



**MAINE SCHOOL OF SCIENCE AND MATHEMATICS**

**Parent/Student  
Handbook  
2015-2016**



## Contact Information

**Weekday Business Hours 8:00 am-4:30 pm Monday through Friday 207.325.3303**

**Nights & Weekend:** 207.325.3600 (leave message)

**To contact your student:** 207.325.3600 room extension

### **Residence Hall (Upper)**

207.325.3796  
77 High Street  
Limestone, ME 04750

### **Academic Building**

207.325.3303  
95 High Street  
Limestone, ME 04750

### **Residence Hall (Manor)**

207.325.3796  
6 Church Street  
Limestone, ME 04750

*All mail and packages must be sent to the Academic Building  
There are no direct deliveries to the residence halls*

Fax: 207.325.3340

Email: [mssm@mssm.org](mailto:mssm@mssm.org)

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

The handbook may be downloaded in PDF format from MSSM's Website at <http://www.mssm.org>.

Select the "Student Handbook and Forms" option from the "School Life" tab.

Adobe Acrobat Reader or its equivalent is required.

***It is essential that students and parents/guardians have knowledge and clear understanding of this Parent/Student Handbook. The submission (digital signature) of the Parent/Student Handbook Signature Form, which is legally binding, indicates the parties have read the terms and conditions of this entire document carefully and understand their significance. The link to this form is sent via Email and must be digitally submitted by both student AND parent(s).***

# MAINE SCHOOL OF SCIENCE AND MATHEMATICS

▪ ACADEMIC YEAR 2015-2016 ▪

JULY 2015						
S	M	T	W	T	F	S
			1	2	3	4
Second	Week	Boys	Age 11-13	Summer	Office Closed	Camp
5	6	7	8	9	10	11
Third	Week	Boys	Age 12-14	Summer	Camp	
12	13	14	15	16	17	18
First	Week	Girls	Age 10-12	Summer	Camp	
19	20	21	22	23	24	25
Second	Week	Girls	Age 11-13	Summer	Camp	
26	27	28	29	30	31	
Third	Week	Girls	Age 12-14	Summer	Camp	

AUGUST 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
STEM		Educator		Week		
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	Staff Training Day	TW	TW		Move-in NEW	Move-in Return
23	24	25	26	27	28	29
Orientation	Fall Semester Classes					
30	31					

SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
		Last day Add				
6	7	8	9	10	11	12
	Office Closed					ACT
13	14	15	16	17	18	19
				Last day Drop	Open House	
20	21	22	23	24	25	26
					Bus 1PM	Break
27	28	29	30			
Break	Break	Return	Classes			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
						BOT
4	5	6	7	8	9	10
	PR due		MAML #1		PR sent	SAT
11	12	13	14	15	16	17
	Office Closed OH		PSAT	NEML		
18	19	20	21	22	23	24
					Day Long Parent Conf.	ACT Parent Conf.
25	26	27	28	29	30	31
Break	Break	Return	Classes MAML #2			

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	AU due				AU sent	SAT
8	9	10	11	12	13	14
	Open House		Office Closed	NEML #2	YIG	YIG
15	16	17	18	19	20	21
YIG				NCSSS	NCSSS	7am Bus Leaves
22	23	24	25	26	27	28
Break	Break	Break		Holiday Office Closed	Office Closed	Break
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
Return	Classes		MAML #3	NEML #3		SAT BOT
6	7	8	9	10	11	12
					Open House	ACT
13	14	15	16	17	18	19
Holiday Dinner Study Day			FINALS	FINALS	FINALS	Bus 1pm
20	21	22	23	24	25	26
	Winter Break	Winter Break	Winter Break	Winter Break Off Close	Winter Break Off Close	
27	28	29	30	31		
	Grades Due Winter Break	Winter Break	Grades Sent Break	Break		

