

# MSSM

MAINE SCHOOL OF  
SCIENCE AND MATHEMATICS

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[www.mssm.org](http://www.mssm.org)

## PARENT/STUDENT HANDBOOK 2011-2012



## **Phone Number Reference**

**Administrative Offices.....207.325.3600**

**Residential Office.....207.325.3610**

**Residential Hall.....207.325. + Room Extension**

**[www.mssm.org/students](http://www.mssm.org/students)**

The handbook may be downloaded in PDF format from the MSSM Website at <http://www.mssm.org/students>. Adobe Acrobat Reader or its equivalent is required.

# MAINE SCHOOL OF SCIENCE AND MATHEMATICS

▪ ACADEMIC YEAR 2011-2012 ▪

JULY 2011						
S	M	T	W	T	F	S
First	Week	Boys	Grades 5-8	Summer	Camp	1 2
<b>3</b>	<b>4</b> Week Office Closed	5 Boys	6 Grades 7-9	7 Summer	8 Camp	9
10	11	12	13	14	15	16
First	Week	Girls	Grades 5-8	Summer	Camp	
17	18	19	20	21	22	23
Second	Week	Girls	Grades 7-9	Summer	Camp	
24 ATLC 31	25 ATLC	26 ATLC	27 ATLC	28 ATLC	29	30

AUGUST 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	TW	TW	TW	TW	<b>Move-in NEW</b>	<b>Move-in Return</b>
21	22 Fall Semester Classes	23	24	25	26	27
<b>Orientation</b>						<b>CS Day</b>
28	29	30 Last day ADD	31			

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5 Office Closed	6	7	8	9	10
11	12	13	14	15 Last day Drop	16	17 ACT BOT
						Bus Leaves
18	19	20	21	22	23	24
Break	Break	Return	Classes			<b>Outdoor Program</b>
25	26 1/3 Reports	27	28	29	30	

OCTOBER 2011						
S	M	T	W	T	F	S
						1 SAT
2	3	4	5	6	7	8
9	10 OH Office Closed	11	12	13	14	15
Open House			PSAT			
16	17	18	19	20	21	22
					Parent Conf.	ACT Parent Conf.
23 Break	24 Break	25	26	27	28	29
30	31	Return	Classes		2/3 Reports	

NOVEMBER 2011						
S	M	T	W	T	F	S
		1	2	3	4	5 Medieval Fest SAT
6	7	8	9	10	11 O House Office Closed	12
13	14	15	16	17	18	19
					Holiday Dinner	Bus Leaves
20	21	22	23	24	25	26
Break	Break	Break	Break Office Closed	Break Office Closed	Break Office Closed	Break
27	28	29	30			
Return	Classes					

DECEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
						SAT BOT
4	5	6	7	8	9	10
						ACT
11	12	13	14	15	16	17
<b>Study Day</b>			Finals	Finals	Finals Bus 1:00	Faculty 10:00
18	19	20 Grades Winter Break	21	22	23	24
Winter Break	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break
25	26	27	28	29	30	31
Winter Break	Office Closed	Winter Break	Winter Break	Winter Break	Winter Break	New Year's Eve

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
New Year	Office Closed	Winter Break	Winter Break	Winter Break	Winter Break	
8	9	10	11	12	13	14
Return	J Term	J Term	J Term	J Term	J Term	
15	16 OH J Term Off Clsd	17	18	19	20	21
Open House		J Term	J Term	J Term	J Term	Winter Fun
22	23 Spring Semester Classes	24	25	26	27	28
						SAT
29	30	31 Last Day Add				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
						Gatsby Ball
5	6	7	8	9	10	11
				Last day Drop		ACT
12	13	14	15	16	17	18
					Parents' Weekend	J Term Exhibition
19	20 Break Office Closed	21	22	23	24	25
Break	Break	Break	Break	Break	Break	Break
26	27	28	29			
Return	Classes					

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
	1/3 Reports					SAT
11	12	13	14	15	16	17
Open House	Open House					BOT Bus Leaves
18	19	20	21	22	23	24
Break	Break	Return	Classes			
25	26	27	28	29	30	31
						Theme Week- end

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	2/3 Reports					
8	9	10	11	12	13	14
Easter						ACT Bus Leaves
15	16 Break Office Closed	17	18	19	20	21
Break	Break	Break	Break	Break	Break	Break
22	23	24	25	26	27	28
Return	Classes					
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
						SAT
6	7 AP Open House	8	9	10	11	12
Open House	AP	AP	AP	AP	AP	Prom
13	14	15	16	17	18	19
Mother's Day	AP	AP	AP	AP	AP	
20	21	22	23	24	25*	26
<b>Study Day</b>		Finals	Finals	Finals	BOT Senior Night	<b>Grad</b>
27	28 Mem Day Office Closed	29	30 Grades	31		
		TW	TW	TW		

JUNE 2012						
S	M	T	W	T	F	S
					1	2
					TW	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				Flag Day		
17	18	19	20	21	22	23
Father's Day						
24	25	26	27	28	29	30
First		Week		Summer		Camp

Blue = Mandatory Class Day for Students and Faculty.

\*Returning Students 1/2 day; must be in attendance until lunch

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## **MISSION STATEMENT AND PHILOSOPHY**

### **Mission Statement**

The Maine School of Science and Mathematics challenges students to achieve their aspirations by fostering intellectual growth through a rigorous curriculum in advanced mathematics, science and humanities. The residential experience encourages personal accountability and the development of skills in relationships, healthful living and social diversity.

The mission is advanced through outreach programs including distance education, summer programs and workshops for students and teachers.

### **Philosophy**

The administration, faculty, staff and Board of Trustees of the Maine School of Science and Mathematics (MSSM) are committed to providing academic excellence to enhance previous knowledge, as well as to prepare students for future studies. The opportunity to attend MSSM is a privilege and each student can make the most of this experience by being dedicated to the academic and residential programs. Graduates of MSSM have experienced a well-defined curriculum based upon academic standards fostering both academic discipline and honesty.

All students live in residence to fully participate in this scholastic program of excellence with students who share similar interests. The nurturing of this educational community – the integration of the academic and residential components – is crucial to success at MSSM. Students are responsible for taking advantage of the academic and extra-curricular pursuits available at MSSM and for supporting community members in both their academic and personal developments.

# ACADEMICS

## STUDENT EDUCATIONAL RECORDS

The MSSM Board of Trustees will provide for the confidentiality of all student education records that are maintained by MSSM as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

MSSM shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by MSSM.

MSSM designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at MSSM schools, and honors and awards received.

MSSM may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, MSSM shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student; including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

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

The Superintendent of MSSM shall develop and promulgate procedures for implementing this policy, including a description of the access rights of parents, students, and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

A copy of the policy and procedure shall be available in each building and the MSSM website. Parents shall be notified annually of the policy and procedure.

## Academic Expectations

All students are expected to dedicate themselves to fulfilling the potential MSSM recognized through their initial acceptances as students. Students, regardless of ability or grades, are expected to adhere to the philosophy of MSSM, which requires a total effort toward maximizing learning and a commitment to academic integrity. A high level of effort and exemplary attitude toward the learning process generally equate to success at MSSM. Students who do not meet the school's expectations may be required to withdraw from MSSM.

<b>A+</b>	97-100	A	93-96	A-	90-92
<b>B+</b>	87-89	B	83-86	B-	80-82
<b>C+</b>	77-79	C	73-76	C-	70-72
<b>F</b>	Below	70			
<b>I</b>	Incomplete (due to illness, must be made up within four weeks of the close of the semester) No incompletes will be issued at the time of progress report.				
<b>W/</b>	Withdrawal from a course If withdrawal is after the fourteenth class day, the W will be accompanied by a grade (e.g. W/B).				

In order to enroll in a course that requires a prerequisite, students must earn at least a grade of C in the prerequisite, or receive department permission.

## Academic Integrity

MSSM students are expected to embrace the principles of academic honesty. If an instructor grants permission, students may collaborate in completing assignments and homework. Any unauthorized collaboration, copying, using of notes, storing of information on calculators or on computers, or any other unacceptable activity that gives a student or a group of students advantages over others is cheating and will not be tolerated.

While the assimilation of ideas from many sources is basic to academic research and intellectual development, students must always reference the use of any non-original materials. Failure to do so is dishonest and impairs an instructor's ability to accurately evaluate a student's abilities. Credit must be given for ideas and information that belong to someone else, whether it is quoted, summarized, or paraphrased. Faculty members may require that notes, drafts, and a list of sources be turned in along with the finished project. Failure to provide evidence of the work process constitutes admission of plagiarism.

If students have questions regarding the use of materials or about the appropriateness of its use, they should consult the appropriate faculty member. The following list provides an overview of some situations that are considered inappropriate use of materials:

- The verbatim reproduction or rephrasing of the content of any source that is not original as if it were one's own;
- The use of any thought, research, organization of material, presentation, or phrasing of another person as if it were one's own;
- The use of another person's laboratory data or conclusions without documenting that use;
- Any collaboration on assignments which are supposed to be completed independently;

- Copying the work or answers of others on assignments or tests;
- Allowing others to copy one's work or answers on assignments or tests;
- Multiple submissions of your own work from another school or another class are not permissible. For example: a student cannot take a paper that he/she did in English and submit it for a History class.

Originality and proper source citation are two essential facets of academic integrity. Unless otherwise instructed by the teacher, all work submitted for academic credit must be the student's own.

Accurate acknowledgment of information sources must be included in all assignments whenever such sources are used.

Academic dishonesty can further be defined as using assistance without permission, e.g. using a cheat sheet or looking onto another student's paper during a test. These examples are often termed "cheating". Plagiarism is using someone else's ideas, wording, or data without proper or complete acknowledgment. Forms of plagiarism are: copying a passage out of a book or from a website without proper quotations and/or citing the source, or submitting someone else's work as your own that you have purchased or copied.

## **MSSM Graduation Requirements**

In order to receive an MSSM diploma, students must have successfully completed the following credits (1 credit equals one year) and have met all of the requirements\* outlined below, including those listed under "Other Requirements."

### **Credits**

- 4 Mathematics
- 4 Science (including lab-based biology, chemistry, and physics)
- 4 English (including 1 credit of MSSM Composition and Research or MSSM AP English Language)
- 1 US History
- 1 Social Science elective
- 2 Foreign Language (the same language)
- 1 Fine Arts
- ½ MSSM Technology\*\*
- ½ Junior Seminar
- ½ Senior Seminar ½ Wellness
- ½ Wellness\*\*

### **Other Requirements**

- Students must successfully complete work job, Fitness and J-Term. (1 credit for each year at MSSM)
- Students must be enrolled in 4 academic classes each semester. Anything over 5 academic classes or 2 AP classes requires special permission.
- Students must be enrolled in mathematics, laboratory science, English, work job and Fitness each semester at MSSM. In addition, all students must be enrolled in J-Term each year at MSSM.

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\*In extraordinary circumstances, a State of Maine diploma rather than an MSSM diploma can be issued.

\*\*Wellness begins in the Fall of 2009 for all new students.

\*\*The technology requirement begins with the class of 2011.

Students earn a ½ credit for each one-semester course in which they earn a passing grade for the semester, while students earn 1 credit for each year-long course in which they earn a passing grade for the year. Students who do not pass year-long courses for the year will not receive any credit and must repeat the entire course.

## Transfer Credit

After entering MSSM, transferred credit is limited to pre-approved courses taken at a college or university. Students will only receive credit for courses in which a grade of C+ or better is earned. This applies to a course taken at the student's initiative and/or for one being repeated as required by the school when a course has been failed. Transferred courses will be documented as such.

College enrichment courses are limited to one per year and are only available if the same/similar course is not offered by MSSM.

MSSM does not grant credit for courses taken at another high school once students have enrolled at MSSM.

Please refer to the table below for the number of transferable mathematics, science, and English classes.

The following table indicates the number of mathematics, science, and English classes students may transfer in to MSSM.

