

(NEPN/NSBA Code: JICC-R)

Student Rules of Behavior

Bus drivers are authorized to enforce these rules and to take the necessary steps to ensure student safety. Students are expected to follow the instructions of bus drivers as they do their teachers and other school staff.

Boarding the Bus

- A. At the bus stop, do not wait in the road, and stay back from the roadway until the bus arrives.
- B. Wait until the bus comes to a complete stop before trying to board the bus.
- C. Board the bus in an orderly fashion, and let younger students board first.
- D. Use the handrail to keep your balance
- E. Go directly to a seat without pushing and remain seated.

Traveling on the Bus

- A. All directions from the bus driver must be followed.
- B. Stay quietly seated during the trip.
- C. Do not talk to the bus driver while the bus is moving except in an emergency.
- D. Eating, drinking and smoking are not allowed on the bus.
- E. Place books or bundles under the seat or hold them on your lap where they cannot slide, fall or block the aisle. Do not throw anything on the bus.
- F. Keep your arms and legs out of the aisles.
- G. Absolutely no horseplay or fighting on the bus.
- H. Do not throw or stick anything out of bus windows. Keep your head, arms and hands inside the bus.
- I. Do not open windows without permission from the driver.
- J. The emergency door may not be used except in an emergency.
- K. Do not mar or deface the bus. Any damage must be paid for by the student and/or parents.
- L. No weapons, alcohol, drugs, tobacco or animals are allowed on the bus.

Upon Arrival

- A. Wait for the bus to stop completely before standing.
- B. Students may exit only at their regular or authorized stop.
- C. Exit in an orderly fashion.
- D. Use the handrail and watch your step leaving the bus.
- E. Move away from the bus immediately, and keep away from the side of the bus as it pulls away.

Crossing the Road

- A. Walk 10 steps ahead of the bus along the edge of the road.
- B. Watch for the driver's signal to cross, and then look both ways to make sure the road is clear of moving traffic. Although the law states that traffic must stop both ways for a stopped school bus, do not depend on it.
- C. After the driver's signal and looking both ways, walk quickly across the road to the other side.

Disciplinary Procedures

Disciplinary problems on school buses are to be handled as follows:

- A. While the students are on a school bus, the bus driver is responsible for their behavior.
- B. Any misbehavior (see rules for behavior section) will result in a written warning to the student from the driver. One copy will be retained by the bus company. All other copies will be given to the Transportation Officer for distribution (two to the building administrator, one for file).
- C. The building administrator will immediately notify the parents/guardians by telephone of the incident and the penalty involved (if any). The verbal communication will be followed by written notification to the parents.
- D. If a second offense of any kind occurs during the remainder of the school year, the parents/guardians will be notified, and the student will be EXCLUDED from the bus for a period of five school days from the date of the second offense. The building administrator will notify the Transportation Officer that the parents/student have been notified. Upon completion of the five-day suspension, the student's bus privilege will be reinstated. Exceptions to the suspension requirement may only be made by agreement of the bus driver, the bus company representative, the building administrator and the Superintendent.
- E. If a third offense of any kind occurs during the remainder of the school year, the parents will be notified as indicated in paragraph C., and the student will be EXCLUDED from the bus for a period of 20 school days from the date of the third offense. The building administrator will notify the Transportation Officer that the parents/student have been notified. Upon completion of the 20-day suspension, the student's bus privilege will be reinstated.
- F. Exceptions to this policy may only be made by agreement of the bus driver, the bus company representative, the building administrator and the Superintendent.
- G. Any subsequent violation will result in suspension for the remainder of the school year. The responsibility for transporting the student then becomes the responsibility of the parents/guardians.
- H. **Appeal:** The parent(s)/guardian(s) of a student suspended from bus privileges have the right to appeal the decision by contacting the Transportation Officer at the Lewiston School Department. As soon as feasible, and no later than five school days after the contact by the parent(s)/guardian(s), the Transportation Officer will set a meeting time and place for the appeal meeting. Those in attendance at the meeting will be the parent(s)/guardian(s), the student, the bus driver, the Transportation Officer, the building administrator or assistant building administrator and a representative of the bus company. The student will be suspended pending the results of the appeal so long as the decision is given within five school days. If not satisfied with this decision, the parent(s)/guardian(s) may appeal to the Superintendent.

STUDENT TRANSPORTATION SERVICES

(NEPN/NSBA Code: EEA) – Students in grades 7 and 8 shall be transported if they live one mile or more from school.

Cafeteria

BREAKFAST PROGRAM

Students can enter LMS at 7:25 a.m. They should immediately proceed to their homeroom and check in with their homeroom teacher. Breakfast will be served until 7:42 a.m. By 7:45 all students should be in homeroom for attendance and morning announcements. The rules of etiquette for breakfast are the same as those used during lunch and in classrooms at LMS.

CAFETERIA RULES

Students are expected to behave appropriately in the cafeteria and to respect the facility and the duty staff. Students will be given a code slip for violation of the rules.

