

**Samuel L. Wagner**  
**MIDDLE SCHOOL**

**HANDBOOK FOR**  
**STUDENTS AND PARENTS**  
**2019-2020**

Don Roux  
Principal



Kim Haggan  
Dean of Students

19 Williams Way  
Winterport, Maine 04496  
Main Office: 223-4309  
FAX: 223-4325

**“Together we can make a  
difference”**

Dear Students, Parents, and Guardians,



Welcome to the 2019-20 school year. I hope everyone had a great summer.

The beginning of the school year can be inspiring. Thomas Paine once said, "**We have it in our power to begin the world over again.**" The poet Maya Angelou once said it in another way, "**Each new hour holds new chances for new beginnings.**"

In other words, we always have it in our power to begin again, to create a new beginning. Whether we turn over a new leaf at school, make a fresh start with our friends or relatives, or decide to take a new approach to our physical fitness, each hour of each day we can make new choices and begin again.

There are some changes at Wagner this year, so please take the time to review this handbook carefully and let's choose to make this new beginning a great beginning. Let's make a promise to ourselves and each other to be the very best we can be this year – to be better students, to create happier relationships, to honor each other's differences and encourage each other's success.

After you have reviewed this handbook, please have your student return the sign-off sheet their instructional group teacher **by September 6.** Also, please remember to turn in the contact information sheet and other back to school forms.

Thank you for your help.

If you have any questions, do not hesitate to call me.

Sincerely,

Don L. Roux, Principal

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## **Wagner Belief and Expectations:**

- *Teaching respect and fostering pride are important components of education.*
- *Wellness, health and safety are essential to learning.*
- *A school, home and community partnership is vital.*
- *A dedicated staff, committed to professional development and lifelong learning, provides optimal educational experiences.*
- *A challenging curriculum coupled with appropriate accommodations ensures the success of all students.*
- *Integrated learning experiences and varied instructional approaches allow students to make connections between disciplines and their own lives.*

### **ACADEMIC EXPECTATIONS**

Students will...

- read, write, speak, and listen effectively to interpret and share information.
- use appropriate resources to seek access, apply, evaluate, and share knowledge.
- use visual, artistic, and technological modes of expression to demonstrate knowledge and skills.
- question and think critically and creatively, and identify and apply solutions to problems.

### **SOCIAL EXPECTATIONS**

Students will...

- contribute to collaborative work in a respectful manner.
- listen attentively.
- take responsibility for actions and decisions.

### **CIVIC EXPECTATIONS**

Students will...

- assume responsibility for actions and decisions.
- honor and care about adults, students, and property.
- advocate for self and others.
- show empathy, courtesy, and respect for others in our local and global society.

### **WELLNESS EXPECTATIONS**

Students will...

- make positive choices, take healthy risks, and develop a strong and positive sense of self.
- recognize the importance of good health practices and maintaining a healthy lifestyle.

## School Hours:

The school office is open from **7:00 AM to 3:30 PM** during the school year. If you have any questions or concerns, you are encouraged to stop by or call 223-4309. School starts promptly at 7:45 AM. Students may arrive at school **no earlier than 7:23 AM**. Students who are dropped off by their parents should not arrive after 7:35 AM. All students should use sidewalks whenever possible.

## Wagner Middle School Staff

### Office Staff

Don Roux -	Principal
Kim Haggan -	Dean of Students
Jodi Ashley -	School Secretary

### Classroom Teachers

			<b>Rm.</b>
Mrs. Murphy -	Grade 5 -	Reading	177
Ms. Mitchell -	Grade 5 -	Math	137A
Mr. Hall -	Grade 5 -	Writing, Sci., Soc. Stdy, Health	144
Mrs. Callahan -	Grade 6 -	Math	156
Mr. Gould -	Grade 6 -	Sci, Soc. Stdy	
(TBA - long term sub)			155
Mrs. Lumm -	Grade 6 -	Reading, Writing, Health	154
Mrs. Campbell -	Grade 7 -	Reading, Writing	165
Mrs. Cardello -	Grade 7 -	Sci, Soc. Stdy	166
Mr. Kenniston-	Grade 7 -	Math	167
Mrs. Farrar -	Grade 8 -	Reading, Writing	160
Mrs. Poll -	Grade 8 -	Math, Sci	159
Ms. Smith -	Grade 8 -	Math, Soc. Stdy	158