Entering MSSM as...	# Transferred Math, Science, English Credits Allowed	# Math, Science, English Credits required to take at MSSM	Notes
Sophomore	1 Math, 1 Science, 1 English	3 Math, 3 Lab, Science, 3 English	Most classes in areas other than mathematics, science, and English will transfer to MSSM provided the student earned a C+ or better in these courses
Junior	2 Math, 2 Science, 2 English	2 Math, 2 Lab, Science, 2 English	Transfer credits in mathematics, science, and English will be determined by students' transcripts, standardized test scores, and MSSM placement exam results.  Transfer credits in foreign language will be determined by MSSM placement exam results <u>for those students who opt to continue their foreign language studies at MSSM.</u>
Senior	3 Math, 3 Science, 3 English	1 Math, 1 Lab, Science, 1 English	

## Grading

### MSSM Effort Grade Rubric

The MSSM effort grade will be issued on progress reports and grade cards for all classes. Following is the grading rubric for effort grades.

#### Throughout the semester the

- Student models an exemplary work ethic that includes punctuality, few or no unexcused class absences, excellent and timely preparation of all homework and other assignments, a noteworthy level of class participation, and an exemplary attitude toward learning, as evidenced by a desire to go beyond the minimum requirements of the class. The student models a

willingness to implement teacher recommendations for improvement.

**2** Student models an acceptable work ethic that includes punctuality, few or no unexcused class absences, consistent and timely preparation of homework and other assignments, an acceptable level of class participation, and a positive attitude toward learning, as evidenced by a willingness to try to meet all of the course expectations. The student models a willingness to implement teacher recommendations for improvement.

**1** Student fails to model an acceptable work ethic on a regular basis. Behaviors that would indicate this include some combination of the following – frequent tardiness, several unexcused absences, consistently poor homework preparation (including a failure to turn in a number of assignments), poor or ineffective class participation due to lack of preparation or an unwillingness to contribute to the class, failure to show a willingness to implement teacher recommendations for improvement, and/or a negative attitude toward learning (as evidenced by some or all of the aforementioned behaviors).

**Work Assignment and Fitness Grading chart**

Grading Scale is based on attendance and participation. Left column indicates the number of unexcused absences and top row identifies the quality of work.

	Student always follows directions, completes assigned tasks and displays an excellent attitude.	Student usually follows directions, completes assigned tasks and displays a good attitude most of the time.	Student occasionally follows directions, completes assigned tasks and their attitude can be inconsistent.	Student rarely follows directions, completes assigned tasks and displays a poor attitude.
1 -2 unexcused	<b>A</b>	<b>A-</b>	<b>B</b>	<b>C</b>
3 unexcused	<b>B</b>	<b>B-</b>	<b>C</b>	<b>C-</b>
4 unexcused	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>F</b>
5 unexcused	<b>C-</b>	<b>F</b>	<b>F</b>	<b>F</b>

**Add/Drop**

The procedure for adding/dropping a class begins with the academic advisor. The deadline for adding and/or dropping courses is set as follows:

- ❖ Deadline to add: seventh class day of a semester.
- ❖ Deadline to drop without a grade: fourteenth day of a semester.
- ❖ After the fourteenth class day of a semester, withdrawal from courses will be shown on students’ transcripts with the indicator of W for withdrawal plus an indication of the letter grade received-to-date.
- ❖ Faculty-initiated add/drop may occur after the seventh day of a semester with the approval of the Executive Director in consultation with the appropriate faculty members.
- ❖ No class changes are permitted after the 2/3 semester mark.

# Academic Status

## Academic Probation

Students will be placed on Academic Probation at the end of a semester if they receive a grade of F in any course.

All students placed on academic probation must meet with their academic teams<sup>1</sup> to review their progress and to develop an academic plan. Students, in conjunction with their academic teams, will outline appropriate actions to help them reach their potential. Scheduled time with students' instructors, time in the Learning Center, structured study or a recommendation to return to students' sending schools are all possible results of these reviews. Students and their entire team will sign the outlined action plan. A copy will be forwarded to students' parents/legal guardians. Approximately every four weeks, students' progress will be evaluated. Modification to the plans may be made after these evaluations.

## Academic Dismissal

The status of students placed on Academic Probation is reviewed at the end of the semester that they are on probation. Students' potential for graduation from MSSM will be of major consideration during this review. Other factors, such as attendance and overall performance in areas unrelated to the failed course(s), may also be considered.

Students may be required to leave MSSM if they:

- Earn two or more F's at the end of the semester.
- Previously spent at least one semester on academic probation and are facing another semester of probation.

Students and parents/legal guardians will be notified in writing of the Academic Dismissal. The MSSM Executive Director will make such notification within seven (7) business days following the deadline for the receipt of semester grades.

## Appeals Process

Appeals concerning academic status should be made in writing to the MSSM Executive Director. The written request must be received within seven (7) business days of notification to students by MSSM. The Executive Director will review all information and make a final decision. Students will be notified of the Executive Director's decision within seven (7) working days. The Executive Director's decision is final.

## Continuing Enrollment

Attendance at MSSM is a privilege and not a right. Students are selected for admission for one year at a time. They earn the privilege to remain in attendance at MSSM by meeting the performance expectations and behavioral standards of the school on a continuing basis. Students may forfeit the privilege to continue attending the school at any time their performance or conduct falls short of school standards or expectations.

MSSM recognizes that the school's learning environment is not appropriate for all students. Many factors are involved in the success or lack of success of a student, including, but not limited to: inherent ability, work ethic, level of commitment, effort, family support, willingness to seek and accept help, and prior opportunities. However, MSSM assumes the right and responsibility to evaluate student performance to determine whether continued enrollment at MSSM is in the best interest of a

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1. A student's academic team consists of the student's academic advisor, the Executive Director and academic support personnel. The student's teachers, RS, and college counselor will be included as needed.

student.

In addition to evaluating students' academic performance at MSSM, consideration will also be given to students' performances as they relate to their living environment. The consistent willful or inadvertent disregard for school rules and policies by students signifies that they do not respect the community's civic values. Such disregard is considered when assessing students' continued enrollment at MSSM.

## **Academic Reports**

### **Progress Reports**

Progress reports are submitted once per semester (after approximately 5 weeks) and are sent to students, parents/legal guardians, academic advisors and administrators.

Progress reports include a narrative of both academic and residential strengths and weaknesses.

### **Report Cards**

Report cards denote the end of term grades earned by students. Fall report cards are sent home by December 31. J-term/spring report cards are mailed home by June 15. Students with outstanding financial obligations are not eligible to receive official copies of their end-of-year report cards, including official transcripts for graduating seniors, until the Business Office has approved such a release.

### **Academic Alerts, Updates and Kudos**

Academic Alerts, Updates and Kudos are three different methods of communication that faculty members use to reach students and parents at any point throughout the semester.

Academic Alerts may be written any time faculty members observe a student missing assignments, appearing sleepy in class, or scoring low on a test. The alerts will be used to denote the areas of concern as well as to make recommendations for improvement.

Academic Updates may be used whenever students have shown significant improvement in areas of weakness. They may also be used when strong-performing students run into unexpected trouble in a particular area. Students who earned a grade of C- or below on their progress reports or who have slipped to a C- or below since the progress reports will be issued an academic update at the two-thirds point in the semester (approximately 5 weeks following the progress reports).

Academic Kudos may be sent to reflect outstanding work done by students.

Copies of these communications are forwarded to students, parents/legal guardians, students' advisors, residential staff, administration, and all other people for whom it may be important to inform of students' academic performance.

## **Directed Studies**

Directed studies are designed to provide additional challenges for students with exceptional interest in a given topic not available to them in the MSSM's regular course offerings. Directed study classes are reserved for students with a proven record of academic excellence, including the demonstrated ability to work independently. Students must make arrangements to meet with the appropriate instructors to develop directed study proposals.

The completed proposal should be submitted to the Curriculum Council<sup>1</sup> at least one month prior to the semester the directed study will be in effect. Directed study proposals will not be accepted in

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<sup>1</sup> Curriculum Council consists of Department Heads, College Counselor, Dean of Students, and the Executive Director.

December, January, or August. The Curriculum Council will meet with the student, the academic advisor, and participating faculty member to consider approval of the directed study class. The following information should be considered when submitting a Directed Study Proposal:

- A directed study class may not be used as credit for a class required for graduation.
- In general, students will be allowed to participate in only one directed study class per semester.
- A directed study class may not serve as an option for acquiring credit lost through a failed course.
- Depending on the nature of the directed study, the class may or may not count towards students' academic load.
- Students are not eligible for directed study classes during their first year at MSSM.
- Students have until the end of the semester to complete the directed study class. If not completed by that time, a grade of F will be recorded on the transcripts.

## College Classes

Students desiring to be concurrently enrolled in college classes must adhere to the following:

- Obtain permission and signature of their academic advisor.
- Obtain permission and signature of the appropriate department chair.
- Obtain permission and signature of the Executive Director.
- Pay all fees for courses not offered by MSSM.

## Attendance Policy

Students are expected to attend all classes and school-wide activities. Punctuality and attentiveness are required.

If students must be absent from class, assignments due on that day must be forwarded to the appropriate faculty members prior to the start of the class. It is the students' responsibility to obtain class notes and assignments from missed classes, whether excused or unexcused.

### Excused Absences

Excused absences are as follows:

- **Family Emergency:** Requests for an excused absence for family emergency (illness or death of a family member) should be made through the Dean of Students office.
- **Personal Illness:** Students may request an excused absence by visiting the school nurse. Personal illness will result in an excused absence provided students have prior approval from the school nurse, physician, or administrator. The school nurse will not excuse any absence after the class (or a portion of the class) has already been missed. Students are not authorized to excuse themselves from class.

A student is **not** automatically excused from classes, students excused from morning only or just one class if they have discussed their illness with the nurse. Minor illness, even though it may require attention from the nurse, is not considered a justifiable reason to miss class. A student excused from classes due to illness must remain in his/her room until 6:30 a.m. the following day. An excused student is not eligible to attend any extracurricular activities or to sign-out. If a student violates these restrictions, any previously excused absences for that day may be revoked.

If a student becomes ill when the nurse is not on duty, he/she should contact an on-duty Residential Staff member. Following the illness protocol designed by the nurse, the Residential staff will inform the nurse as well as the Dean of Students.

A student excused for the day will be required to be in the Health Center or his/her room for the entire day.

- **Pre-arranged:** An absence may be permitted for events such as school-sponsored activities, family events, or religious holidays. In such cases, a student must complete an Excused Absence Form

prior to being excused from class.

Requests for pre-arranged excused absences should be made at least two weeks in advance (whenever possible) and must be accompanied by a note from the student's parents/legal guardians and from whomever the student will be staying with if other than a family member. The request will be reviewed and approved if the Dean of Students has no serious concerns with the student's missing classes, "not recommended" (yet approved) if the Dean of Students has serious concerns that missing classes will be detrimental to the student, or "denied" if the appropriate paperwork (including note from parents/legal guardians) is not complete. Students who do not complete the Excused Absence Form in a timely manner may not have their requests granted.

- **Make-up Work Due to Excused Absences**

A student, whose absence from class has been excused, will be permitted to make up major exams. On the first day the student returns to class, he/she must make arrangements with the instructor(s) to complete outstanding work. The time period is generally one day for each day absent.

If an excused absence is planned, all work due on the day(s) of absence is due in advance of the absence unless otherwise agreed upon by the teacher.

If an absence is due to illness, any work due on the day(s) of absence is due at the beginning of the missed class.

Any deviation from this policy, pertaining to making up work, is at the discretion of the teacher(s) involved.

- **Excessive Excused Absences**

There is a direct correlation between class attendance and a strong comprehension of class materials. For this reason, students should not accumulate more than five (5) excused absences in a given class. While the school does permit absences for such things as family events or religious holidays, we reserve the right to limit the number of excused absences for such events. While we recognize that it is still the family's decision to take their child out of school, absences beyond our stated policy for being excused may be treated as unexcused absences and handled accordingly.

## Unexcused Absences

### Academic

Missing major courses, minor courses, required meetings, sleeping in class, or being asked to leave a class are considered unexcused absences. Being tardy ten or more minutes or excessive tardiness of less than ten minutes is also classified as an unexcused absence. (This should not be interpreted as a ten-minute grace period as students are expected to be prompt.) Teachers are not required to provide an opportunity to make up work missed due to unexcused absences. **Unexcused absences are cumulative across all courses and required meetings.** The following procedures will be implemented following any unexcused absence:

- **First and Second Unexcused Absence:** A letter is mailed to the student, parents/legal guardians, advisors, and teachers indicating the recording of an unexcused absence.
- **Third Unexcused Absence:** In addition to a letter being sent to the student, parents/legal guardians, and teachers, the student has a conference with his/her advisor and is required to serve in-room restriction.
- **Fourth Unexcused Absence:** A conference is held with the student, his/her advisor, and the Dean of Students. Following the conference, a letter is sent to all necessary people summarizing the meeting and outlining consequences that include weekend (Friday and Saturday) restriction.
- **Fifth Unexcused Absence:** The Dean of Students has a joint conference with the parents/legal guardians of the student and his/her advisor to determine the cause, how to prevent further unexcused absences and the appropriate response which will include weekend restriction.
- **Sixth Unexcused Absence:** Any student acquiring six unexcused absences is required to

meet with the Dean of Students. A student who has accumulated six unexcused absences should expect to receive a short-term suspension.