Cafeteria Procedures

<p><u>Always</u></p> <ul style="list-style-type: none"> • Leave no trace • Keep your body and objects to yourself • Use polite language • Follow staff directives 	<p><u>Be Safe</u></p> <ul style="list-style-type: none"> • Eat and drink only your own food and beverages • Walk at all times • Wait in a single line to receive food and dispose of waste • Seat only six at a table and four at a booth • Keep tables flat
<p><u>Voice Level</u></p> <p>Lights On: 2 Lights Off: 0</p>	
<p><u>Be Respectful</u></p> <ul style="list-style-type: none"> • Once in line, stay in line • Keep your feet on the floor • Finish your food and drink in cafeteria • Stay in your chosen seat for entire lunch period unless given permission • Keep conversation at your own table • Clean up after yourself 	<p><u>Be Responsible</u></p> <ul style="list-style-type: none"> • Sit in assigned area • Food for eating only • Follow salad and snack bar procedures • Raise your hand to leave your seat • Empty waste in appropriate containers

FOOD SERVICES

(NEPN/NSBA Code: EFC) – The Lewiston School Department shall take part, as feasible, in the National School Lunch and Breakfast Programs and other food programs which may become available to assure that all children for whom this School Committee is responsible shall have the opportunity to receive proper nourishment. Parents shall be advised that this program is available and eligibility criteria shall be made public. Lewiston Middle School is a CEP participant. Students can get breakfast, a snack, and lunch at no charge to them. In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the School Committee, no enrolled student who a nurse believes is improperly nourished shall be denied a lunch, breakfast or other food, simply because proper application has not been received from his/her parents or guardian. No student is to be denied food as a disciplinary measure. The School Nutrition Program Director shall be responsible for the day to day operations of the nutrition program under the supervision of the Superintendent. The Superintendent/designee shall implement and communicate, as appropriate, administrative procedures which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Community Relations

BATES COLLEGE PARTNERSHIP

We have an Adopt-A-School Partnership with Bates College. Classes or select groups of students often go to Bates for special events. Notices to parents will be sent home with students if this is to take place.

Culture/Religion

RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

(NEPN/NSBA Code: IMDC) – The Lewiston School Department bases its policy in the shared commitment of respect for individual religious beliefs expressed in the constitutional guarantee of religious liberty. This means that the Lewiston School Department may neither promote nor inhibit religious belief or non-belief, so long as expressions of religious belief or non-belief are consistent with school rules and respect the rights of others. The intent of this policy is to articulate guidelines, which reflect and balance the academic and instructional mission of our schools, the law and legal guidelines relating to separation of church and state, the richness and diversity of our population and sensitivity to the rights and dignity of the individual.

STUDENT PRAYER GUIDELINES

Students may pray in a non-disruptive manner on school property subject to the rules that normally pertain in the applicable setting. Students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same supervision requirements and school rules as apply to other student activities and speech. School administrators may impose rules and restrictions on student activities as appropriate to preserve order and further the educational process, provided that such rules do not discriminate against or in favor of religious activity or speech.

The school department will evaluate and grant, or deny, student requests to be excused from class to accommodate religious needs in the same manner that similar requests to accommodate nonreligious needs are evaluated. Please refer to IMDC in the LPS policy manual available online for further details.

Field Trips

FIELD TRIPS

(NEPN/NSBA Code: IJOA) – The Lewiston School Committee recognizes the importance of school-sponsored trips as a means of reinforcing and supplementing the instructional program.

The school budget does not provide funds for field trips for middle school students. If a class, team, or organization plans a field trip the money has to be raised by the students. No student will be excluded from a trip if he/she cannot provide the necessary funds for the trip. Chaperones and teachers will enforce the “Rules and Regulations of Pupils Conveyed in School Busses”. All school rules apply on field trips.

General

LOST and FOUND

The lost and found box is located by the gym. Anyone finding or losing articles should report promptly to a staff member. Students are advised not to bring large sums of money or valuable possessions to school. The school WILL NOT be responsible for lost money or valuables.

PUBLIC’S RIGHT TO KNOW/FREEDOM OF INFORMATION

(NEPN/NSBA Code: KDB) – The School Committee recognizes the importance of a well-informed public to the operations of the public schools. The School Committee will comply with all applicable sections of Maine’s Freedom of Access Act.

TELEPHONE

Students are not allowed to leave class to take telephone calls except in emergency situations. Messages of importance from or for parents will be taken and transferred to the students. A telephone is available in the office for EMERGENCY situations.

Cell phones and other devices are not to be used for calls, photos, or texting during school hours (including use while in the bathroom) except with the explicit permission of a teacher. All cell phones or other electronic devices should be off and out of sight during school hours. Communicating with parents/guardians does not exempt students from this expectation. Violation of this policy may result in the phone being confiscated and held until parent pick up.

Guidance

GUIDANCE

All students and parents are encouraged to visit the Guidance Office. School counselors may assist students with program planning, school related problems and may counsel students with some personal problems. This should not be interpreted as therapeutic counseling. The counselors will also review school records with parents. Parents are welcome to request a conference with the counselors at any time during the school year. Please telephone 795-4180 to arrange a suitable conference time. Students who want to go to guidance must have a pass that can be obtained during AM homeroom.

Health/Wellness

ADMINISTERING MEDICINES TO STUDENTS

(NEPN/NSBA Code: JLCD) – The purpose of this policy is to provide a safe procedure for the administration of medications to students in the Lewiston Public Schools. The policy provides guidelines based on the limitations of the availability of health professionals within the school department.