### Special Education Teachers

Mrs. Bozzino -	Grades 5/6	150
Mr. Dudley -	Grades 7/8	149

### Specialty Areas

Ms. Ashe -	Grades 5/8	Art Teacher	Portable
Mr. Smith -	Grades 5/8	Physical Education Teacher	Gym
Mrs. Light -	Grades 5/8	Speech	157
Ms. Harrington -	Librarian		180
Mr. Ross -	Grades 5/8	Band / Chorus Teacher	136
Ms. Fiske -	Grades 5/8	Technology Teacher	
Mr. Lobo -	Grades 5/8	Spanish Teacher	Portable
Mrs. Norris -	School Nurse		107
Mrs. Lowell -	Grades 5/8	Guidance	168

Mrs. Pattershall -	Grades 5/8	Social WorkLiteracy Coach	152
Mrs. Price -	Grades 5/6	Title 1 Reading	
Mrs. Ackerson -	Grades 5/8	Occupational Therapist	

## **Ed Tech. Staff**

Mr. Bisbee  
Mrs. Cobb  
Mrs. Cole  
Mrs. Cluff  
Mrs. Moran  
Mrs. Oliver  
Ms. Lovejoy

## **Food Service Staff**

Ms. White -Food Service Manager / Cook  
Mrs. Harvey - Cook

## **Custodial Staff**

Mr. Hawes - Custodian  
Mr. Boyles - Custodian

## **Anti-Discrimination:**

"It is, and shall continue to be, the established policy and practice of Regional School Unit #22 to avoid discrimination because of race, color, religious creed, sex, sexual orientation, national origin, ancestry, age or handicap in the performance of its responsibilities and function of service in all phases of its administrative and educational concerns, unless related to a bonafide requirement. Regional School Unit #22, its officers and employees, shall not discriminate in the educational and employment policies which it operates and will honor all appropriate laws relating to discrimination." Adopted: May 17, 2017 (Refer to policy file: AC)

## **School Records**

**Parental Access to School Records:** The Administration at RSU#22 wants all parents to be aware of their right to inspect and review their child's school records. Under provisions of the Family Education Rights and Privacy Act of 1974. (PL 93-380), Education of all Handicapped Children Act of 1975, (PL 94-142), the Maine Special Education Regulations of 1988 (Chapter 101), RSU#22 School Policy File #JRA "Student Educational Records, " parents or guardians may: Request, and receive, a list of the types and locations of education records on the child; Receive copies of the records; Have someone at the school explain, or interpret items in the records not understood; have someone else inspect and review records; Ask for amendment of any record on the grounds that it is inaccurate, misleading or violates privacy rights; Request an administrative review on the issue if the district refuses to make an amendment; Refuse consent for disclosure of personally identifiable information related to the child to anyone other than school officials or officials of the State Education Agency or U.S. Department of Education, or for purposes other than identification, evaluation, individualized education plan or placement of the child, or the provisions of free appropriate education to the child; Receive notice when the personal information is no longer needed to provide educational services; request that information be destroyed. However, permanent identifiable records including, educational program, attendance, grades and grade levels, shall be maintained without time limit.