- **Seven or more Unexcused Absences:** Any student acquiring his/her seventh unexcused absence will meet with the Dean of Students. Long-term suspension or dismissal from MSSM is the possible outcome of this meeting.

#### Non-academic

##### ❖ **Work Assignment**

- **First Unexcused Absence** The student is required to make up the missed work assignment.
- **Second Unexcused Absence:** The student will make up the missed work assignment. The work assignment grade will be reduced from very good to satisfactory
- **Third Unexcused Absence:** The student will make up the missed work assignment and will serve a Friday night restriction (in-room from 7:30 to 10:30 p.m.) The work assignment grade will reflect the unexcused absence.
- **Fourth Unexcused Absence:** The student will make up the missed work assignment and will serve a Friday and Saturday night restriction (in-room from 7:30 to 10:30 p.m.). A conference will be held with the student and his/her academic advisor.
- **Fifth Unexcused Absence:** The student will be required to make up the work assignment and will serve a weekend restriction consisting of being in his/her room both Friday and Saturday nights from 7:30 to 10:30 p.m. A student acquiring his/her sixth unexcused absence and who does not meet the work assignment requirement will be required to make it up the following semester he/she is in school. If a senior does not complete his/her spring semester work assignment, he/she will not receive a diploma from MSSM until he/she has completed the remainder of their hours of service directly related to the MSSM.

Students accumulating more than five unexcused absences from their work assignments fail their requirement and will meet with the Dean of Students. Consequences of suspension or dismissal will be considered.

Students that miss their work assignment or who do not complete the work assigned will receive an unexcused for the day. Any student receiving an unexcused will be required to make up the work by serving dish duty. Students accumulating six or more unexcused absences, regardless of work effort, will receive an F for their grade.

Seniors who fail their spring semester work assignment will not receive a diploma from MSSM until they have fulfilled their work assignment. The director of the work assignment program will assign such student a work assignment that will be acceptable by MSSM.

##### ❖ **Fitness**

- **First Unexcused Absence:** The student receives an unexcused absence.
- **Second Unexcused Absence:** The student receives an unexcused absence and his/her grade drops from very good to satisfactory.
- **Third Unexcused Absence:** The student receives a letter indicating he/she is in jeopardy of failing the fitness class. The student will serve a Friday night restriction and will receive an unexcused absence. A letter is sent to the student, the parents/legal guardians and advisor explaining the consequences of additional unexcused absences.
- **Fourth Unexcused Absence:** The student receives an unexcused absence and serves a Friday night restriction. The grade drops to "needs improvement" and the Dean of Students will meet with the student and academic advisor.
- **Fifth Unexcused Absence:** The student receives an unexcused absence and serves Friday and Saturday night restriction.

A student who fails fitness will be required to take two fitness classes the next semester. Seniors who fail fitness in the spring semester will not receive their MSSM diploma until the class is made up. The Dean of Students will meet with the student, academic advisor, and parents/legal guardians to arrange a suitable make-up class.

## Leaves of Absence

### Temporary Leave of Absence

Students may be extended a temporary leave from school for a variety of reasons. We encourage open communication with families when these occasions arise. By working together, we will determine the nature and duration of leave. The length of time away from classes has varying degrees of impact on students' academic situations. Knowing this, teachers take steps to be as supportive as possible. Following are typical forms of leave:

### Medical Leave of Absence

The school medical staff, Dean of Students, or student's parents/legal guardians and/or primary care physician at home may request a medical leave. Once a medical leave has been granted, the student's medical team and academic team will work together to determine a course of action. Should the team decide the student needs to return home, the team will determine the conditions, if any, of return. The team will work closely with the student's home medical team to facilitate the student's return to school should the team determine returning to school is in the best interest of the student and the school.

In the event the school requires a medical leave, the school's physician and/or psychologist, in consultation with the Dean of Students and/or other appropriate faculty/staff, shall articulate the concerns necessitating the leave and determine the conditions for return to school. MSSM staff work closely and cooperatively with medical professionals at home to coordinate care and facilitate students' transition back to school.

### Dean's Leave of Absence

Similar to a medical leave, a personal leave of absence may be granted at the request of the family or required by the school. The decision to allow or require a personal leave is made by the Dean of Students with input from faculty, RI's, medical staff, and administrative staff. The duration of this leave is typically from two to four days.

### Personal Leave

This leave allows students to be away from school for periods of one to two days. Personal leave is granted to students at the request of their families for the purpose of attending a personal matter at home, college visits, or other reasons not related to personal medical reasons. Students are required to complete a special permission form and have it approved by all their teachers, work assignment supervisors, and RIs. These forms are given to the Dean of Students at least two days prior to students' departures.

## Absence Due to Suspension

Students suspended from school are allowed to complete daily assignments missed provided pre-arrangements were made between the students and their teachers. If a major project or paper is due during the time of suspension, students must turn the paper in on-time in order to get credit (this can be by mail, fax, etc). If the work is turned in late, regular rules for lateness will apply. If major tests were scheduled before suspensions occur, students must take the tests on the first class day of return to school, with no exceptions.

## Textbooks and School Property

Unless otherwise indicated, all textbooks and equipment are the property of MSSM. It is recommended that students cover all textbooks issued to them and exercise care in their use. Students should also act responsibly when using other school property as they will be required to pay for damaged books and equipment under their care.

Students who have not returned course textbooks and/or equipment will be billed for the missing property and will not receive final grades until the property has been returned or until arrangements have been made with the MSSM Business Office to pay for the missing property.

# COLLEGE COUNSELING

The College Counseling Office plays an integral role in preparing students for college by assisting students in finding the most appropriate college matches through a combination of personal meetings and small seminar courses that begin in the spring of the Junior year. College planning, standardized testing, and college financial aid information are all organized through the College Counseling Office and are available for both students and parents. The Director of College Counseling provides individualized exploration and planning throughout the process.

## College Application

Experience has shown that most colleges prefer to receive prospective students' applications as single packages. As such, the College Counseling Office assists students by collecting the separate pieces of their application packets (completed transcript receipt form, completed teacher recommendation request, and application including essays) and sending a single packet to each college admissions office. In order to make certain that the College Counseling Office has sufficient time to properly collate and mail these packets, students are asked to adhere to the application deadlines set by the college counselor. Applications processed during the regular college application season are done at no charge.

## Transcripts

Transcript Request Forms are available in the College Counseling Office and in the dormitory. Upon written request from students or their parents/legal guardians, the Registrar sends official transcripts to the appropriate colleges/universities or scholarship programs and other agencies or institutions. (Personal copies of transcripts are not considered official.) No official transcripts are furnished for students or alumni/alumnae who have outstanding financial obligations to MSSM.

## Standardized Testing

Colleges and universities utilize standardized tests as one part of the application process, as well as for scholarship competition and placement. The SAT and ACT are used by colleges to help them compare students from different educational systems. MSSM is a testing site for PSAT, SAT, ACT, and AP exams.

Fees for national testing programs vary and are assessed by the individual agencies. Parents/legal guardians are required to pay the fees for SAT I, SAT II, ACT, and AP tests. A limited number of fee waivers are available from the College Counseling Office. No students should let finances keep them from testing. The Director of College Counseling should be advised of any financial hardships or special situations.

Special attention should be paid to test site selection. MSSM test site dates are available on the MSSM website and are posted on campus. Transportation is provided to local area test sites if MSSM is in session but not serving as a test site. For ACT testing, transportation to Ashland is provided on non-MSSM test dates. Please remember that some testing opportunities fall when MSSM is not in session. If students choose to test when MSSM is not in session, they should select the site closest to their home.

## PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test is co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). The PSAT/NMSQ measures the critical reading, math problem solving, and writing skills that students have developed throughout their lives. MSSM requires all non-graduating students to participate in the PSAT testing program. The State of Maine pays for all sophomores and juniors.

## SAT

The SAT is a globally recognized college admissions test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, mathematics, and writing. All juniors will be required to take the SAT in May as part of the State of Maine's efforts to meet the requirements of No Child Left Behind. Most students will often take the test more than once either earlier in their junior year or in their senior year. The SAT program also has subject tests which allow students to show their mastery of a given subject area. Students may take up to 3 tests during a testing day. Some highly selective colleges require that students submit scores for two of three subject tests. Ideally the subject tests should be taken as close to completion of a course as possible, regardless of a student's year of graduation. Fee waivers are available to students whose families qualify for free or reduced lunch.

## ACT

The ACT is the test of choice in the Midwest. It is subject-based, measuring skills in English, math, science, reading and an optional writing test. ACT may sometimes be substituted for SAT or SAT Subject Tests but policies vary from college to college. The ACT test with Writing is highly recommended for students who may not be satisfied with their SAT scores or who believe they might benefit from a different testing format.

## AP

The Advanced Placement (AP) Program is a cooperative endeavor between high schools, colleges, and universities. It allows high school students to demonstrate their mastery of college-level material through AP exams. Colleges and universities may then grant credit, advanced placement, or both to students who have performed well. AP exams occur in May. Registration is done through the Registrar. **Students who enroll in AP courses are required to take the AP exam for those courses.**

In order to register to take the SAT or ACT tests (described above) at the Maine School of Science and Mathematics, students will need the following codes:

- MSSM **School Code** is 200574 for both ACT and SAT
- MSSM Test Center Code for the ACT Test is 155210
- MSSM Test Center Code for the SAT Test is 20-217

# FINANCES

## Financial FAQ's

### **MSSM is a public “magnet” school. What does it cost to attend?**

We are funded directly by a state appropriation, supplemented by Room and Board (R&B) and other fees collected from each family. Although there is no tuition for Maine residents, all families are responsible for paying Room and Board fees. Non-resident students pay higher non-resident fees. For the 2011-2012 academic year these fees are \$7900 for residents and \$38,750 for non-residents.

### **When are payments due? Is there a payment plan?**

Initial Invoices for admitted students are first issued in July by Facts Management. Payment plans are listed on their website ([www.factsmgt.com](http://www.factsmgt.com)).

Some Maine towns which do not have a high school or which are not part of a district/RSU will “tuition” their students to other communities. Your town or municipality may be willing to cover some or the entire MSSM Room and Board fee. Parents should ask their local officials about making such an arrangement.

### **How Do I Pay?**

Facts Management handles the invoicing and collection of Room and Board fees. You may either pay your bill in full or make 10 equal monthly payments starting in August and ending in May. Facts will accept either direct withdrawal from your checking/savings account, checks, or money orders. Credit card payments are not accepted.

### **Are there any other expenses?**

In addition to R&B, there are miscellaneous fees or charges during the academic year. For example, student must have an appropriate hand-held calculator for mathematics classes. Various exams (AP, SAT, etc) have fees. Personal computers must be configured with a network card and virus protection. Graduating students will need to pay for their cap and gown (approximately \$30.00).

### **When Must I Pay?**

Families who pay in full by August 1, 2011 will receive a \$100 discount (this discount does **not** apply to families owing less than the **full** R&B fee). **Payment in full or the first monthly payment must be made to Facts by August 18, 2011. Families not meeting this deadline will not be allowed to register their son/daughter on move-in day. Payments cannot be accepted on move-in day, nor can MSSM accept payments directly.**

### **Is Financial Assistance Available?**

Financial aid at MSSM applies to the R&B fee for qualified Maine residents only. We ask Maine families to complete a financial aid application with Facts Management. The Facts Grant & Aid assessment process provides the amount the family should be able to contribute to R&B. Facts will provide a bottom line dollar figure, the “Family Facts Calculated Need”. This application must be completed by June 18, 2011.

To initiate the process, go online to [www.factstuitionaid.com](http://www.factstuitionaid.com) or ask the MSSM business office for a paper application. Select school (MSSM) and enter zip code **04750**.