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
					Off. Close Winter Break	
3	4	5	6	7	8	9
	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break	
10	11	12	13	14	15	16
Return	J Term	J Term	J Term	J Term	J Term Adm. App. Due	
17	18	19	20	21	22	23
	MLK Jr. Off. Clsd	J Term	J Term	J Term	J Term Exhibition	Return SAT
24	25	26	27	28	29	30
	Classes		MAML #4	NEML #4		
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
		Last Day Add				
7	8	9	10	11	12	13
		8:30-10:30 AM AMC		Last day Drop		Bus 7AM ACT
14	15	16	17	18	19	20
Break	Office Closed	Break	Break	Break	Break	Break
21	22	23	24	25	26	27
Return	Classes					
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
						BOT
6	7	8	9	10	11	12
Spirit Week	PR due	Spirit Week		Spirit Week	PR sent OH	Winter Fun Day
13	14	15	16	17	18	19
			MAML #5	NEML #6	Parents' Weekend 1PM	Parents' Weekend SAT
20	21	22	23	24	25	26
Break	Break	Break	Classes	AIME		
27	28	29	30	31		
Easter						

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
	AU due	MAML STATE MEET			AU sent Open House	
10	11	12	13	14	15	16
						7am Bus ACT
17	18	19	20	21	22	23
	Office Closed	Break	Break	Break	Break	Break
24	25	26	27	28	29	30
Return	Classes					NSD

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	AP	AP	AP	AP	AP NEML	SAT NSD
8	9	10	11	12	13	14
Mother's Day	AP	AP	AP	AP	AP	Prom
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		FINALS	FINALS	FINALS	*BOT Seniors Night	GRAD
29	30	31				
	Office Closed	TW				

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
			TW	Grades Due		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Flag Day				
19	20	21	22	23	24	25
Father's Day						
26	27	28	29	30		
First	Week	Boys	Age 10-12	Summer	Camp	

Blue = Mandatory Class Day Students and Faculty     
 NSD = New Student Day     
 Admission Deadline  
PR = Progress Reports     
 AU = Academic Updates     
 TW = Teacher Workshop     
 \* Senior Night/BO

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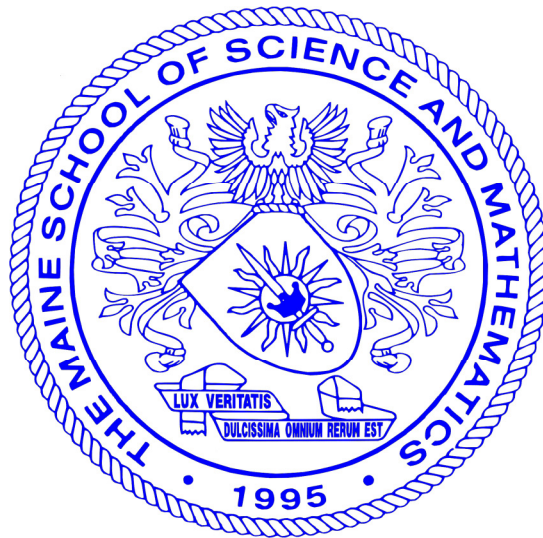
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# MISSION STATEMENT AND PHILOSOPHY

## Mission Statement

The Maine School of Science and Mathematics (MSSM) brings together and helps a group of Maine's most academically motivated high school students become innovative, well-rounded scholars with the ability to develop, investigate, and communicate critical ideas that improve the human condition and benefit the state of Maine. The school builds and shares a rigorous curriculum that exceeds state educational standards while emphasizing connections between science, mathematics, and the humanities. MSSM extends its mission by fostering a statewide, year-round community of innovative learners that includes many of Maine's students, educators, and the general public.