**Transfer of Educational Records:** The 119<sup>th</sup> Legislature amended Title 20-A, Section 6001-B, Transfer of Education Records, to read: "A school administrative unit shall include in written notice to parents or guardians of every student enrolled in the school administrative unit that educational records must be sent to a school administrative unit to which a student applies for transfer." Section 99.31 of the Family Educational Rights and Privacy Act allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

## Registration / Student Moving

**Registration:** Students new to Wagner are requested to report to the school secretary with their parent(s)/guardian(s) to complete the necessary enrollment forms. At this time, the class assignments will be determined, and the student(s) will be required to meet with the building principal. Once the student has met with the principal, and they have been released from their previous school, they may begin attending Wagner the following day. In the case of special needs students, a PET meeting may be necessary before enrollment or attendance can be completed.

**Moving:** Students who are planning to leave Wagner should let the office know as soon as possible. Students should return all text and library books, computer, settle lunch payments and fines, and clean out their desks and lockers before they leave.

## Attendance

**Absences:** Attendance is one of the most critical factors in student success. Students are expected to be in school every day that school is in session unless legally excused. The following are considered legal excuses for being absent.

1. **Personal Illness-** the school may require the certificate of a doctor if deemed advisable.
2. **Appointments-** with health professionals that cannot be made outside of the regular school hours.
3. **Religious Holidays-**observance of a recognized religious holiday when required during the regular school day.
4. **Emergencies-**family situations.
5. **Personal/Educational-**planned absences which have been approved in advance by the school principal.

Written notes from parents are required whenever students are absent from school.

These are due on the day the student returns and needs to state the reason for the absence. You may also email this note at [jashey@rsu22.us](mailto:jashey@rsu22.us) Absences for which notes are not received are recorded as unexcused after the second day. After five (5) unexcused absences, you will receive a letter from this office indicating the truancy. **If you receive this letter, please sign this note acknowledging that you received the notification.** In the event there are seven (7) or more days of unexcused absences, you will be asked to meet with me. This meeting will be to discuss the truancy law and to brainstorm how the school may help in getting your child to school. ***Students who are absent from school on the day of an after-school athletic event, concert, dance, or special event are ineligible to attend these events. Special circumstances may arise and will be considered by the building principal to enable students to participate.*** (See truancy on page ## for more information)

**Tardiness:** Students will be considered tardy if they arrive in homeroom **later than 7:35 AM** for the start of school. Students who are tardy need to report to the office to update attendance and lunch count information. Students need to bring a written excuse signed by a parent/guardian or parents should call the office stating the reason for the tardiness. Excessive unexcused tardiness may result in disciplinary consequences.

**Dismissals:** Students will not be dismissed during the day without a signed authorization from a parent or guardian for safety reasons. ***We cannot allow call-ins because we may not be able to verify the person on the other end of the phone.*** If you are picking your student up early, you will need to come into the building, sign your child out. If emergencies arise that changes your child dismissal destination and you are not able to provide a note or see us in person, please call the office before 1:30 PM to allow us time to verify your identity. When students are dismissed, bus students will report to their bus, and walkers will exit school grounds. Students who are staying for an activity will report to the teacher in charge of the activity.

**Storm Day/Delay/Early Release:** When inclement weather arrives, the school may be canceled, delayed, or dismissed early for the day. We recommended that you listen to your local radio or TV station.

**Truancy:** A student is considered truant after attaining Ten (10) days of non-excused absences or seven (7) consecutive school days of non-excused absences during a school year. The social worker and or principal at the school will then intervene by contacting the parent or guardian of said student. Appropriate actions will then follow this contact. ***Students found truant may make up missed time in an in-school suspension on the day they return.***

## **Make-Up Work**

It is essential that every student who is absent for any reason be required to make up missed work to ensure an excellent educational background. In general, each student will be allowed two days for make-up for each day of absence, and long-term assignments are due on the date assigned. It is permissible for a student and a teacher to extend this period by mutual agreement. If a parent would like a student's assignments for the day of the absence, they may call and arrange this through the office before lunchtime. Parents are asked to please make arrangements to pick up the work. Otherwise, it is the student's responsibility to approach the teacher when he/she returns to get the missing assignments.