Please carefully review the enclosed MSSM Financial Policies.

## **Refund Policy for Student Withdrawals or Early Departures**

Current Policy

Students who withdraw from the Maine School of Science and Mathematics prior to the end of the second week of the school year may be due a credit for the unearned portion of the room and board (in-state students) or comprehensive fee (out-of-state students) charged.

R&B fee (in-state students) and comprehensive fee (out-of-state students) for the year is considered fully-earned at the end of the third week of classes. For refund purposes, the school year begins on the first day of class in the fall, regardless of the student's first class day of attendance during week one. The period of time used to calculate the fee refund is the first day of class in the fall semester to the school's determination date of official or unofficial withdrawal.

<u>Departure</u>	<u>Amount Owed by Family</u>
Prior to 1 <sup>st</sup> day of school	0%
During the 1 <sup>st</sup> week	10% of amount owed minus \$150 Non-refundable deposit
During the 2 <sup>nd</sup> week	20% of amount owed minus \$150 Non-refundable deposit
During the 3 <sup>rd</sup> week	30% of amount owed minus \$150 Non-refundable deposit
After the 3 <sup>rd</sup> week	100% of amount owed minus \$150 Non-refundable deposit

The MSSM Executive Director, in consultation with the MSSM Finance Committee, has the authority to make exceptions to this policy in extenuating circumstances.

## **COMPUTER, NETWORK, HARDWARE, SOFTWARE AND INTERNET POLICIES, GUIDELINES AND SERVICES**

Computer hardware is expensive and must be used for MSSM students over a number of years before it is replaced. Students must respect the sensitivity of this equipment when using personal or school-owned equipment. The following guidelines will be adhered to when using MSSM computer facilities:

- Food or drink is not allowed at any computer workstation;
- Hardware may not be altered without authorization;
- Students may not attempt to service hardware without authorization;
- Problems with any hardware should be reported to technical faculty or staff as soon as possible;
- Students are not allowed to modify, delete, transfer, or obtain school software without the express permission of the Director of Information Technology;
- Students are prohibited from downloading any non-authorized or copyrighted software to any school computer system, server, or digital device;
- Students are expressly prohibited from having peer-to-peer, computer-to-server, etc. that allows the uploading, downloading, or transfer of illegally gained, copyrighted material.

Only those with administrative privileges may load/install programs on any MSSM-owned computer. Students retain no privacy relative to data or information that exists in any form on a school-owned computer, whether created by students or by others.

Computing facilities and labs are located in several locations in the academic building, not limited to the Learning Center; the Writing Lab; and the Computer Science Lab and are available for student use at various times throughout the day. Generally, the Learning Center is the only computer facility available to students after 4:00 PM.

Students who wish to print during late hours in the evening or very early hours in the morning are strongly urged to bring their own personal printer to school. The school does not provide ink, paper, or service for such devices.

Technology staff can sometimes provide minimal help with personal hardware or software issues. However, it is always best that you retain your warranty agreement and follow its requirements exactly. Please be aware that Maine is a state that extends warranties past the manufacturer warranty timeline for items purchased as a Maine resident.

## Internet

### Internet Connections

Students should bring their own computers and peripherals. Personal computers must be configured with a network card and robust virus protection (consult Info/Computer Tech Department). Internet wall jacks are available in each room at no additional charge. **Note to families:** These are sometimes mistaken for phone jacks (and vice-versa), resulting in “no service.”

Smooth operation of the school network relies on the proper use by all staff and students. MSSM’s computer regulations are instituted to ensure efficient Internet access for everyone at MSSM.

Both wireless and direct Internet access is available at MSSM, but this access is a privilege and not a right. Because MSSM is an Internet provider, with its delivery originating at the University of Maine at Orono, applicable federal and state statutes must be followed. MSSM Internet policies are put in place to insure uninterrupted and transparent Internet access for **Academic** purposes. Failure to follow the Acceptable Use Agreement that has been signed by both parent and student will result in temporary to indefinite suspension from the MSSM LAN/Internet access. Misuse or abuse of the MSSM system may also make one subject to other school disciplinary and criminal penalties.

The primary uses of Internet access at MSSM include communication, the college process, research, academic courses and other forms of education.

Prohibited uses include, but are not limited to: transmission of illegal, copyrighted, or pornographic data/materials, political lobbying, illegal downloading, gambling, and commercial activities.

MSSM takes reasonable precautions to prevent access to inappropriate material; however, since the World Wide Web is so vast, school community members may happen upon information that is inappropriate. Intentional use of the MSSM network to locate or acquire inappropriate material is considered abuse of the system and may result in penalties. Other inappropriate uses are designated at the discretion of the Director of Information Technology or the System Administrator.

Students are responsible for any personal information, which they distribute via the Internet. As such, students should use extreme caution.

Staff and students should use proper etiquette on the Internet, and should extend the same courtesies to those online as they would extend in person. Harassment via technology falls under the Harassment Policy as well as the MSSM Computer Network Acceptable Use Agreement.

MSSM provides no guarantees that information found on the Internet is accurate, and does not guarantee that any information transferred will be undamaged.

In order to guarantee the future, successful operation of the MSSM network, the security of the network must not be compromised. All threats to the orderly operation or integrity of the MSSM network, and all threats to network privacy constitute a security violation. Examples of security violations include, but are not limited to:

- Attempts to gain access to unauthorized network areas;
- Sharing MSSM accounts or account passwords;
- Lack of proper virus protection;
- Downloading data from illegal sites or sites that distribute illegal, copyrighted, digital materials, uploading or transferring such materials.

It is expected that everyone in the MSSM community will report electronic security breaches and issues immediately. All attempts to defeat security, or to acquire or use system privileges above that originally designated, are reported to the MSSM administration and result in immediate disconnection of computer services and/or other actions.

To assist in maintaining the security and integrity of the MSSM computer system, no outside Internet Service Providers may be utilized.

Each student is assigned one IP address to be shared between a maximum of two computer systems, whether they be desktop; laptop; or netbook in design. No unauthorized IP addresses, hubs, switches, firewalls, etc. may be installed.

In order to ensure the safety of MSSM, its students, staff, and faculty from legal or other harm, the network must be kept free from illegal activity. All usage of the MSSM network that violates local, state or federal law, or that has the potential to invoke legal action against MSSM, its students, its staff, or faculty, constitutes a legality violation. Examples of legality violations include, but are not limited to:

- Unauthorized copying, possession, or distribution of copyright materials;
- Unauthorized access to age-restricted material;
- Unauthorized access of a remote computer;
- Unauthorized sharing of files.

MSSM students who have unauthorized materials on their computers will have their network access immediately disconnected for a period of no less than thirty (30) consecutive calendar days while school is in session, and their computers thoroughly searched for offending programs and files. A second offense will result in a lengthier suspension of all personal computer use and could result in dismissal from MSSM.

Any usage of the MSSM network that threatens or impairs others' abilities to use it constitutes a violation of the Acceptable Use Agreement. Examples of such violations include, but are not limited to:

- Excessive, unauthorized use of bandwidth; and
- Operation of a server, router, switch or other types of unapproved digital devices; and
- Using any IP address other than that assigned by the school to an individual is considered theft and will be pursued in that manner.

Students in violation of these regulations are required to remove their computers from the network system for a period of 30 consecutive calendar days while school is in session. Access to the network through the school's computers may also be limited. Students who have their computers disconnected from the network shall not have access to the computers belonging to other students. If students allow someone whose computer has been disconnected to use their personal computer, they are considered in direct conflict with the Acceptable Use Agreement and are disciplined. Students who have been disengaged from the MSSM Network must use public systems such as those found in Computer Labs or the Learning Center.

Network access at MSSM is a privilege, not a right, and can be taken away by the appropriate administrators at any time. The Director of Information Technology and/or designated staff can monitor and access, without prior notice to students, all information provided on the network, including email and online activities in real time.

## **E-mail**

MSSM is currently working toward having Google™ handle its email services. This is a trend that many universities and schools are following. The domain should remain MSSM.ORG, but it is likely that the identification portion of the email address will change from previous years. Students are strongly encouraged to have any email to the school address forwarded to a personal address as backup. Failure to use these school-issued email addresses in an appropriate manner can result in the suspension and/or disconnection of the address.

As all parties at the school use email as a direct form of communication, it is very important that students keep their MSSM.ORG email account in good standing. It is not to be used for storage, as there will be a limit on the amount of data that one can keep and still receive email. It is often the case that teachers will send only to MSSM accounts.

School email accounts are not guaranteed over the summer between school years. Students should forward important email messages to another account, download them, or retain hard copies, as the school takes no responsibility for the integrity of the email system. However, the school does expect

Google™ Mail (GMail™) to be significantly more dependable than an on-site mail server.

Students graduating or leaving the school on a permanent basis should remove any and all significant email from their accounts prior to graduation or departing. They should also notify all contacts that their MSSM email address will become unusable shortly after graduation or permanent departure from the MSSM campus.

## Software

Unauthorized duplication of computer software is illegal. Students are not permitted to make unauthorized copies of any software files or programs. In addition, all files or programs either installed or used by students must be registered with the publisher or otherwise in compliance with U.S. copyright law. Unauthorized downloading, copying, or sharing materials (i.e., music, games, movies) is a copyright violation, is considered theft and penalties may be pursued by those companies or corporations injured outside of MSSM. Students found to have illegal materials on their computer systems lose their LAN privileges for no less than two weeks and their computers are thoroughly searched for programs and data.

## Inappropriate Computer Activity

If students are found using their accounts for inappropriate activity, computer access will be denied. Because each student is assigned one IP address, any inappropriate activity traced to a specific IP address is considered the responsibility of the person assigned that IP. It is expected that students will password-protect their systems and not allow their systems to be used by other students. Their systems' activities, whether authorized or unauthorized, are their responsibility. Student IP addresses are assigned to each individual student and each student bears the responsibility entirely for the use of his/her system. It is highly recommended that students password-protect their systems and not leave their computer systems unattended at any time without being password protected.

Tampering with the MSSM computer system or its parts is not allowed. Any attempt by students to harm, destroy, or modify any computer equipment not belonging to them will result in denied access to the Internet. This includes, but is not limited to, the creation or deliberate use of a computer virus. All students are required to use an updated virus protection system on personal computers. Those not complying with this requirement will be removed from the MSSM LAN.

Refusing to allow an MSSM administrator or designee to conduct a computer search will be taken as an admission of guilt. There will be no warnings prior to being disconnected from the network for disciplinary reasons, though notification will be made within 48 hours.

Refer to the Maine School of Science and Mathematics Computer Network Acceptable Use Agreement. This agreement must be signed and returned to the office of the Director of Information Technology. The signatures on the Acceptable Use Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Students are denied network access until the form is completed.

MSSM maintains its Internet connectivity through the University of Maine at Orono. As such, the University monitors files and data crossing its infrastructure. In recent years, entities such as the Motion Picture Industry and the Recording Industry have implemented sophisticated and tenacious methods of catching those in the act of theft and copyright infringement. On occasion, these industries have pursued violators legally and obtained court awards of significant financial status. For these and other reasons, the MSSM will NOT tolerate the transport of illegally obtained data over its network. Student IP addresses found to be involved in this type of activity are suspended for no fewer than 30 consecutive calendar days while school is in session, without warning, and letters of reprimand are sent to all pertinent parties as well as placed in student files. Any further infractions result in a much lengthier suspension from the MSSM LAN and may result in students being asked to remove their personal computers from campus. The school will offer no legal protection to students who are pursued through civil or governmental agencies due to theft of data or illegal transmission of materials across the Internet; peer-to-peer, or otherwise. **This is a major violation and repeated occurrences may result in suspension or dismissal from the school.**

## **Computer System Misuse Penalties**

As both an educational measure and a security measure, students found in breach of the above noted computer violations are suspended from the MSSM network for a period of no less than 30 consecutive calendar days while school is in session. Their computers are subject to search and detainment. Students are required to manage their computer needs through supervised systems on the MSSM campus. Depending upon the severity of the infraction, further misuses of computer systems or the network will result in lengthier suspensions from the network as well as the potential for personal systems to be sent home. Penalties originating from the Academic or Residential Life arm of the school may also enforce sanctions depending upon the infraction and, in addition, penalties may be assessed by governmental or corporations outside of MSSM.