A. Medication will be received properly packaged by the pharmacy, accompanied by a signed authorization form. Self-administration of medications (including inhalers & EpiPens) will be allowed if these conditions are met:

1. Medication will be properly packaged with original pharmacy labels.
2. A signed medication authorization form signed by physician/dentist and/or parent/guardian.
3. The school nurse will develop individual plan with the student for use of this medication taking into consideration age, development, understanding, and reliability.
4. Inhalers may be kept by a student:
 - a. 7-12 – In agreement with a parent/guardian if the school nurse has determined that the student uses the inhaler properly.

The Lewiston Public Schools reserves the right to refuse requests for administering medication to students if any of the criteria outlined above are not met.

IMMUNIZATION OF STUDENTS

(NEPN/NSBA Code: JLCB) – All students who enroll in Lewiston schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, and rubella. Students may be excluded from school if any exceptions are outlined in the policy.

PHYSICAL EDUCATION

All students will have Physical Education for 1 trimester. At this point in a student's educational experience each student will be expected to change into appropriate clothing to participate in physical education. This clothing can include shorts, sweat pants, tee shirt or sweat shirt, socks and sneakers. The locker rooms have lockers and/or baskets that may be locked during physical education classes and students are encouraged to keep a lock with their gym clothes for this purpose. Students will not be excused from physical education classes without a medical excuse signed by a physician or with Administrative approval.

SCHOOL INSURANCE

The school department provides an opportunity for parents or guardians of all students to purchase an insurance policy for a nominal charge at the beginning of the school year.

SCHOOL NURSE

A school nurse is available 5 days a week at all Lewiston Public Schools. Students who are ill or injured will be sent to her. If she determines that it is in the best interest of the student to go home, she will attempt to contact and inform the parent, guardian, or person designated on the emergency form. The nurse keeps and oversees the taking of medication by students, maintains the health record of each student and any new health condition should be reported to her. Lewiston School Department, Grades Pre-K to 12 school nurses will follow standing orders as recommended by our school health advisor and protocols as issued by the State of Maine School Health Policy Manual. If you would like to contact the nurse please call the school at 795-4180. Lewiston School Department school nurses will use the protocols and standing orders as stated in the school manual and cited below:

Emergency Medications

**Epi Pens*

(Injection of 0.15mg Epinephrine 1:2000 [EpiPen Jr] for students weighing 33-66 pounds)

(Injection of 0.3mg Epinephrine 1:1000 [EpiPen] for students weighing more than 66 pounds)

Directions: *Give one (1) injection and call Emergency Rescue 911. Epi Pens must be available for immunization clinics. An Epi Pen will be kept in the school nurse's office at each school for use with acute allergic reactions presenting with respiratory distress, loss of consciousness, or signs of anaphylaxis (difficulty breathing, wheezing, redness of skin, hives/rash, cough, pulse variations, convulsions, or cyanosis).*

**Benadryl may be given for mild attack such as hives. Dosing will be calculated based on the child's age and/or weight.*

Prescription and Over-the-Counter Medications

**Medications ordered by a health care provider must be given under the direct supervision by the school nurses. See each school's individual medication policy.*

**Over-the-Counter medication MUST be supplied by the parent and may be given for a period of 15 days without a written order or signature from a health care provider. If the medication is expected to be given longer than 15 days it will be necessary to obtain a written order as well a signature from health care provider.*

Topical Medications

**Calamine lotion, hydrocortisone cream, or "anti-itch gel" may be used for rashes/insect bites*

**Anbesol/Oragel may be used for dental pain or mouth ulcers*

**Topical antibiotic ointment (Bacitracin, triple antibiotic ointment, bactene) may be used for abrasions or minor cuts*

Other

**Ticks may be removed using proper technique by the school nurse after assessment*

**Menthol containing cough suppressants may be given as directed by the package after assessment by the school nurse. These may be provided by the parent/guardian or at times, the school nurse*

**In an emergency, if unable to reach parent/guardian/emergency contact, the Emergency Rescue Service will be called for transportation to the nearest emergency department*

Section 504 Childfind Notice

Lewiston Public Schools has a duty to locate, evaluate, and identify any child residing in the district that may qualify for Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that may substantially limit a major life function. If you feel that your child may qualify for Section 504 accommodations or services, please contact the school nurse for more information.

STUDENT HEALTH SERVICES

(NEPN/NSBA Code: JLC) – The Committee directs the Superintendent to implement student health services and screenings as required by law.

In addition, students have access to a St.Mary's Student Based Health Center located inside LMS. This requires parent permission/consent and forms are available for students to sign up.

Parent/Guardian Communication

CHANGE OF CONTACT INFORMATION

Communication with parents/guardians is an essential component to education. In order to share information about students, we need to be able to access accurate contact information. Students should inform the main office and their homeroom teacher of any change in address, telephone number, or email address for parents/guardians. This contact information is what we use to share events, activities, and emergency notice information.