## School Lunches

Free and reduced lunch forms will be sent home at the beginning of school. **It is imperative that all parents complete these forms even if they are not eligible for free or reduced lunches.** Federal Government requires proof that all families have been properly notified. Breakfast will be available for all students, grades 5-8 at an additional / no cost. Snack time will be arranged during the morning by staff.

## Bus Policy

The rules and regulations concerning bus transportation will be sent home to you at the beginning of the year and must be signed and returned to the office. The school board has adopted a bus behavior form. If your son/daughter receives one of these forms from the bus driver, you must sign it. Please keep one copy and have your son/daughter return the other one to the bus driver the following morning. This process will let the school know that you are aware of the problem and that we can work together to change unwanted behavior. Failure to return the form may result in your son/daughter being denied bus-riding privileges until the form is returned. *Students are to ride the bus to which they are assigned and will not be permitted to ride an alternative one without written permission from a parent/guardian and the office. Students will only be allowed off the bus at school, home, or locations requested in writing by parents/guardians. We cannot allow call-ins because we may be able to verify the person on the other end of the phone. Students must receive a bus pass from the school secretary.*

## Lockers/Backpacks

Lockers are the property of Wagner Middle School and will be subject to periodic searches when deemed necessary. All lockers need to be kept free of stickers, posters and any other materials. **Backpacks, includes drawstring sacks, will not be permitted to be carried to and from classes unless special arrangements have been made with administration.** Students are to keep backpacks in lockers during the school day and they subject to periodic searches when deemed necessary by Administration. **If a student refuses to comply with the administrative request for a search, it will result in the enforcement of the suspected infraction's consequences. Cell Phones should be off and in your locker.**

## Code of Conduct

Students who continually refuse to follow established school and/or classroom procedures may be issued social detentions or after-school detentions. A social detention is a student's removal from lunch and breaks where the student will spend that time in the office or another designated area instead of having the opportunity to socialize with his/her friends. Parents will be notified of all detentions. An after-school detention will be served the next school day. Students will not be able to participate in any after-school activities until the detention is served. Students will be notified of the dismissal time from the after-school detention and must have made arrangements for transportation, either in writing or by phone. Students will come to detention properly prepared with ample work or reading material to keep them productively occupied for the entire designated time. Failure to follow these guidelines or misbehavior during detention will result in the assignment of additional consequences. **Skipping detention (with or without parental consent) or repetitive misconduct will result in a longer detention period or a suspension.**

Students who violate the code of conduct beyond a level (0) will be required to fill out a reflection sheet and to come up with a plan of action to prevent future behavioral incidents.

The procedure outlined below will be the course of action taken if your son/daughter violates the behavior code at Wagner Middle School. However, the principal reserves the right to take additional or alternative action when circumstances warrant. **If the behavior is habitual, then progressive discipline will take place.**

# Code of Conduct

	(Level 0)	(Level 0 - 2)	(Level 2-7)	
	<b>Warning/ Reteach</b>	<b>Minor</b>	<b>Major</b>	<b>Expected Behavior</b>
	Teacher handled; teacher discretion for consequences and documentation	Teacher handled; teacher assigns own or office consequence; home contacted; referral form completed	Administrators assigns consequence with teacher input; administrator communicates home; referral form completed;	Follow school's social and academic expectations

Inappropriate Language	inappropriate comments or gestures, including swearing and insults	repeated pattern of inappropriate comments or gestures, including swearing and insults	inappropriate comments and gestures used to harass, intimidate, show defiance, and/or create an unsafe climate	use language that shows empathy, courtesy, and respect for others
Fighting Physical Aggression	roughhousing and unsafe behavior	aggressive posturing; wrestling, bumping into others; behaviors meant to intimidate or scare others	physical contact meant to inflict pain; encouraging another to fight or retaliate	respect others' personal space; walk away from and report possible conflicts; practice self-discipline
Defiance, Disrespect, Noncompliance Disruption	refusal to cooperate with school and classroom expectations in a manner that affects only the student involved	refusal to cooperate with school and classroom expectations in a manner that affects the learning of others	refusal to cooperate with school and classroom expectations in a manner that interferes with teacher instruction	act in a cooperative manner by following school and classroom expectations, including all handbook policies
Harassment, Teasing Taunting Bullying	behavior that is meant to hurt others' feelings or create an unsafe environment	repeated behavior is meant to hurt others' feelings or create an unsafe environment		demonstrate behavior that shows empathy, courtesy, and respect for others