## **Electronic Technology Students May Bring to Campus and Utilize**

- Two Computer Systems to be shared between one IP Address (laptop or desktop, not required but one system recommended);
- One working Ethernet Cable (CAT 5/CAT 6) cable at least 6 feet in length to reach from desk to Ethernet wall connection (if wireless goes down, Ethernet may be up);
- One high-quality power-strip/surge-protector for computers only with long power cord (required);
- One power-strip surge-protector for other electronics (don't mix printers or other heavy voltage items and computers on same power-strip, required);
- One personal thumb/pen drive storage device (1 GB or above, usually required by some courses);
- One personal printer (will not be networked) for personal or school printing at times when school printers are unavailable;
- Two reams of paper to start for the school year (Residential Life will no longer furnish paper for printing in the residential staff office);
- Virus and MalWare checking software (specific software required by MSSM, see Director of IT Letter);
- Proof of ownership/Purchase of Operating Systems, videos, songs, and application software installed on personal computer systems;
- One telephone connecting to wall outlet via standard telephone cabling (long distance calls must be via phone card, collect, or prepaid in some manner; each student has their own extension);
- One iTouch™ or similar device (may or may not be allowed network privileges and not before Thanksgiving Break);
- One Graphing Calculator (contact the Mathematics Department for required brand and model).

### **!!! VERY IMPORTANT !!!**

MSSM does not take on liability for personal property, electronic or otherwise, housed at MSSM during the school year. It is very important that you consider getting a rider to your current homeowners insurance policy or taking advantage of companies that supply personal property protection to students while at school. Electronic items can often be the most fragile and the most expensive to replace out-of-pocket should they disappear or be damaged.

## **Electronic Technology Students May Neither Bring to Campus nor Utilize**

- Personal routers, switches or hubs, etc. (excluding USB port extenders);
- Gaming Devices such as X-Box, Wii, etc. (until given permission by the Administration and not prior to Thanksgiving Break);
- Non-approved devices of any kind that can connect directly to an Ethernet connection and/or that have the potential of transmitting IP addresses either through cabling or WiFi;
- Software installed or otherwise to be later installed that will allow peer-to-peer exchange of data and digital material whether over the MSSM LAN or over the Internet;
- bitTorrenting software;

- Computer systems to be used as a server system;
- Any software or hardware that allows a student to directly or indirectly affect the operation of the MSSM Network.

## **Course Management Software**

Increasingly, a number of faculty and staff are utilizing electronic communication software, websites, and course management software (CMS) to manage and enhance their classes. Moodle, an open-source CMS has been used successfully at MSSM and teachers may very well require that students check it on a daily basis. Moodle is also used to deliver Daily Announcements, as well as other pertinent information to both students and parents. Parents and students may log-in as a GUEST for Daily Announcements and Front Page News; however, for classes students will be given a Login Name and Password for Moodle itself, and teachers may require further passwords for their specific courses. Teachers will explain Moodle as it is used in specific courses.

## **Lab Tech Program**

Qualified and/or interested students may contact the Director of Information Technology for potential placement as a computer lab proctor and technical assistant through the MSSM work-job program.

## **Questions Relating to MSSM Technology**

Questions concerning MSSM Electronic Technology, Computing, and Internet issues should be addressed to the Director of Information Technology.

# **RESIDENTIAL LIFE**

The residential life experience is an integral part of the total living/learning environment of MSSM. The MSSM program reflects a comprehensive approach to student development by providing support for both academic and non-academic pursuits of students.

A residential school is a cooperative living environment. In order to enjoy the benefits of this residential community, students need to accept responsibility for the health and well-being of its members. The living environment of MSSM is based upon the following principles:

- Students will be honest with themselves, faculty, and staff.
- Students will understand that privileges and responsibilities accompany accountability for actions.
- Students at MSSM have unique opportunities for academic, social, and personal development.
- Self-discipline, self-motivation, and continuing personal commitment are cornerstones for continued success.
- The MSSM opportunity is a privilege extended by the citizens of Maine and should be taken seriously. Two primary criteria for continued placement at MSSM are academic performance and student citizenship.
- Everyone at MSSM deserves to be treated with courtesy and respect.
- Students will participate in protecting themselves and their property.
- Students will exhibit behaviors that promote personal and community cleanliness.

## **MSSM expects all students to:**

- Act with honesty and integrity
- Treat one another with respect
- Respect the property of others
- Maintain a healthy lifestyle
- Uphold the rules of the residential hall
- Be positive and cooperative members of the community

## **Student Code of Ethics**

As a student, I will:

- Take into honest consideration the opinions of fellow students and MSSM employees.
- Accept others as individuals, each with rights and responsibilities, goals and needs, and strengths and weaknesses.
- Participate honestly in classes and student life activities that contribute to the mission of the school.
- Accept the responsibility to remind others to adhere to this code and report any breach of it to an MSSM employee.

As a student, I will not:

- Interfere with the duties of MSSM employees.
- Discuss confidential matters to which I might be privileged.

*Adopted by the Board of Trustees of the Maine School of Science & Mathematics April 18, 1997*

## **Rights and Privacy Act**

MSSM operates under the Family Educational Rights and Privacy Act of 1974. Parents/legal guardians of enrolled students, or previously enrolled students, are permitted to see, inspect, reproduce, and challenge the accuracy of educational records which relate personally to their child (children) or wards. The challenge procedure includes a full and fair opportunity to present evidence at a hearing. Students eighteen years of age and over and post-secondary students under eighteen years of age also have these rights.

MSSM will disclose information to other parties only as follows:

- With advance written request or authorization from parents/legal guardians or students over eighteen years of age.
- To educational or government agencies as defined by the Privacy Act
- For research purposes when non-personal, statistical data is requested

## **Nurse**

MSSM employs a school nurse who is available in the dorm Monday through Friday. The nurse can also be reached anytime by calling her cell phone. The nurse's office is located within the Residence Hall. The school nurse performs first aid services, health care counseling, and aids students in making medical and dental appointments. (Routine health care appointments should be scheduled during times when students are at home.) Students and their families are responsible for costs incurred by these appointments.

Students should report to the nurse's office in the event they become ill. If students become ill when the nurse is not available, they should report to the Residential Staff.

Arrangements have been made for emergency medical needs. Parents/legal guardians must sign permission forms allowing their children to receive treatment in the event of an illness or accident. Parents/legal guardians of students taken to the emergency room shall be notified by an MSSM staff member prior to students' departure and will be consulted by the attending health care provider.

## **Residential Life Staff**

The residential life staff serves as a crucial connection between students and the rest of the school. The staff consists of a full-time Dean of Students/Director of Residential Life and a team of Residential Staff (RS).

The school nurse is also a link for students in the residential setting.

## **Rooms/Wings**

### **Room Assignments**

An important part of the residential experience is learning how to live with roommates. Changing roommates or rooms is strongly discouraged and will be approved only when all avenues have been exhausted and all parties agree that a change is in everyone's best interest. Students experiencing roommate conflicts should communicate early if there are issues and not wait until they are ready to explode. Students, after attempting to resolve their conflicts, should contact their RSs for mediation.

### **Decorations / Room Arrangements**

Students are encouraged to make their rooms comfortable; however, it is important to realize there are state codes that must be followed by the school. Therefore, the residential staff has the right to determine the appropriate decoration of rooms. These guidelines are not intended to limit room personalization, but are necessary to ensure the safety of occupants and emergency personnel.

- Students are not allowed to decorate or arrange their rooms in a manner that interferes with the operation, maintenance, or use of smoke detectors, sprinkler heads or pipes, nor decorate their rooms in any manner that creates a fire hazard or is otherwise deemed unsafe.
- No candles, matches, lighters, chemicals, or incense are allowed in rooms or other areas of the residential hall.
- No coverings on light fixtures are allowed.
- Arrangement of furniture must meet safety and residential hall maintenance requirements.
- Doors must be able to open fully, with a clear path from the door to the window and from door to beds.
- The heating system cannot be interfered with.
- All room furnishings must remain in room.
- Beds may only be raised with approval of MSSM.
- Mattresses may not be placed on the floor. Only one mattress per bed is permitted.
- Tapestries or cloth wall hangs are not permitted on walls.
- Posters and paper products cannot cover more than 50% total wall space and are not allowed outside of rooms.
- Students' names must be clearly displayed on the outside of their room doors.
- Decorations that promote alcohol and drugs are not permitted.
- Pushpins and poster putty are the only two items allowed to hang posters and/or pictures.
- Ceiling tiles may not be removed for any reason.
- Halogen lamps are not permitted.
- No pets, including fish requiring a filter system.
- Traffic signs, street signs, and political signs are not acceptable decorations.
- Decorations that show nudity are not permitted.
- Office type chairs are permissible. Sofas, futons, and other similar types of furniture are permitted by prior approval.

### **Housekeeping and Inspections**

Students are responsible for cleaning their own rooms and common areas. Rooms are expected to be maintained in an acceptable, healthy, neat and clean manner. To ensure that rooms and bathrooms are kept in a healthy and sanitary manner, a residential staff member will conduct room inspections on a regular basis. In the event that a room does not pass inspection, students will be placed on restriction.

All students are responsible for helping maintain the family common areas in a clean and orderly manner. Continued unsanitary room conditions subject students to parental notification and/or disciplinary action. To pass room inspection, a student's room needs to have:

- Floors neat and clean – At all times clothes and other items need to be kept off the floor.
- Beds made
- Trash cans emptied
- Refrigerators clean
- Furniture location approved
- Clutter picked up

## **Damages**

Residents are responsible for the condition of their rooms, wings and other areas of the residential hall. Damages (malicious or not) incurred during the school year will be charged to the students. Malicious damage will have additional consequences. All roommates/wing residents will jointly share responsibility for room/wing damage unless individual responsibility can be established. At room check-in, each RS will take the time to carefully note the room and furniture condition on the room condition form. If damage arises during the year, it is students' responsibility to notify the RS so the damage can be repaired and damages can be documented in the Room Condition Form. Please maintain the room and all furnishings to avoid room damage and the subsequent charges.

## **Room Draw**

Returning students participate in room draw to select their rooms and roommates for the following year. This is conducted in May, prior to the end of school. The order of selection is based on grade and number of years students have attended MSSM, the receipt of enrollment forms and deposit are required for participation in room draw.

## **Bathrooms**

Approximately six students share each bathroom in the residential hall. The school provides regular cleaning of bathrooms; however, it is the students' responsibility to keep their bathrooms picked up in order to facilitate these cleanings. Personal items should not be stored in the bathrooms. It is always recommended that students clean up after themselves and leave the bathroom in the same condition, or better, than they found it.

## **Security**

Students must accept the primary responsibility for safeguarding property and preventing theft. Labeling personal items and engraving valuables is advised. MSSM suggests parents/legal guardians list their children's belongings on their homeowners or renters insurance policy.

All students are encouraged to adopt an attitude of "community watch" on campus and to report persons or events that are cause for concern. In order to maintain the maximum level of security, students should keep their rooms locked when they are not present. Tampering with locks is considered a serious violation of school rules. The school is not responsible for lost, stolen, or damaged items. Any incident of theft or loss should be reported to an RS immediately.

## **Key Card / Mailbox Key**

All students receive a magnetic key card that allows them entry to the residential hall, as well as their wing and room. Students are expected to use these cards responsibly. If students lock their keys in their rooms, they should ask a member of the residential staff to open their doors. Lost cards must be reported immediately. Students are charged replacement fees of \$25.00 for each lost key card. There is a \$5.00 replacement fee for a lost mailbox key. Cards and keys are the property of MSSM and must be returned upon departure from MSSM.

## **Safety**

Open flames, incense, knives, sling-shots, weapons, archery, martial arts equipment, and metal darts are not allowed in the residential hall. Any violation of this safety principal is a major violation.

All students must be aware of the impact of their behavior on the safety of other students. It is imperative that residents never tamper with smoke detectors or fire alarms. Students should never deactivate the system by tampering with or covering smoke detectors, sprinkler heads, or pipes.

## **Fire Drills**

Fire drills are held periodically in the academic building and residential hall. The faculty and residential life staff provide detailed instructions.

Emergency procedures require serious and prompt response. Failure to abide by fire drill procedures is a violation of school rules.

During fire drills in the residential hall, students are expected to leave the hall quietly and gather in the place assigned for each wing. Staff takes attendance to account for all students. Students are reminded to wear shoes and proper clothing.