EDUCATIONAL RECORDS

Parents and legal guardians as well as students 18 years of age or older, are entitled to certain rights under Public Law 93-380, The Family Education Rights and Privacy Act (FERPA), as amended by PL 93-568. A complete copy of the procedure relating to this topic may be obtained by contacting the Office of the Superintendent of School. However, the following four items outline the rights under this law:

1. Access to the educational records of the student upon request of the student's building principal or guidance office (junior and senior high schools).
2. The right to an explanation and interpretation of the record contents.
3. The right to a copy of the educational records at cost to the parent.
4. You may file any complaint concerning alleged failures by the Lewiston School Department to comply with the law by submitting the complaint in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

The three types of pupil records maintained by the Lewiston School Department include:

1. Directory information on students such as names, addresses, telephone numbers, ages, major fields of study and athletic participation.
2. Academic records such as grades, class ranks, honors and prizes.
3. Counseling records including aptitude scores, mental ability, student health records, etc.

All directory information, as well as information relating to academic honors, prizes, etc. may be made public without notice unless the school is notified by September 15 for the upcoming school year, or within 30 days of enrollment, that such information is to be withheld. Other information, including grades and all information maintained under number three above, will not be released without prior request or permission.

The Lewiston School Department transfers student records upon request from another school unit in which a student seeks or intends to enroll.

Lewiston Public Schools is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. Lewiston Public Schools will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in Lewiston Public Schools, and 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.

All persons collecting or using personally identifiable information have received training or instruction regarding State policies and procedures.

PARENT PORTAL

PowerSchool is a web-based application that is accessed through an Internet connection. The PowerSchool Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Both students and parents will be given a user name and password. Parents will be mailed the user name and password.

PARENT TEACHER CONFERENCES

Parents who would like a conference with a child's teachers may arrange a suitable time for this during the school day. Parents should request this through the team leaders and the team leaders will advise the parent of the day and time when the teachers can meet with the parent. School-wide Parent Teacher Conference Times will be established once in the fall and again in the spring for all students.

Safety

ACCIDENTS

Students and/or staff are expected to report all accidents, whether they judge them to be serious or minor, to the main office. This is necessary for filling out accident reports.

BACKPACKS

Many students come to school daily with backpacks. Students are expected to keep them in their lockers during the day unless needed to go to gym class. This is to limit obstructions in pathways for emergency purposes.

CANINE SEARCHES

Safety and Health of Our Students:

We will use canine searches of the schools, parking lots and grounds. Although we always have the expectation that students and staff comply with all building and School Committee policies, such searches have become a regular protocol for many school districts, not only in Maine, but also throughout the country.

Canine searches are but one part of a comprehensive approach to school health and safety. School policies, education, support services and parent and community collaborations are also key aspects of our approach.

EMERGENCY FORM

The emergency form is a valuable piece of information in case of illness or accidents. Please fill it out completely and have your student return it to school promptly. In addition, if contact information changes please contact the Main Office.

LEAVING THE BUILDING AND GROUNDS

Students are not permitted to leave the building or grounds any time after coming upon them in the morning until school is dismissed. Bus students are not to leave school grounds upon arriving in the morning. Penalties are listed under unexcused absences.

LOCKERS

Lockers will be assigned to students by homeroom teachers. Items kept in the lockers could include outside clothing, gym clothing, books and small articles. Students must provide their own locks. **The use of the lockers belongs to the student, but the lockers themselves are school property.**

Students and parents are advised of the fact that the law concerning student lockers states that "although a student may exercise exclusive control of his/her locker concerning access by fellow students, the control is not exclusive against the school or its officials". The law further states that "the school has the right to inspect student lockers to protect the health, safety and welfare of pupils". This should also be understood to mean that a locker or a student may be searched if reasonable grounds exist to maintain and protect the health, safety and welfare of pupils.

QUESTIONING AND SEARCHES OF STUDENTS

(NEPN/NSBA Code: JIH) – The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students and/or personal property in the student's immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating school policies, school rules and/or Federal and State law.

If a search produces evidence that a student has violated or is violating the law, School Committee Policies and/or school

rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

(NEPN/NSBA Code: KLG) – The School Committee recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property.

REPORTING CHILD ABUSE AND NEGLECT

(NEPN/NSBA Code: JLF) – Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must report directly to the Department of Human & Human Services (DHHS) or the District Attorney when the employee believes a direct report will better protect the child in question. All reports must be shared with the building Principal.

SCHOOL BOUNDARIES

School boundaries include the school and Armory property on Campus and Central Avenues and Vale Street. This includes the parking lot, the athletic fields and the grounds around the Armory as well as the school. Students are not permitted to “hang out” around the Armory or smoke within any of these boundaries. No pets are allowed on school property. The LMS staff, Armory staff, and Lewiston Police will monitor this.

SCHOOL RESOURCE OFFICER

The Resource Officer assigned to Lewiston Middle School will work with the staff to present programs in an effort to inform students of possible problems, to reduce crime and to present a positive image of police work in our community. This officer is also available to students on an individual basis to discuss problems related to crime, drug abuse or personal matters. It is believed that this type of program will result in building a better understanding of law enforcement personnel and ultimately prepare students to be better citizens. The telephone number is 795-4180.

VISITORS TO THE SCHOOLS

(NEPN/NSBA Code: KI) – The School Committee encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building administrators shall institute administrative procedures concerning visitors to the schools.