Property Damage Theft	not returning items to appropriate places	borrowing or trading personal or school items; accidental or minor damage to property	theft; purposely damaging or defacing school property	respect personal and school property; use equipment in an appropriate manner; return items to appropriate places
Personal & Academic Dishonesty	plagiarism; copying work from peers; not taking responsibility for own actions or community safety	repeated incidents of plagiarism; repeated incidents of copying work from peers; repeated failure to take responsibility	continued repeated incidents of plagiarism; continued repeated incidents of copying work from peers; continued repeated failure to take responsibility	demonstrate integrity, honesty; take responsibility for actions
Possession of a controlled or illegal item	inappropriate drug, alcohol, and/or weapon references	repeated inappropriate drug, alcohol, and/or weapon references	possession, use, and/or distribution of drugs, tobacco, and alcohol, including vaping devices; possession of weapons or ammunition	recognize the importance of good health practices for self and school; make good choices

# Levels of Consequences

Level 0:  
**Warning/Reteach**

Level 1:  
**Social and/or After School Detention**

Level 2:  
**2 Social and/or After School Detentions**

Level 3:  
**1 Day In-School Suspension**

Level 4:  
**1 Day Out-Of-School Detention**

Level 5:  
**Up to 3 Days Suspension; In or Out of School**

\*Note: A parent conference with the principal must be arranged before the student may return to school

Level 6:  
**Up to 5 Days Suspension; In or Out of School**

\*Note: A parent conference with the principal must be arranged before the student may return to school

## Level 7:

### Up to 10 days Suspension; In or Out of School

Note: Students will be suspended from school for up to 10 school days and a parent conference with the principal and superintendent must be arranged. The superintendent will decide at this point whether to start expulsion proceedings or to take other appropriate action.

\*Note: Cell phone infraction will result in the phone being confiscated & must be picked up in the office by guardian.

\*Note: Computer misuse will result in loss of computer privileges.

**Restorative Justice Practices:** In addition to these discipline levels, students will participate in restorative practices. These practices encourage students to take personal responsibility in developing an intrinsic sense of right and wrong. Students will be asked to reflect on and discuss the harm the behavior infraction caused on relationships in the school and come up with a plan on how to repair the damage.

**PBIS:** Wagner Middle School will also be practicing components of Positive behavioral interventions and supports (PBIS). The goal is to create a positive school climate in which the students learn and grow through recognizing and rewarding positive behavior.

**Cheating:** Cases of cheating, plagiarizing, or giving/receiving information on anything to be evaluated as the student's work and to count toward the student's grade; i.e., quizzes, exams, reports, compositions, homework, term papers, and projects, will result in a need to have the assignment redone and a Discipline Notice home. Additional incidents of cheating will receive progressive consequences.

**Bullying:** Bullying is most commonly defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures, or facial expressions, and being intentionally excluded. Bullying implies an imbalance in power or strength in which one student is victimized by others. Students who engage in bullying will be subject to disciplinary action as well as participate in restorative practice.

**Harassment Policy:** RSU#22 recognizes the right of each student to perform in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, RSU#22 will not engage in harassment of students and students will not harass other students. Acts of harassment based upon race, color, sex, religion, age, national origin, ancestry, sexual orientation or handicapping condition

are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

**Examples of prohibited harassment are:**

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks; and
- E. Basing employment decisions on practices of submission to harassment.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, or inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the Affirmative Action Coordinator, Principal, or any school department employee with whom they feel comfortable. Any employee who receives such a report from a student will report such occurrences to the Affirmative Action Coordinator or Principal, who shall advise the student who has allegedly been harassed of the various options available.