## **Vision**

MSSM achieves its mission by:

- Providing a rigorous, immersive, student-centered curriculum that emphasizes the connections between math, science, and the humanities; including post-AP courses; and culminating in opportunities for authentic research and community service
- Presenting students with supportive opportunities to realize their personal and professional aspirations in Maine both through nurturing, challenging on-campus programs and through partnerships with research and higher education institutions throughout the state and beyond
- Creating a supportive, residential environment and academic community that promotes personal development, leadership, service, and academic success
- Developing special programs to inspire younger students while also serving as a professional development partner for Maine's teaching community

## **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 student 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 development.



# ACADEMICS

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The academic staff consists of a teaching Dean of Faculty, Director of Academic Support, Academic Support Coordinator and Special Education Consultant, Registrar, and Full and Part-time Faculty. The structure of oversight includes Department Chairs and a Curriculum Council consisting of Department Chairs, Dean of Faculty, Academic Support Coordinator, and Academic Support Director.

## Student Educational Records

MSSM is in compliance with all State and Federal rules and regulations regarding student information, including the Family Educational Rights and Privacy Act (FERPA). Two of MSSM's policies that parents and students should be familiar with are Student Educational Records (Policy Code JRA) and Notification of Rights Under FERPA (Policy Code JRA-E). They can be found at the end of this section of the handbook and on the MSSM website under the Board of Trustees webpage.

## 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 encouraged to withdraw or may be dismissed from MSSM.

## Graduation Requirements

Students receive an MSSM diploma, by successfully completing MSSM's graduation requirements. Students earn a ½ credit for each one-semester course in which they earn a passing grade for the semester. Students earn 1 credit for each year-long course in which they earn a passing grade for the year. Students who do not pass a year-long course for the year will not receive any credit and must repeat the entire course. No partial credit shall be awarded for any course.

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 (additional enrollment) requirements outlined below:

### Credits

- 4 mathematics (with a minimum of Before Calculus)
- 4 lab-based sciences (including one credit each of biology, chemistry, and physics)
- 4 English (including 1 credit of MSSM composition and research (at any level))
- 1 US history
- 1 social science elective

- 2 foreign language (the same language) \*
- 1 fine arts
- 1/2 junior seminar
- 1/2 senior seminar
- 1/2 study skills (a.k.a. first year seminar)
- 1/2 wellness ( a.k.a. health)

## **Additional Enrollment Requirements**

Students must be enrolled in a minimum of 4 core classes each semester which must include mathematics, laboratory science, and English.

Students must successfully complete work assignment and fitness each semester at MSSM.

Students must successfully complete J-Term each year at MSSM.

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\*Beginning with the class of 2017, Chinese I and Chinese II are each 1/2 credit courses.

## **Course of Study**

### **Placement**

Placement of first year students will be determined by students' transcripts, past work, standardized test scores, and MSSM placement exam results.

### **Transfer credits**

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

<b>Entering MSSM as...</b>	<b>Maximum number of transferred math, science, English credits allowed</b>
Freshmen	None
Sophomores	1 math, 1 science, 1 English
Juniors	2 math, 2 science, 2 English
Seniors	3 math, 3 science, 3 English

Classes will transfer to MSSM provided the student earned a C- or better, or demonstrated proficiency (by a proficiency-based report card) in the courses.

MSSM does not grant credit for courses taken at another high school when a student is enrolled at MSSM.

After entering MSSM, transferred credit is limited to pre-approved courses taken at a college or university. The Dean of Faculty will approve these courses with input from the department chairs. 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

student fails to earn a C- or better in a course. Transferred courses will be documented as such in the student information system.

## **Course Registration**

Course registration starts with the academic advisor. Advisees will meet with their advisors to review their transcript analysis/course history and what courses they need in order to graduate. Students and advisors complete a course registration form which includes student preferences. Anything over 5 core classes or 2 AP classes requires an approved overload permission form. These forms are provided by the academic advisor and approved by the Director of Academic Support. 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.

## **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 on the date the course is dropped
- Faculty-initiated add/drop may occur after the seventh/fourteenth day of a semester with the approval of the Dean of Faculty in consultation with the appropriate faculty members.
- No class changes are permitted after the Academic Updates are released.