Visitors – All visitors and parents should report directly to the main office BEFORE entering any other part of the building, must present a photo ID, sign in and receive a visitor’s pass. Parents are welcome to visit the school at any time. Adults, including parents, picking up students for an early dismissal will sign the student out in the main office. Generally, students are not permitted to bring a student from another school for a day. Visitors should use the front doors. All other doors are locked.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

(NEPN/NSBA Code: JICIA)

The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior.

Students are prohibited from engaging in the following conduct on school property.

- A. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person;
- B. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property;
- C. Verbal or written statements which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- D. Willful and malicious damage to school or personal property;
- E. Stealing or attempting to steal school or personal property;
- F. Lewd, indecent or obscene acts or expressions of any kind;
- G. Violations of the school unit’s drug/alcohol and tobacco policies;
- H. Violations of state or federal laws; and
- I. Any other conduct that may be harmful to persons or property.

Building administrators may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable State and Federal laws.

School Climate

BULLYING

Bullying is not acceptable conduct in Lewiston schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

DRESS CODE

(NEPN/NSBA Code: JICA) – We believe that the most important job of students is to learn as much as possible in school. The purpose of this district-wide policy is to foster a safe school environment that is conducive to learning, and in which students, teachers, staff and administrators understand their respective roles in optimizing and protecting the learning environment.

Tier 1: These infractions will result in the student being asked to change clothes immediately, and to not wear the article(s) to school again.

- a. Articles of clothing which promote or reference illegal behavior (e.g. the use of tobacco, alcohol, or other drugs, weapons, etc.), identify the wearer as a member of a particular gang, have discriminatory language or images (e.g., racial/ethnic slurs, anything violating the Civil Rights Act, etc.), or anything that promotes pornographic material may not be worn on school grounds (when school is in session) or at school functions.
- b. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch) or which may be considered weapons (e.g., chains, spiked collars and bracelets, and sharp objects that do not have practical use in school) are not permitted on school grounds or at school functions. Cleats or other items may be permitted when use is required by participation in a curricular, co-curricular or extra-curricular activity.
- c. Student dress must include a top, a bottom, and a form of footwear. Genitalia (penis, vagina, etc.), breasts, and buttocks are to be covered at all times.

Tier 2: If any of these principles are violated, the individual will be asked not to wear the article(s) to school again. If the article is worn a second time after the initial request, the student will be asked to alter their outfit accordingly. If needed, the school will provide clothing for the student to change.

- d. Underwear is not to be exposed (bra straps are acceptable). Chests and midriffs are to be predominantly covered; navels must not show; shirts must meet the beltline and have straps.
- e. Any type of headwear – caps, hats, bandanas, hoods, helmet hats, or other type of headgear shall not be worn in the school building from the start of the first class to the end of the school day. The administration may make allowances for special days such as spirit week. Exceptions will also be made for medical or religious requirements. As little class time as possible will be disrupted for the dress code. Administration has the final say in dress policy issues, and is able to make modifications when appropriate (for example, protective footwear for field trips or recess, acceptable occasions to wear hats, appropriate dress for after school activities/special occasions - prom, etc.).

PBIS

The foundation of our school's culture is built on the common values of being safe, being respectful and being responsible. Through the implementation of the Positive Behavioral Interventions System (PBIS) at Lewiston Middle School, we will create and sustain a positive learning environment in which all students can succeed academically, socially and emotionally.

Settings	Be Safe	Be Respectful	Be Responsible
Hallways	<ul style="list-style-type: none"> • Walk facing forward • Walk single file when traveling as a class 	<ul style="list-style-type: none"> • Walk quietly • Stay to the right • Be in your assigned area when the bell rings • Voice level 0 when classes are in session • Voice level 2 in between classes 	<ul style="list-style-type: none"> • During class, use a pass • Go directly to your destination • Use assigned locker
Cafeteria	<ul style="list-style-type: none"> • Eat and drink only your own food and beverages • Walk at all times • Wait in a single line to receive food and dispose of waste • Seat only six at a table and four at a booth 	<ul style="list-style-type: none"> • Keep your place in line • Finish your food in cafeteria • Stay in your chosen seat for the entire lunch period • Keep your feet on the floor • Keep conversation at your own table • Clear up after yourself • Lights off: Voice level 0 • Lights on: Voice level 2 	<ul style="list-style-type: none"> • Sit in assigned area • Food for eating only • Follow salad and snack bar procedures • Raise your hand to leave your seat • Empty waste in appropriate containers
Bathroom	<ul style="list-style-type: none"> • Wash your hands • Keep water in the sink 	<ul style="list-style-type: none"> • Allow people to have their privacy • Close the stall door • Flush the toilet • 3 pulls for paper towels • Voice Level 1 	<ul style="list-style-type: none"> • Enter quietly • Report all problems and spills to an adult • 2 pumps of soap
Always	<ul style="list-style-type: none"> • Leave no trace • Keep your body and objects to yourself • Use polite language • Follow staff directives 		
Voice	<ul style="list-style-type: none"> • 0 = Silent • 1 = Whisper • 2 = Inside Voice • 3 = Outside Voice 		
Stairways	<ul style="list-style-type: none"> • Walk single file facing forward with space in between each person • Use one step at a time 	<ul style="list-style-type: none"> • Stay to the right • Voice level 0 when classes are in session • Voice level 2 in between classes 	<ul style="list-style-type: none"> • Pick up any dropped items
Auditorium	<ul style="list-style-type: none"> • Sit Quietly • Voice level - 0 • When entering and exiting, walk in single file line • Sit properly in seat • Sit in assigned section 	<ul style="list-style-type: none"> • Eyes on speaker • Keep feet on the floor • Hands to yourself 	<ul style="list-style-type: none"> • Clap Politely • Leave No Trace • Food and drink free zone