**Student Hazing and Endangerment:** Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employees of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy will be subject to ejection from school property and/or other measures as may be available under the law.

**PDA (Public Display of Affection):** While the staff at Wagner is undoubtedly in favor of friendships, inappropriate displays of affection will not be allowed. **Kissing and embracing are inappropriate during school and at any school event.** Thank you for your cooperation.

**Weapons Policy:** No weapons (including toy models or replicas) will be allowed on school grounds. A weapon is defined as anything, which can be used to intimidate or cause harm to another person. Examples of such articles are firearms, ammunition, explosives, “brass” knuckles, switchblades, butterfly knives, chains, clubs, and Kung fu stars. Violations of the weapons policy will be dealt with on a case-by-case basis and will include suspension or expulsion as outlined in current statutes.

**Bomb Threats:** Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001 (9-a) and policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by the law.

**Dress Code:** Well-dressed and groomed students tend to have a more positive attitude toward school and their fellow students. Any type of clothing/accessories/body piercing, which in the judgment of the administration is offensive, unsafe, or promotes illegal activity, is unacceptable. Examples of unacceptable clothing include, but are not limited to: Coed-Naked shirts, tops with spaghetti straps, “Muscle” shirts, belly shirts, short shorts (they must reach your fingertips), or miniskirts, pants with holes in inappropriate areas, low cut pants worn low so that boxers or underwear are exposed, or clothing that contains logos or ads for alcohol, drugs, or tobacco products. Anything that could be hazardous/damaging to oneself, to others or property should not be worn and must be removed on request. Students will be asked to change their clothes or may be asked to go home (**WITH PARENTAL KNOWLEDGE ONLY**). Repeated offenses will result in possible discipline that includes detentions or suspensions. Students are reminded that headgear (caps, hoods, visors, sunglasses, etc.) is not to be worn in the school building. Thank you in advance for your cooperation in contributing to a positive learning environment!

## Assemblies

Awards programs/assemblies are conducted throughout the year to recognize outstanding student achievement and effort in various areas such as citizenship, academics, music, athletics, attendance, etc. All students will be expected to be on their best behavior. **If a student is required to leave an assembly for unsatisfactory conduct, disciplinary action may result as well as denied attendance at future events.**

## Computers

All students and staff members must sign a computer use agreement before they will be allowed to utilize the district computers. This computer agreement form will be sent

home at the beginning of the year for students and parents to sign and must be returned to the office for filing.

Procedures have been developed for the use of laptops with the 7th and 8th-grade students, and these procedures will be reviewed with all those students at the beginning of the school year.

## **Library**

Our libraries offer a variety of materials for students and teachers and are open for student use during each school day. All students will have an instructional library period periodically throughout the year, at which time they are taught the use of the library and research techniques. Computers are available for use by all students through the library. Students must follow the RSU#22 Acceptable Use Policy and have parent permission. The library offers the opportunity for students to check out books, which they will be held responsible for ensuring that the book(s) are returned on time and in acceptable condition. Students and their parents will be held accountable for lost or damaged books.

## **Guidance**

Guidance services are available for every student in school. The principal, teachers, and parents may refer to students. Appointments can be made with the counselor for individual or group counseling, or students may drop in. All students' appointments and issues are kept confidential.