## Curfew and Lights Out

**Quiet Hours** – *Noise kept at a level that allows students to study, rest, or sleep*

Sunday 7:00 pm – Friday 4:00 pm  
Friday & Saturday Night 10:00 pm – 8:00 am

### On Campus

Sunday – Thursday 6:45 pm - 7:00 am  
Friday & Saturday 10:00 pm - 7:00 am

### “EXTENDED LIGHTS”

Must ask prior to Structured Study.  
Max. extended time -1HR

### In Residence Hall

Sunday – Thursday 6:45 pm - 7:00 am  
Friday & Saturday 11:00 pm - 7:00 am

### In Wing

Sunday – Thursday 10:00 pm - 7:00 am  
Friday & Saturday 11:00 pm - 7:00 am

### In Room

Sunday – Thursday 10:30 pm  
Friday & Saturday 11:45 pm

### Lights out \*

Sunday – Thursday 11:00 pm \*  
Friday & Saturday 12:00 midnight \*

\*Seniors in good standing after the first grading period - lights out at 12:00 and 1:00.

Residential hall closing extensions for school-sponsored off-campus or on-campus events/activities are allowed. Under special circumstances, extensions are also possible for non-MSSM sponsored off-campus activities. Students should contact their RS if they have such a request. In such cases, students need written parental permission for off campus events/activities.

## Inspections

MSSM's policy is that students' rooms, residential hall common areas, and student vehicles must be free of drugs, alcohol, tobacco, weapons, and any other substances that may be harmful to the safety or health of the community. MSSM retains ultimate control over student rooms, vehicles, and their contents, and reserves the right to inspect and search as necessary to enforce its policy. Depending on the circumstance, individuals may be searched along with their personal items; including, but not limited to such items as garment bags and contents, handbags, book bags, athletic bags, and suitcases. To protect and promote student safety, health and well-being, and to enforce the rules of the school, MSSM shall have access to student rooms and vehicles at all times without prior notice to students. Students should be aware that the contents of their rooms and vehicles are subject to inspections by MSSM at any time.

Students' rooms or vehicles may be entered whenever authorized staff members deem it appropriate, including, but not limited to, the following circumstances:

- Maintenance: MSSM maintenance personnel have access to student rooms at all times in order to perform their duties as assigned by MSSM. They are expected to report any inappropriate activities or items they observe while performing their duties.

- Room Inspections: Staff will conduct scheduled room inspections with prior notice to students, and will inspect each room after the Residential Hall is closed for long weekends and vacation periods.
- Unannounced inspections: From time to time staff conducts unannounced inspections of student rooms.
- Enforcement of school rules: The administration may authorize entry of student rooms or vehicles at any time without prior notice to ensure compliance with school rules and state law. As much as is possible, students will be present for such searches.
- Canines, metal detectors, and devices: In conducting room or vehicle inspections, MSSM may utilize methods designed to detect the presence of illegal substances or objects; including, but not limited to, drug-sniffing canines and metal detectors.

MSSM may also utilize the services of law enforcement personnel or other qualified persons who have expertise in these matters.

During the course of any inspection or search, evidence of any inappropriate activity or unauthorized object that is in plain view of the inspector will be confiscated and appropriate disciplinary actions will follow. Further, the contents of a student's personal furnishings or belongings will be inspected if the staff member has reasonable suspicion that the item contains prohibited articles or substances, or if there is evidence of violation of school rules or state law.

If any activity violating MSSM rules or state law is discovered during the course of any inspection or search, the student(s) will face the consequences described earlier in this handbook.

## Study Hours

Structured study hours are from 7:00 p.m. through 9:00 p.m. Sunday through Thursday evenings.

Students having a grade of C- or less in one or more classes are given a status of "academic concern" and may be placed in a structured study environment during study hours. This environment can be at the Learning Center, in the student's room, or in another location that provides the supervision and support needed. Students' advisors, teachers, parents/legal guardians, and the Dean of Students determine the structure most effective to improve their academic standing. All new students are required to attend structured study for their first semester at MSSM.

Students who have not been identified as being of "academic concern" are expected to study and keep up with their academics, but are not required to be in a structured environment during the above-stated study hours. All students are expected to maintain a quiet environment in the residential hall and allow others to study and complete their homework.

The following expectations have been established with the intent of providing an atmosphere that is conducive to self-directed learning, to the fulfillment of important obligations, and to protect the rights and needs of all students:

- Quiet Hours: Sunday beginning at 7:00 p.m. and in effect until Friday afternoon at 4:00 p.m.
- Study Hours: Sunday through Thursday from 7:00 p.m. to 9:00 p.m. During these times students should be actively involved in their academics.

Note: It is not intended that established study hours are the only times students should study. To be successful, students need to set aside time each day (outside of established study hours) for studying.

At the beginning of structured study hours, staff members are responsible for knowing the whereabouts of all students. During this time period, any student not present in the residential hall at the start of study hours or students leaving the residential hall after 7:00 p.m. are required to sign out.

Students working on class projects may use one of several areas in the residential hall.

Students may NOT watch television or sleep during this time, nor should they be participating in non-academic activities such as cooking, playing video games, board games, socializing, doing laundry, or using social networking services.

Athletes on structured study who are returning from scheduled practices or games and need to take a shower should inform the Residential Staff on duty.

## Leaving Campus

### Sign In/Out Procedure

Students are expected to follow sign-in/out guidelines each time they arrive on or leave the campus. While MSSM cannot guarantee knowledge of all students' whereabouts at all times, regulations governing signing out are designed to give the staff a reasonable knowledge of each student's location, and thus a way of reaching him/her in the event of an emergency.

Students are required to sign out immediately prior to leaving the MSSM campus. This includes extended weekends and breaks. The sign in/out log requires each student to note his/her name, destination, companion(s), time of departure, estimated time of arrival, and actual time of arrival in a legible manner.

- Students sign out when leaving campus
- Students sign out each evening, Sunday through Thursday between 7:00 p.m. and 9:30 p.m. (Freshman & Sophomores)/ 10:00 p.m. (Juniors & Seniors), when leaving the residential hall,
- Students may not be off campus Sunday through Thursday after 7:00 p.m. or Friday and Saturday after 10:00 p.m.

Students should estimate an arrival time which allows enough time for them to complete their tasks off campus without excessively overestimate ng the duration. Permission from the residential life staff is needed for any unsupervised trip lasting longer than two hours or extending more than 30 miles from campus.

Athletes must sign out for practice and events that are off campus.

If a student leaves the residential hall following evening study (Juniors and Seniors only), he/she must sign out and must stay on campus. Students may not go into the academic building.

Students with approval to sign out to a host family may walk to the host family's home provided that the entire excursion does not exceed the two-hour time limit as noted above. For visits lasting more than two hours, or for visits involving a student riding in a host family's vehicle, the student must be signed out and picked up by an approved adult (age 21 or older) member of that family.

Students do not need parental permission to leave campus if they are:

- Walking to nearby areas within the Limestone community
- Riding with MSSM staff in Limestone and the surrounding communities
- Traveling with MSSM staff to school-approved functions and activities (e.g., sports trips, competitions, etc.)

When a student leaves MSSM for an extended weekend or holiday, he/she must sign out. This rule applies whether or not the student is traveling on the bus provided by MSSM.

### Overnight Permission

Students seeking permission for an overnight excursion with their immediate family members are required to submit an Overnight Permission Form along with written permission from parents/legal guardians to the Director of Residential Life. Students given permission to go on an overnight must sign-out prior to leaving campus.

Students seeking permission for an overnight excursion with a local family (host family, friend's family, etc.) must submit an Overnight Permission Form; submit written permission from parents/legal guardians, along with a written invitation from the family they will be visiting. Students with approval to

sign out to a local family overnight must be signed out by an adult (age 21 or older) member of that family and may only ride with adult (age 21 or older) members of that family.

Students going home for mandatory closings such as extended weekends and holidays do not need parental permission. Written parental/legal guardian permission is needed for all other destinations (relatives, friends, etc.)

**All written permissions and forms for weekend excursions must be submitted to the Director of Residential Life before 3:00 on Thursday afternoon.**

## **Automobiles**

Because MSSM provides all required transportation, it is not necessary for a student to bring a car to campus.

Even so, families may decide to allow their children to bring cars. In these cases, it is essential that all parties understand that automobiles on campus are a privilege and not a right. The purpose of this privilege is to facilitate trips home at the start of extended weekends and breaks. Written permission from parents/legal guardians is required.

Students must have prior approval to bring a car on campus. When students arrive on campus with vehicles, they must park the vehicle in the assigned area and report directly to the residential staff to turn in **all keys** for the vehicles. Students who have brought cars to school may use their cars only when departing for extended weekends or vacations.

MSSM students are allowed to provide transportation to other MSSM students for breaks. In order to do so, both driver and passenger(s) must have written parental/legal guardian permission. This is the only time MSSM allows students to ride with non-immediate family members under the age of 21.

Failure to abide by these regulations will result in loss or suspension of automobile privileges. Students who use their vehicles while on vehicle restriction are required to take the vehicle home for the remainder of the academic year.

## **Sexual Intimacy**

To support adolescents in delaying sexual activity until they are ready for a mature and healthy relationship, the school has established policies and rules prohibiting sexual activity, as well as provided educational sessions through the residential program and our health services. MSSM strongly advocates abstinence and resistance of peer pressure. We encourage students who are considering sexual activity to speak with a counselor or the health educator about the issues of intimacy, accountability, and responsibility. Students are expected to be responsible for their own actions as they relate to all aspects of their life, including sexual behavior. Sexual activity that the school deems inappropriate will result in consequences.

## **Inter-Wing Program: Juniors and Seniors Only**

Friday and Saturday evenings from 7:30 to 10:45 are designated for Inter-Wing visitation. During these times, students may invite members of the opposite gender into their wings or rooms. This is a privilege that permits students to entertain and socialize in their rooms with other MSSM students of the opposite gender. Students will need parental permission in order to participate in inter-wing.

All inter-wing visitors must be with their host when signing in with the residential duty staff. Signing in with the residential duty staff is required.

Appropriate visiting areas are the hallways, lounges and personal rooms. Doors to personal rooms must be opened a full 90 degrees, at least one light of 60 watt or greater must be on within the rooms, and beds must be clearly visible from the door to give the duty staff the ability to easily monitor the activities within the room.

Students are not allowed to be in beds together, cuddling, or act in a way that would not be acceptable in school. Students must be visible from the doorway and may not be hidden behind furniture.

## Dress and Grooming

In choosing apparel, please keep in mind that the academic building is shared with the Limestone Community School; which is a pre-K to 12 building.

The standards applied to dress and grooming while in the academic building, in the residential building, and at official school functions are:

- See-through apparel, bare midriffs, bare-back tops, short shorts, and micro skirts are not permissible.
- Footwear with soles must be worn in the Residential Hall/dorm, the academic building, and on school grounds. Students without proper footwear cannot be served in the dining hall nor permitted to do their work assignments. No spikes or cleats may be worn in academic or residential buildings
- Obscene/offensive language on articles of clothing or accessories is prohibited. This includes advertising that promotes products illegal to minors.
- For females, one-piece swimsuits are required in the LCS/MSSM pool.
- Any items that could be interpreted as drug paraphernalia are not permissible.
- Any items that could be interpreted as weapons or as being gang-related are not permissible.
- Hats are prohibited in the Limestone Community School. In the interest of promoting a congenial community, please remove headwear in areas shared with LCS.

The final authority regarding dress and grooming standards is left to the discretion of school personnel. Any attire considered indecent, disruptive, or inappropriate for a time and place must be changed.

## Guests

All guests must be signed in by their hosts at the residential office. Day guests are under MSSM rules and are the responsibility of their hosts and must remain with their hosts at all times. Hosting or visiting privileges may be revoked at any time.

Guests are defined as those not part of the MSSM Community. (The MSSM Community consists of students, parents/families, staff, and MSSM Board Members.)