PRIDE PROGRAM / DEMON DOLLAR

Students can earn Demon Dollars when staff members observe them displaying the desired behaviors or actions. Students can spend their Demon Dollars at the Demon Dollar Store. All Demon Dollars spent at the store are also added to the Pride drawing, which is held regularly.

STUDENT RIGHTS AND RESPONSIBILITIES

(NEPN/NSBA Code: JI) – Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights;
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board;
- C. The right to due process with respect to suspension, expulsion, or an administrative decision;
- D. The right to free inquiry and expression and to voice grievances;
- E. The right to privacy regarding the content of student records; and
- F. The right to be free from unreasonable searches and seizures.

SYSTEM-WIDE STUDENT CODE OF CONDUCT

(NEPN/NSBA Code:JIC) – All students are expected to comply with the Code of Conduct and all related School Committee policies and school rules. The Code applies to students:

- On school property;
- While in attendance at school or at school-sponsored activity; or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Standards for Ethical and Responsible Behavior – The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility

- Courage

General Behavior Expectations and Discipline Policies – The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students and school staff.
- Obey all School Committee policies and school rules governing student conduct.
- Follow directions from school staff.
- Cooperate with staff in maintaining school safety, order and discipline.
- Attend school regularly.
- Meet school standards for grooming and dress.
- Respect the property of others, including school property and facilities.
- Refrain from cheating or plagiarizing the work of others.
- Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

School Consequences

STUDENT DISCIPLINE

(NEPN/NSBA Code: JK) – All students are expected to conduct themselves with respect for others and in accordance with School Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school. Discipline may include but not be limited to detention, in-school suspension, out-of-school suspension and/or referral to Superintendent of Schools.

MINOR BEHAVIORS - A “code slip” will be issued to students engaging in minor undesirable behaviors or actions. The student will bring a carbon copy of the slip home to be signed by a parent or guardian to authorize they have seen it.. Students who do not return this copy with a parent or guardian signature within 24 hours will be assigned a lunch detention.

MAJOR BEHAVIORS - An Office Disciplinary Referral will be submitted to the school administration as a result of major undesirable behaviors. The school’s administration will assign consequences for major undesirable behaviors.

Behavior	Minor Consequence	Major Consequence
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults and students. Ex: vulgar language/gestures
Defiance/Non-compliance	Student engages in brief or low-intensity failure to follow directions or talks back. ex. Not throwing away gum, continual use of earbuds, not going where they said they were going	Student engages in refusal to follow directions or talks back.
Disruption	Student engages in low-intensity, but inappropriate disruption. Ex. Throwing paper airplane, clicking pen	Student engages in behavior causing an interruption in class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that is near, but not within, the guidelines defined by the school. Ex. Mini skirt and tank top	Student wears clothing that does not fit within the dress code guidelines practiced by the school (ex. The 4 B's, refer to agenda book)
Inappropriate Language	Student engages in low-intensity instance of inappropriate language (ex. Occasional slip of the tongue)	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact (ex. Horse-playing)	Student engages in actions involving serious physical contact where injury may occur (ex. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Tardy	Student arrives at class after the bell (or signal that class has started).	Student is late at the start up of the school day 4 or more times per trimester.
Technology Violation	Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera and/or computer. (ex. Off task sites, use of ear buds	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera and/or computer (ex. Inappropriate website, texting, recording, facebooking, skypeing, repeated behavior)
Bullying		The delivery of direct or technology-based messages that involve intimidation, taunting, threats, or name calling.
Harassment		The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Property Damage/Misuse/ Vandalism	Student engages in low-intensity misuse of property (ex. Scribbling in book, desk)	Student participates in an activity that results in destruction or disfigurement of property
Skip Class		Student leaves or misses class without permission

DETENTION – TEACHER

All classroom teachers will conspicuously post their rules and expectations. A consequence for violating the expectations may be detention, especially if the demonstrated conduct is detrimental to the learning atmosphere of that room or the

student has repeatedly broken the rules. Normally a 24-hour notice is required for bus students. However, permission may be obtained from the parent that day by telephone.

DETENTION – OFFICE

Office detention may only be assigned by the Administrators. A room is assigned daily as the office detention room, the location is announced during the PM announcements and the room is supervised by a staff member. The following procedures for office detention are to be followed:

- Students will bring work with them or it will be assigned. This is a working session.
- Students will not be allowed to talk, make noises or cause any disruptions in the detention room.
- If a student, after being warned once, continues the misconduct, the teacher will send the student out of the detention room to the Assistant Principal's office, including the specifics of the problem. No credit for any time spent in the detention room will be given.
- The Assistant Principal may assign an additional detention period, In-School suspension, or Suspension to the student dismissed from Office Detention for not observing the rules.
- No food, beverages or audio equipment will be allowed in the detention room.
- Office Detention will end at 2:55 p.m.