## **Special Services Referral Process**

According to Maine law (20-A M.R.S.A. Chapters 301 and 303), all school-age students are entitled to a free and appropriate public education. Classroom teachers and other school personnel utilize a child find process to determine which students may have disabilities that may require being referred to a Pupil Evaluation Team. Once a referral is made, a more individualized evaluation is completed. Another meeting, including school staff and parents, is convened to discuss the results of this evaluation. Other people having knowledge of the student may be invited to attend the PET. At this meeting, it will be determined whether he/she is a student with a disability in need of special education services. If eligible, what special education and supportive services are appropriate for the student's educational needs will be determined. Once these determinations are made, the Pupil Evaluation Team shall write an Individualized Education Program (I.E.P.) for the student. If you have any concerns regarding your child's ability to be successful in the regular classroom setting, see your son/daughter's teacher. For further information about the referral process, feel free to call the school and talk to one of the Special Education teachers.

**504 Process:** Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities.
2. Has a record of such impairments; or
3. Is regarded as having such impairment. Major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

To fulfill its obligation under Section 504, RSU#22 believes it has a responsibility to all its citizens, beyond its prescribed legal one, to set an example and to assume a leadership role in providing nondiscriminatory policies and practices to its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in this school system. If you would like further detailed information, please feel free to contact the Principal's Office for a handout on the 504 Act.

## Health Services

The purpose of the school nurse is to provide the fullest possible educational opportunity for each student by minimizing absences due to illness and creating a climate of health and well-being in district schools. The school nurse has several areas of expertise. In addition to giving first-aid, the school nurse performs many screening tests for students and staff, visits homes for a variety of health reasons, monitors immunization status according to state law, evaluates medical aspects of handicapped children, acts as a liaison between educational and medical personnel, deals with communicable diseases to prevent its spread to others, maintains health records, acts as a source for health education programs, and communicates with parents, students, and staff about medication problems that can affect the student in the classroom. The school nurse can be reached at Wagner Middle School at 223-4309

**Medication:** All medications are to be kept in the office with the school secretary. A parental consent form which includes the student's name, medication name, dosage and the time(s) to be given must be on file in the office before any medications can be given. In addition, the medication must be in its original container. If long-term medicines are to be given during school hours, a doctor's note of authorization must also be filled out. Both the parent request and the doctor's release forms may be obtained at the office. *The medications must be brought in by the parent who is to fill out the authorization forms.*

Students will be able to carry and self-administer inhalers and epinephrine auto-injectors as an immediate response to potentially severe allergic reactions if they adhere to the following procedure:

- 1) There is prior written approval from the student's health care provider (Doctor's office) indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector.
- 2) There is prior written approval (for minor students) from the student's parent or guardian.
- 3) The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Please call if you have any questions regarding this policy.

## **Special Student Programs**

Wagner Middle School offers several special student programs: *Student Council, Year Book, Gifted and Talented, and Math Team are just a few.* All of these programs are considered a leadership role in our school and require students to maintain academic excellence as well as proper classroom behavior. The standards for Extracurricular participation will govern these programs as well.

## **Extra-Curricular Activities: Standards and conduct for Participation:**

Wagner Middle School offers the following sports: boys/girls soccer, football, field hockey, boys/girls basketball, cheering, baseball, softball, track and field, and chorus. Recognizing the participation in extra-curricular activities is a privilege, which must be earned and maintained, RSU#22 has established the following eligibility criteria:

### **Academics:**

1. The student must maintain regular daily attendance; students with unexcused absences will be placed on monitor status.

2. Each student must be enrolled in all regular classes offered at the middle school level and maintain a minimum of a “C” grade for each class throughout the duration of the extracurricular activity.
3. If the student’s grade falls below a “C” he/she will become ineligible and may not participate in any competition until the grade is at a “C” or higher. Any student-athlete who is ineligible may not leave school early to attend co-curricular events.
4. We recognize that circumstances may arise that might make it difficult for a student to meet the above criteria. Whenever the academic criteria are in question by a student or a parent, the student may appeal an ineligible decision to the building principal. Following an appeal, the principal, Social Worker, teacher(s), student and parent will meet to discuss the issue.

**Citizenship:** All participants in extra-curricular activities are expected to observe all school and coach/advisors rules, procedures, and policies. A violation of any of the above expectations may lead to disciplinary action. It is the school’s position that good citizenship is a requirement for extra-curricular participation.