One-day guests are allowed in the residential hall within these guidelines:

- Guests under the age of 18 are permitted in the residential hall, including the common areas, gym, and wings (male guests in male wings, female guests in female wings.) Parents, family members, and guests over the age of 17 may only visit in the common areas and are not permitted in the wings without permission from a Residential Staff person.
- Guests are allowed during the following times:
  - > Sunday 8:00 a.m. to 6:30 p.m.
  - > Friday 4:30 p.m. to 10:30 p.m.
  - > Saturday 8:00 a.m. to 10:30 p.m.
- There are to be no more than two guests per MSSM host.
- No one should admit non-MSSM community members through the gym hall doors.
- Guests must be introduced to a member of the residential staff upon entering the building.

MSSM students who do not abide by this Guest Policy will lose privileges to have a guest for an appropriate length of time.

Overnight guests are allowed in the residential hall within these guidelines:

- Hosting students have submitted completed Guest Information Sheets to the Director of Residential Life by Wednesday at 5:00 pm.
- The guest is over 12 years of age and under 18 years of age.
- The Director of Residential Life has received written parental/legal guardian permission and written permission from both host students and inviting students, if different.
- The stay can only include Friday and/or Saturday nights.
- The total duration of a visit cannot exceed 48 hours.
- Check-in cannot occur before 4:30 p.m. on Friday. Checkout must occur before 6:30 p.m. on Sunday.

- Guests are not allowed during orientation, closed weekends, graduation weekend, or during finals week. (Guests may also be limited during special events and on weekends prior to any standardized testing.)

Approval of all guests is at the discretion of the Director of Residential Life and may include, but not be limited to, the following factors:

- Age
- Number of people in the residential hall
- Misconduct record or past behavior as an MSSM student
- Previous behavior as a guest
- Late request
- Refusal to sign guest agreement form
- Ineligible host
- Restrictions by parents/legal guardians
- Exceeding number of guests per room or number of nights
- Lack of roommate agreement on guest form

## Closed Weekends

Certain weekends throughout the school year are designated as being 'closed.' A closed weekend means that visitors are not permitted on campus for an overnight visit. In addition, students are encouraged to stay on campus.

These weekends are as follows:

- Move-in weekend
- First weekend of classes
- Community Service weekend
- SAT testing weekends
- Weekends prior to final exams:

## Campus Work Program

All students are required to participate in the campus work program each semester in attendance at MSSM. The work program is a graduation requirement for all students attending MSSM. Work duties may be assigned on a rotating basis or based upon a mutual request by students and supervisors.

The Dean of Students oversees the work program and is responsible for finalizing assignments and communicating with campus work program supervisors regarding students' performances, attendance, attitude, and punctuality.

Students needing to miss their work assignments must notify their supervisors at least 24 hours in advance of the shifts they are scheduled to work. If students have conflicts with other school commitments, they must switch jobs with other students or arrange to work at different times.

If students miss work assignments, absences are issued and hours missed are made up.

Seniors who receive unsatisfactory grades in the spring semester do not receive their diplomas until they have satisfactorily completed a term's worth of work (at least 30 hours). Students may not pay someone to do their work assignment nor have someone work for them without making the hours up.

## Student Activities

MSSM encourages students to balance their academic pursuits with social and recreational activities. There is a variety of clubs and organizations and the residential life staff plans regular events. Ideas for new programs or activities should be suggested to a residential life staff member.

Examples of activities are:

- Ice skating
- Weekend mall trips
- Magic competitions

- Dances
- Outdoor activities
- Seasonal festivities
- Campfires
- Clubs
- Food and Film

## Gym Usage

The gymnasium is used for a variety of activities throughout the day, evening, and weekend, provided an event or special activity has not been scheduled. Students are expected to respect visiting groups and the facilities when they use the gym.

## Athletics

In conjunction with RSU 39, the following interscholastic sports are available for both male and female athletes (based upon funding and student interest):

- Basketball
- Baseball
- Cross Country
- Golf
- Soccer
- Softball
- Tennis
- Track and Field

## Residential Policies

### Drug and Alcohol Policy

Maine State Law and the Maine School of Science and Mathematics prohibit the use, possession, or distribution of controlled substances, such as drugs and alcohol. Any violation of these laws is a serious offense and will be dealt with accordingly. Any person possessing or transferring illegal drugs shall be subject to disciplinary action, which may include immediate dismissal.

MSSM also prohibits the possession, use, or distribution of all types of drug paraphernalia. Possession of such paraphernalia is sufficient evidence that a violation of the school's drug policy has occurred.

Students suspected of purchasing, possessing, using, distributing, or aiding in the distribution or use of alcohol, drug paraphernalia, illegal drugs, or in the misuse of legal prescription or nonprescription drugs, will immediately meet with the Dean of Students.

**Possession** is defined as having in one's room or vehicle or on one's person.

**Use** is defined as the consumption of drugs or alcohol as determined by direct observations, the emission of the odor of drugs/alcohol, or the positive reading produced via drug/alcohol tests. In addition, other corroborating signs of using include slurred speech, uncoordinated bodily movements, disorientation, and/or incoherence. Students believed to have consumed drugs/alcohol who deny it may be asked to take an alcohol breath test/drug urine test administered in private by an MSSM staff member. Refusal to take the test may result in students' being charged with the violation.

**Distribution** is defined as buying, giving, or aiding in the purchase or distribution of alcohol/drugs to anyone, regardless of whether they attend MSSM.

The Dismissal and Long-Term Suspension procedure as outlined in this Handbook will be followed.

If it is determined that the student possessed, used, purchased, distributed, or aided in the distribution of alcohol, illegal drugs, drug paraphernalia, or misused legal prescription or nonprescription drugs, the student will face disciplinary consequences as outlined under major school rules.

### Tobacco Policy

Maine law prohibits possession or use of tobacco products by students on the grounds of MSSM, in any MSSM facility or vehicle, and off-site. MSSM students are expected to adhere to this law at all times. In addition, this rule applies when representing the school and when participating in school-sponsored activities, whether on or off-campus. Smoking includes the use of any commercial or non-commercial product.

Possession, distribution, or use of tobacco and tobacco-related products is a school violation and is treated accordingly. This rule applies to all MSSM students, including those over 18 years of age. Smoking within the structures of buildings or anywhere on school property will be treated as a major school violation. Smoking on school property is a violation of State law.

### **Dangerous Weapons Policy**

According to U.S. Code, a dangerous weapon is “a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length”.

Under MSSM policy, metal darts, guns, sling-shots, archery equipment and knives are considered dangerous weapons and are not allowed at MSSM. In addition, no guns of any kind (including facsimiles of real guns) are allowed at MSSM. Other items not listed here may be considered dangerous weapons. If you have questions about an item, please see an MSSM administrator for clarification.

Possession, distribution, or use of a dangerous weapon is a major violation.

### **Immunizations**

Students are required to supply documentation of physical examinations administered within the 12 months prior to the start of each school year.

MSSM follows Maine State Law relative to immunization standards. As such, students are required to have certificates of up-to-date immunization for each of the following diseases: Diphtheria, Measles, Mumps, Pertussis, Poliomyelitis, Rubella, and Tetanus.

Students must have a varicella vaccine or proof of immunity; i.e. laboratory evidence or reliable documented history provided by a primary care physician.

Students who do not have documentation of both an annual physical and the appropriate immunizations will not be allowed to move into the MSSM residential hall or attend MSSM classes, activities or events; therefore, all forms are required to be submitted to the school prior to registration day.

- Parents/legal guardians must provide a physician’s written statement or a written statement from a school health provider that immunization against one or more of the diseases are medically inadvisable.
- Parents/legal guardians of minors must state in writing a sincere religious belief which is contrary to the immunization requirement, or an opposition to the immunization requirement for moral, philosophical or other personal reasons.

### **Immunization Requirements**

1. MENINGITIS VACCINATION: TO BE DONE AND DOCUMENTED ON THE IMMUNIZATION RECORD BEFORE ARRIVING TO SCHOOL IN AUGUST. STUDENTS WILL NOT BE ALLOWED TO REGISTER AND CHECK INTO THE DORMITORY UNLESS THIS VACCINATION HAS BEEN RECEIVED.

2. PPD TEST (FOR TUBERCULOSIS): TO BE DONE AND DOCUMENTED ON THE IMMUNIZATION RECORD BEFORE ARRIVING TO SCHOOL IN AUGUST. POSITIVE REACTIONS REQUIRE THE SCHOOL NURSE TO HAVE A CONVERSATION WITH THE STUDENT’S HEALTH CARE PROVIDER BEFORE THE STUDENT ARRIVES TO SCHOOL.

3. INFLUENZA (FLU) VACCINE (IF THERE ARE TWO, THEN BOTH ARE REQUIRED.)

## **MSSM Medication Policy**

The MSSM Medication Policy applies to both prescription and non-prescription drugs, as well as over-the-counter (OTC) medications. ALL medications (prescription/non-prescription) that students bring to MSSM must be turned in to the MSSM Health Center within three (3) hours of arriving on campus.

With parental permission, students are allowed to self-medicate the OTC's listed on the health form. Small amounts of OTC medications may be kept in student rooms. The amount of OTC medications students are permitted to keep in their rooms is determined by the kind of medication they wish to have. Generally, medical staff allows students to possess the amount of medication that would be recommended for a particular week. If more than that is needed, the parents/legal guardians will be contacted. Students found with more than the allowable amount of OTC medication will receive consequences.

With parental permission, students may have emergency prescription medications such as asthma inhalers and Epi-pens™ in their possession, but need to bring their own supply and demonstrate to Health Center personnel that they know how to use them.

With prior approval of parents/legal guardians and the Nurse, certain non-emergency prescription medications, such as birth control and acne medications, may be kept by students.

To ensure the health and safety of everyone in the community, students will NOT be allowed, under any circumstances, to have in their possession the following non-emergency prescription drugs:

1. Schedule I drugs (example: prescription pain-killers)
2. Schedule II drugs (example: ADHD/ADD medications)
3. Psychotropic medications such as antidepressants, mood stabilizers, anti-psychotics, etc.

These medications must be kept under lock and key in the Health Center and given only by the nurse or trained medication administration staff. Students found in possession of any of the above medications will receive consequences. Consequences will range from a verbal reprimand to restriction, and in some cases may include dismissal from school.

Most students prefer the convenience of regular medication times. However, in keeping with confidentiality laws (HIPPA), students may request to take their medicine in private. Appointments are made and students are expected to keep all appointments. Missed medication appointments are treated in the same manner as non-academic class absences. If students miss medication appointments, members of the trained medication staff will attempt to find them and make sure they take their medication as prescribed.

All medications must be brought to school in their original containers. Prescription medication labels must identify the prescribing doctor, the name of the medication, dose, route, and frequency of administration.

Parents are required to hand deliver or mail all prescriptions directly to the MSSM nurse or send prescription orders to the Caribou Rite Aid Pharmacy (498-8735). In the latter case, it is necessary to have a photocopy of BOTH sides of the insurance card and make an arrangement to have the prescription co-pay prepaid before the MSSM staff member can pick up the medication.

## **Harassment Policy**

It is the policy of the Maine School of Science and Mathematics that all employees and students are able to enjoy a work, educational, and living environment free from all forms of distraction, including discrimination and harassment based on race, color, religion, age, sect, national origin, disability, sexual orientation, status as a veteran, or other protected status. Offensive or harassing behavior is not tolerated against any student or employee. This policy covers vendors, visitors, and others who enter our facilities, as well as all students and employees. Administrative personnel are responsible for taking proper action to end such behavior. In an effort to prevent harassment from occurring, this policy against harassment will be communicated to each student and employee. No student or employee of MSSM is exempt from this policy. Offensive conduct or harassment is strictly prohibited. This may

include, but is not limited to:

- Offensive physical actions, written or spoken, and graphic communication (i.e., obscene hand gestures or sexually explicit drawings)
- Any type of physical contact when the action is un-welcomed by the recipient; i.e., brushing up against someone in an offensive manner
- Expectations, requests, demands, or pressure for sexual favors
- Slurs, jokes, posters, cartoons, and gestures that are offensive
- Inappropriate or offensive email

All such offensive conduct is considered a form of harassment when any of the following is true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment, educational decisions, or status.
- Such conduct has the effect of creating an intimidating, hostile, or offensive work or living environment; or unreasonably interferes with a person's work performance
- A third party is offended by the sexual conduct or communications of others

Harassment is a form of misconduct. Disciplinary action, including termination of employment or expulsion from MSSM, may be taken against any employee or student engaging in this type of behavior. Any employee who has knowledge of such behavior and does not report it to an MSSM official is also subject to disciplinary action.