SUSPENSION – IN SCHOOL

When a student has an in-school suspension, he/she will spend the day in a classroom other than their own or the LMS ISS room. The student will spend the entire day in that room unless directed otherwise by the assigned teacher or administrator. Assignments will be given to the student. A student in in-school suspension may not leave the assigned room during any break and only with the permission of the teacher. If the student causes a disruption to the class in which they are assigned, further consequences may be given.

SUSPENSION – OUT OF SCHOOL

1. Students who are found to be in violation of school policy may be suspended from school for a period of up to ten (10) school days.
2. No student under suspension is allowed on school grounds during the term of the suspension or allowed to participate in any school sponsored activities.
3. All suspended students will have the right to make up all work missed during their suspension. They must make up all work in the 5 school days immediately following their suspension. If no attempt at making up the missed work has been made during this time, the grade of 'F' or '0' will be assigned to all work not made up.
4. Suspension may be assigned for:
 - a. Bomb threats or pulling the fire alarm
 - b. Misbehavior or a serious breach of common courtesy.
 - c. Fighting or causing injury to another person.
 - d. Possession or use of any fireworks.
 - e. Theft.
 - f. Repeated violations of school policy.
 - g. Possession of knives, guns of any kind or any dangerous objects.
 - h. Failure to serve assigned detention.
 - i. Excessive tardiness.
 - j. Possession and/or use of tobacco products, lighters or matches.
 - k. Directing vulgarities at staff members.
 - l. Other violations infringing upon the rights and safety of others.
 - m. Being ejected from In-School suspension.
 - n. Leaving the building without permission (cutting classes).
 - o. Vandalism.
 - p. Class and/or school disruption.
 - q. Threats.
 - r. Harassment.
 - s. Possessing and/or use of and/or being under the influence of mood altering substances as well as possession of drug related paraphernalia.
5. When a student is suspended, we will attempt to reach the parents by telephone to inform them that the suspension is taking place and a written notice will follow.

Special Education

IDENTIFICATION OF SPECIAL EDUCATION NEEDS

(NEPN/NSBA Code: IHBAC) – The Lewiston School Department seeks to ensure that all children between the ages of five

(5) and twenty (20) within its jurisdiction who are in need of special education and supportive assistance are identified, located and evaluated – whether those children live with their parents and attend Lewiston’s public schools, do not yet attend school, are tuitioned to schools in other units, attend private schools, receive home schooling, are highly mobile (migrant or homeless), or are state wards, state agency clients or institutional residents as defined by Maine law. The telephone number for special education office is 795-4180.

SPECIAL EDUCATION REFERRAL/PROCEDURES

(NEPN/NSBA Code: IHBA) – It shall be the policy of the Lewiston School Department to refer all school-age students suspected of having a disability that requires special education to the Individualized Education Program (IEP) Team for an evaluation in the suspected areas of disability. Referrals of students to the IEP may be made by professional school staff, by parents and by other persons knowledgeable about the child’s educational needs. A referral is initiated by the form being received, signed and dated by an administrator or designee, thereby indicating the date of the receipt of that referral.

SPECIAL EDUCATION PARENT INVOLVEMENT

(NEPN/NSBA Code: IHBAE) – The Lewiston School Department makes provision for the participation of and consultation with parents or guardians of disabled students in the school unit by providing them with their full legal rights under state and federal law to participate in the identification, evaluation, placement and programming decisions made by the Individualized Education Plan (IEP) Team for their child.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

(NEPN/NSBA Code: JKF) – When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of Lewiston Public Schools to comply fully with all applicable state and federal special education laws that govern such removals. The Superintendent of Schools, in consultation with the Director of Special Education and other school administrators, may develop and promulgate procedures for implementing this policy, and may from time to time, amend those procedures as necessary.

Technology

ELECTRONIC DEVICES

Radios, iPods, MP3, CD players, cell phones and other similar equipment should not be brought to school unless specifically requested by a teacher. These devices are not permitted during the school day – with or without earphones - and should be kept locked in lockers unless special permission is given by a teacher. The school accepts no responsibility in cases of theft or damage.

STUDENT COMPUTER AND INTERNET USE

(NEPN/NSBA Code: IJNDB) – Lewiston Public Schools’ computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. Compliance with Lewiston Public Schools’ policies and rules concerning computer and internet use is mandatory. Students who violate these policies and/or rules may have their computer privileges limited, suspended, or revoked and may also be subject to further disciplinary and/or legal action. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student’s computer privileges will be altered. The building principal’s decision shall be final. For additional information refer to the LMS Acceptable Use Policy.