1. Participants will be neatly groomed and attired when traveling as a group/unit.
2. Participants will assume financial responsibility for all issued equipment and clothing.

Any member of an extracurricular activity will be automatically dropped from that activity for its duration if that participant has:

1. Consumed, possessed, transported, or knowingly been in the presence of alcoholic beverages during that season.
2. Used, possessed, transported, or knowingly been in the presence of unprescribed drugs during that season.
3. Used or possessed tobacco products or marijuana during that season.

Continued violation of the above rules may result in dismissal from all extracurricular activities for the remainder of the school year. Notification will be made in writing stating the reasons for dismissal.

**Health / Personal:** Each participant is required to file the results of a physical examination with the school prior to the season, as well as signed parent / guardian permission to participate.

## Dances

Only students enrolled at Wagner Middle School and who have not been suspended from school during that ranking period or suspended between the dances will be allowed to attend. Students will not be allowed to leave the building early without a note from their parents/guardian.

## Copy Machines

Copy machines are very expensive pieces of machinery and require the staff using these machines to be properly trained. Students who are designated by teachers to make copies are required to receive instructions from Ms. Ashey, the key operator.

## Telephones

Use of telephones by students is limited *to only emergency calls and school business calls*. Students are encouraged to take responsibility for making special arrangements, etc., with parents before they report to school. The use of personal cell phones or texting devices during school hours is not allowed and will result in the phone being confiscated and disciplinary action. Cell Phones should be off and in your locker. It is important to use the office phone if you (the student) needs to go home.

## Field Trips

Various classroom teachers throughout the school year may schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Parents may be asked to help chaperone these outings.

## Personal Property

Students are encouraged **NOT** to bring personal property to school (iPods, MP3 players, cell phones, I-touch, etc.) unless it has been requested by a teacher or is needed for instructional purposes. **Neither the school nor its personnel will be held responsible for lost, stolen, or damaged property of students.**

**Bicycles** Students may bring bicycles to school at their own risk. Bicycles are to be parked in a designated area upon arrival to school. All students are encouraged to follow good bicycle safety practice to and from school.

**Skateboards / Roller Blades / Scooters** These items are to be brought to the office in the morning before reporting to homeroom. Skateboards, rollerblades, and scooters may be picked up at the end of the day when a student's bus has been called for dismissal. Skateboarding and rollerblading are not allowed on school property unless it is part of a class due to safety concerns.

## **Music**

**Chorus:** Chorus will be available to all students in grades 5 through 8. Chorus is considered a regular academic subject, and students joining chorus are expected to attend on a regular basis.

**Band:** Band is offered to students, and it will teach the basics of music as well as progress each member to a higher skill level of performance. Individuals are treated with respect and are not judged solely by their music abilities, but by their enthusiasm to improve. Although the band is designated to teach music, it also promotes teamwork, self-esteem, and positive environment. Our main objective is to experience the joy of making music, through individual expression and reaching for the pinnacle of ensemble presentations, which is pleasing to the audience and makes our members proud of what they have accomplished.

**Jazz Band:** Jazz band is offered to students who play jazz-oriented instruments and want to take their playing to an even higher level. Members meet on Monday and Wednesday mornings at 7:00 AM (time may change) which shows a commitment of the students to their program. They learn jazz language, phrasing, and a slightly different approach to making music. Some students take a chance improvising, not using written music, and playing from the knowledge of scales and allowing their heart to interpret. They play mostly jazz with a little rock thrown in.

## **Integrated Pest Management Plan Policy**

RSU#22 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the Policy of RSU#22 only to use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible, to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve the desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent

threat to human health on school grounds or disinfectants used for routine cleaning. It will be this school policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full school IPM policy statement and this school IPM plan will be maintained in the principal's and superintendent's office and available upon request.







# CLIPPERS