Anyone who believes he/she is being discriminated against as a result of harassing behavior based on any protected status is encouraged to report it. Complaints should be made to a school official. Once notified, an immediate investigation of the allegations will be conducted and necessary corrective action will be taken. All complaints will remain as confidential as possible.

### **Practical Jokes or Pranks**

Students participating in practical jokes or pranks are often bordering on the line of hazing or harassment. To protect the community and individuals, this type of behavior is not permitted and may be addressed as a major violation.

## **Violation and Consequences**

MSSM has the responsibility and authority to enforce school rules and policies to help ensure a safe environment for each and every student. The procedures for disciplinary action outlined in this handbook are used as a guide. MSSM reserves the right to proceed with a disciplinary response as it sees necessary depending on the circumstances. None of the rights or procedures within is guaranteed. MSSM reserves the right to proceed with disciplinary responses in conjunction with other responses as it sees fit depending on the circumstances. When students break school rules, MSSM responds in a timely manner. The school imposes consequences appropriate to the rule broken, taking into account students' disciplinary history. In addition to consequences, the school provides support and counseling when necessary. Students are expected to be honest and accept responsibility for their actions.

In the event students deny involvement, the school takes disciplinary action when reasonable evidence exists.

Students are accountable for upholding school rules while under the jurisdiction of the school. Students enrolled at MSSM are considered under MSSM jurisdiction regardless of whether they are on campus or not. MSSM is obligated to take action when students have broken a rule or have failed to uphold community standards. Students are expected to cooperate during an investigation and can be held accountable for failure to comply. The level of cooperation and honesty a student exhibits influences MSSM's response to rule infractions.

Two levels of violations and corresponding consequences exist to classify the types of behaviors that are in contrast to our four (4) core principles of conduct. Minor violations are infractions disruptive to daily life within the MSSM community. Major violations are serious infractions indicating total disregard for the welfare of self and others. Behaviors that compromise the welfare of any individual community member and/or of the entire community are considered major school violations.

Please note the absence of a specifically defined rule, regulation, procedure, or policy should not be viewed as an indication of acceptable behavior. Students should always ask themselves how their behavior will affect the community and should ask for clarification before participating in questionable behaviors. Therefore, the behaviors listed below serve only as examples typical of each level of infraction.

Two or more violations at the same time are considered separately. Failure to adhere to the assigned consequences for any violation will result in additional disciplinary action.

## Minor Violations

Students are expected to be positive members of the school community. Unacceptable behavior, violations of residential hall rules, acts which compromise community standards, and deliberate disobedience will result in appropriate disciplinary actions. The following are examples of minor violations:

- Disregard for sign-in and/or sign-out procedures
- Use of inappropriate language
- Failure to comply with lights-out policy
- Failure to adhere to campus boundaries

## Notification

Students are notified of minor violations by verbal and/or written notification. Except where circumstances dictate otherwise (further investigation needed, availability of students, referral to an administrator, etc.), notification will occur within twenty-four (24) hours of the staff's awareness of the violation. Students must respond to the notice by discussing the situation with the reporting staff within twenty-four (24) hours of receipt of notification. Consequences are applied depending on the level of the violation and the frequency of the offense.

Consequence(s) may be assigned and monitored by the residential life staff or the matter may be referred to an administrator who determines appropriate consequences. Major violations are always referred to the administration for determination of appropriate consequences.

Staff members use discretion when assigning a single consequence or multiple consequences regarding an incident.

If an incident occurs in which there are multiple violations on the same level, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s). However, if an incident occurs in which there are multiple violations on different levels, then the most severe consequence of either the higher level or the consequence based on the frequency of the offense on the lower level, will apply. While the system of consequences is generally progressive, MSSM reserves the right to impose more severe consequence than outlined under the progressive system when the administration determines aggravating factors are present. Minor violations are cumulative throughout the entire academic year and are not carried over to the following year.

## Consequences

The Residential Life staff deal with minor violations with a report made to the Dean of Students. Consequences may include written reprimand, restriction, loss of privilege and/or completion of community service tasks that are usually closely related to the infraction. Multiple/egregious occurrences of minor violations are handled as a major violation.

## Major Violations

***Examples of major violations include but are not limited to:***

- Assault
- Harassment
- Possession, distribution, and/or use of a dangerous weapon
- Theft
- Vandalism

- Substance use/abuse
- Gambling
- Acts that compromise safety (e.g. tampering with safety equipment, possession of lighters or other incendiary objects in the residential hall or other buildings, etc.)
- Unauthorized possession of any residential hall or school building master key
- Failure to abide by residential hall policies (e.g. unauthorized presence in a wing of the opposite gender, exiting the residential hall after curfew, etc.)
- Dishonesty
- Not being a positive and cooperative member of the community
- Exiting/entering the residential hall through windows
- Possession of pornography
- The possession and/or use of tobacco products outside of school buildings
- Being in non-authorized areas such as rooftops or other exterior structure

Students are expected to be positive and cooperative in their dealings with members of the MSSM Community. Unacceptable behavior includes but is not limited to:

- Maintaining a negative attitude towards the school and individuals;
- Repeated or egregious violations of residential rules;
- Sexual activity in public areas or residential hall rooms;
- Expressing anger to other members of the community with the use of profanity;
- Classroom behavior that interferes with the rights of other students or hinders the learning process.

Dishonesty or failure to cooperate during an investigation or hearing could result in the student being suspended or dismissed.

Harassment or assault and battery could result in immediate dismissal. Any act or threat of violence against an individual or against the school is cause for immediate suspension or dismissal.

Students are expected to respect community property and the property of others. Theft comes in many forms, such as destruction or abuse of personal or community property, possession of unauthorized keys, unauthorized possession of others' property, possession of unauthorized IP addresses, and distribution of copyrighted materials. Theft is cause for immediate suspension or dismissal.

Students are expected to obey state and federal laws, as well as rules of the school. Distribution and/or the sale of drugs or alcohol are grounds for immediate dismissal as well as for criminal prosecution.

Possession of weapons or dangerous substances is grounds for immediate dismissal and criminal prosecution.

## **Consequences**

All major violations are referred to the administration for action that may include suspension and/or dismissal. Two or more major violations at the same time or an accumulation of major violations may lead to dismissal from MSSM. Students who commit major violations may be placed on restriction until the administration determines appropriate consequences. Major violations are carried over from year to year. They remain with the student while attending MSSM.

Because MSSM has a unique mission, attendance at MSSM is a privilege and not a right. MSSM insists on high standards of academic performance and conduct. Termination of the privilege to attend MSSM may occur for reasons not necessarily applicable in local school administrative units.

## **Disciplinary Process**

Students not suspended or expelled for first time violation of a major school rule receive in-house suspensions, community service, and possibly other consequences determined by the Dean of Students. MSSM seeks to balance individual student's best interests with the interests of the community. The school reserves the right to issue long-term suspensions or dismissals if an infraction constitutes egregious violation(s) of school rules.

Students who violate a rule related to drugs or alcohol are required to meet with a member of the health services staff for a drug/alcohol assessment and may be required to attend short-term or long-term counseling. Random testing may also be required at the student's expense.

Students who commit their second major school violation while attending MSSM or students with an accumulation of concerns related to academics, attendance, or their disciplinary record, are referred to the Dean of Students for consideration of long-term suspension or dismissal.

The Executive Director and the Dean of Students are responsible for establishing and maintaining disciplinary policies and procedures. The Executive Director has final authority for all disciplinary matters. The Dean of Students monitors all disciplinary matters not directly related to a student's academics and makes all recommendations involving the possibility of suspension or dismissal. The Executive Director is responsible for disciplinary matters related to academic issues such as academic dishonesty.

The residential staff is responsible for day-to-day disciplinary decisions as they relate to minor rule infractions in the residential hall. They explain and enforce rules and standards, and work to achieve clarity and consistency in the application of the school's rules.

Students issued long-term suspensions, are dismissed, or who withdraw from MSSM forfeit all rights to further academic evaluation by the school and normally do not receive credit for the semester in which the suspension, dismissal, or withdrawal occurred.

### **Appeals**

Students issued suspensions longer than five (5) academic days or who have been dismissed have the right to appeal. Students who appeal are required to submit within five (5) working days of their suspension or dismissal, a letter stating the reason(s) for the request. This letter of appeal is made to the Executive Director. A review will be based on the written appeal, the record, and any other information deemed appropriate by the Executive Director. Upon receipt of the request, the Executive Director makes a timely decision. An appeal may be granted if significant new or different information not considered or known at the time of the original decision comes to light.

### **Review Process**

If students feel they have been unjustly accused of a major school violation, they may request a review. This request should be made in the form of a brief letter written to the Dean of Students within 24 hours of notification of the violation. Those faculty and staff members involved will then convene to re-examine the decision.

### **Accumulation of Violations**

All minor violations are accumulated and carried over for the entire academic year. Major violations are accumulated throughout students' enrollment at MSSM.

### **End of Year Violations**

Graduating students who commit a major violation within one week prior to graduation will be immediately suspended from school and will not be permitted to participate in graduation ceremonies.

Non-graduating students who commit a major violation face consequences upon their return for the next academic year. Students will be required to leave the campus immediately following their last exam and will lose the privilege of attending graduation ceremonies.

### **Restriction**

Unless otherwise noted, students placed on restriction are allowed to leave their residential hall rooms

solely for the purposes of attending classes, required events, and meals in the cafeteria. Whenever students on restriction leave for one of these reasons, they must sign out and then sign back in immediately upon their return.

## **Suspension and Dismissal**

### **Short Term Suspension**

The Dean of Students may issue short-term (not to exceed 10 days) at-home suspensions when it is determined that students' behavior is detrimental to the welfare of the school and that suspension is an appropriate disciplinary action for a serious violation, or frequent minor violations, of school rules.

The procedure for suspending students is as follows:

- Students and parents/legal guardians are informed in person and/or via phone of the incident warranting the suspension. Students are informed of the charge and given an opportunity to respond. This is the only hearing conducted in such cases. The Dean of Students determines the appropriateness of suspension. If suspension is warranted, students and parents/legal guardians are informed.
- A written report specifying the reasons for the suspension is sent to students and parents/legal guardians as soon as possible, but not to exceed five (5) school days from the date of the meeting. Once students are notified of the suspension, they are placed on restriction until they leave to begin the suspension.

When it is determined that immediate removal of students is necessary to restore order, protect persons on the school grounds, or protect school property, students may be suspended immediately and the formal meeting held as soon as practical thereafter. In that case, the Emergency Suspension procedure is as follows:

Parents/legal guardians who request reconsideration of short-term suspension (10 or fewer days) must do so to the Dean of Students immediately upon notification. An appeal meeting, which may occur via speakerphone, should be held within one (1) day of the request. School officials will take into consideration extenuating circumstances concerning travel arrangements for parents/legal guardians and may delay the meeting to not more than three (3) school days from the original request. Students are placed on restriction in the interim.

Students suspended are given the opportunity to complete daily assignments provided pre-arrangements were made by students and teachers. If a major project or paper is due during the time of suspension, students must turn the paper in on time in order to get credit (this can be via mail, fax, etc.). If it is turned in late, regular rules for lateness apply. If a major test was scheduled before the suspension occurred, students must take the test on the first school day of return to school, with NO exceptions.

### **Long-Term Suspension and Dismissal**

Long-term suspensions are those suspensions lasting longer than ten (10) days and are referred to the Executive Director.

### **Emergency Suspension**

When the Dean of Students becomes aware of serious student misconduct and feels that immediate removal of the student is necessary to restore order, to protect persons on the school grounds, or to protect school property, he/she will meet with the student to assign and explain the purpose of the suspension and to allow the student to respond. This constitutes an informal hearing. Parents/legal guardians are immediately notified of the suspension. The student is placed on restriction until the time of departure. The student must leave campus as soon as possible. Transportation expenses are the responsibility of the student's parents/legal guardians. A written follow-up of the reason(s) for the suspension are sent to the student and parents/legal guardians within three (3) school days.

While the student is suspended, the Dean of Students will conduct a complete investigation. All parties involved are informed of the results and any further disciplinary action that might be needed.

## **Community Standards**

All members of the community, whether on campus or off campus, are expected to demonstrate respect, civility, and honesty. Each member of the school community is responsible for helping ensure that established standards of conduct are honored, and each member conducts themselves according to the highest standards of integrity in all areas of school life.

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