Unlawful Activity

BOMB THREATS

(NEPN/NSBA Code: EBCC) – No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

DAMAGE, THEFT OR VANDALISM TO SCHOOL PROPERTY

Students are responsible for any marking on any school property to include but not exclusive of desks, walls, windows, books or breakage of any kind, caused by them. Any student found to have willfully caused damage to another student’s or school property or found to have been involved with the theft of personal or school property may be subject to a rigid disciplinary action – In-school suspension or suspension of up to 10 school days. Additionally, financial remuneration may be expected and in the case of school books, a replacement text will not be issued until remuneration has been received. Any situation that may have a basis for legal action will also be referred to the local law enforcement agency.

DRUG AND ALCOHOL USE BY STUDENTS

(NEPN/NSBA Code: JICH) – No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalants, “club drugs,” any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance, or any other substance misused for the purpose of altering mood.

Building administrators may suspend and/or recommend expulsion of students who violate this policy. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

(NEPN/NSBA Code: ACAA) – Harassment of students because of race, color, sex, religion, ancestry, national origin, sexual orientation, or disability are prohibited. Such conduct is a violation of School Committee policy and may constitute illegal discrimination under state and federal laws.

POLICY STATEMENT OF AFFIRMATIVE ACTION/SEXUAL HARASSMENT

It is the policy of the Lewiston School Department to ensure equal employment / educational opportunities / affirmative action regardless of race, sex, color, national origin, marital status, religion, age, sexual orientation or handicap in accordance with all federal and state legislation.

The Lewiston School Department will fully comply with Section 504 of the Rehabilitation Act of 1973 and intends not to discriminate on the basis of handicap in any of its employment practices or educational programs.

It is the policy of our school department that all our employees/students should be able to enjoy a work/study environment free from all forms of discrimination, including sexual harassment. It is expressly against school department policy for any employee/student to make unwelcome sexual advancements or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when (1) submission to such conduct is made an express or implicit condition of employment or grading decision; or (2) submission to or rejection of such conduct is used as a basis for employment/grading decisions affecting the individual who submits or rejects; or (3) such conduct has the purpose or effect of interfering with an employee's/student's work performance or creates an intimidating, hostile, or offensive working environment. Conduct that is harassing to other employees/students will not be tolerated. Such conduct, whether committed by supervisors, non-supervisory personnel, non-employees or students is prohibited. An employee/student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of a supervisor, manager or administrator or teacher, who is either his or her immediate supervisor, the personnel authority, or other appropriate management representative.

The Lewiston School Department does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Thomas Jarvis, Director of Human Resources, Lewiston School Department, Dingley Building, 36 Oak Street, Lewiston, ME 04240, Telephone: (207) 795-4100. Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 33 Arch Street Suite #900, Boston, MA 02110-1491.

TOBACCO USE AND POSSESSION

(NEPN/NSBA Code: ADC) – In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Lewiston Public Schools' facilities, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, school vehicles or vehicles leased to schools, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students. All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

The information in this document is subject to change without notice and should not be construed as a commitment by Lewiston Middle School. Lewiston Middle School assumes no responsibility for any errors that may appear in this document. **Considerations for process, rules, explicit language in policy/agenda book, consequences, and other items not specified are subject to Administrative discretion and we invite input on items included and not included in this or other supporting documents.**



LEWISTON PUBLIC SCHOOLS 2016-17 SCHOOL CALENDAR

SUMMER SCHOOL

Longley: 7/5-8/5 Gr. Prek-5
 McMahon: 7/5-8/5 Gr. K,1,2
 Montello: 7/5-8/5 Gr. Prek-5
 LMS: 7/5-8/5 Gr. 6,7,8
 LHS: 7/5-8/5 Gr. 9-12

JUNE/JULY '16						
S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Except for December & June, there will be a 2 hour early release each 3rd Wednesday of the month during full weeks, otherwise early release will be the 2nd Wednesday

29-30 Teacher Workshop Days
 31 1st Day of School k-9

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 First Day School 10-12
 5 Labor Day
 6 First Day PreK
 21 2-hr Early Release Day

7 Teacher Workshop Day
 10 Columbus Day
 19 2-hr Early Release Day

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 LHS 1st Quarter Ends
 11 Veterans' Day Observed
 16 2-hr Early Release Day
 23 Teacher Exchange Day
 24-25 Thanksgiving Break

2 LMS/Elem. Trimester Ends
 22-Jan. 2 December Break

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2 Con't December break
 11 2-hr Early Release Day
 16 Martin L. King, Jr. Day
 20 LHS 2nd Quarter Ends
 23 Teacher Workshop Day

15 2-hr Early Release Day
 20-24 February Break

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 2-hr Early Release Day
 16 LMS/Elem Trimester Ends
 17 Teacher Exchange Day
 31 LHS 3rd Quarter Ends

12 2-hr Early Release Day
 17-21 Spring Break

MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

17 2-hr Early Release Day
 29 Memorial Day

Religious holidays
 Religious holidays that may require students to miss school are excused absences. Families should send notes to verify that the students are going to miss or have missed school because of a religious commitment. Some holidays do not impact school attendance.

Approved 3-7-16

9 LHS Graduation
 12 LHS 4th Quarter Ends
 12 LMS/Elem. Trimester Ends
 12 Last Student Day w/o snow days
 13 Teacher Workshop Day w/o snowdays
 22 Last Student Day w/8 snow days
 23 Teacher Workshop Day w/8 snow days
 V14