## **Work Assignment**

MSSM believes in the importance of being a positive and active member of the community. Work assignments provide MSSM students with a formal opportunity to engage in that role. All students are required to participate in a campus work assignment for two hours each week. Work duties are based upon a mutual request by students and supervisors with the exception of first year students, who are typically assigned dish duty.

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

Students needing to miss their scheduled work assignments must notify their supervisors at least 24 hours in advance. If students have conflicts with other school commitments, they must switch jobs with other students or arrange to work at different times. Scheduled shifts that fall on breaks or vacation days are not required to be made up.

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

## University Of Maine Chinese I & Chinese II Courses

Students at MSSM can enroll and take UMPI's Chinese I and Chinese II courses at MSSM. There are no extra fees or financial considerations for students to take these courses. These courses are taught by an UMPI professor and follow all academic policies outlined in UMPI's student handbook which can be found at the following web address: [www.umpi.edu/files/student-life/student-handbook.pdf](http://www.umpi.edu/files/student-life/student-handbook.pdf)

## University of Maine at Presque Isle Credit and Dual Degree

Under a Memorandum of Understanding (MOU) with the University of Maine at Presque Isle (UMPI), MSSM students may receive college credit for many of their MSSM classes. This process may result in the receipt of an associate's degree from UMPI, provided the student has met all of the courses, or their equivalencies as outline in the dual degree plan with a grade of C- or better and is in receipt of a diploma from MSSM. Students interested in pursuing a dual degree should notify their advisor who will arrange a meeting with the dean of faculty and the registrar.

### MSSM Courses for UMPI College Credit

MSSM offers the following courses that can be taken for University of Maine Presque Isle Credit by qualifying students.

- Watercolor ART 285 (3)
- Anatomy and Physiology (two semesters) BIO261 (4) and 262 (4)
- Applied Genetics and Biotechnology BIO 350 (4)
- Biological Processes and Research BIO 112 (4) and 113 (4)
- Computational Biology BIO 3XX (4)
- Algorithms and Data Structures COS 1XX (3)
- Introduction to Programming COS 1XX (3)
- Economics ECO 207 (3)
- Early British Literature ENG 355 (3)
- Early American Literature ENG 241 (3)
- Modern American Literature ENG 242 (3)
- Coming of Age in Europe ENG 241 (3)
- Coming of Age in North America ENG 242 (3)
- The Life and Works of Shakespeare ENG 367 (3)
- Literary Theory ENG 388 (3)
- First Year Seminar FYS 100 (1)
- Acadian and French Canadian Folklore HTY 368 (3)
- Accelerated Algebra 2 with Geometry MAT 117 (3)
- Before Calculus AB MAT 121 (4) and MAT 117 (3)
- Before Calculus BC MAT 121 (4) and MAT 117 (3)
- Accelerated Before Calculus BC MAT 121 (4) and MAT 117 (3)
- Accelerated Calculus BC MAT 131 (4) and MAT 132 (4)
- Multivariable Calculus MAT 231 (4)
- Differential Equations MAT 233 (4)
- Discrete Mathematics MAT 251 (3)
- Introduction to Higher Mathematics MAT 251 (3)
- Linear Algebra MAT 274 (3)
- Complex Analysis MAT 335 (3)

- Real Analysis MAT 435 (3) and MAT 251 (3)
- Computational Physics PHY 3XX (3)
- Quantum Physics PHY 3XX (3)
- U.S. Government POS 101 (3)
- Intro to Spanish SPA 101 (3)
- Spiral Spanish SPA 101 (3) and 102 (3)
- Pre-Immersion Spanish SPA 2XX (3)
- Immersion Spanish SPA 3XX (3)

### **Student Qualifications**

Any MSSM student who wishes to receive UMPI credit for an MSSM course must be matriculated and deemed eligible for any relevant coursework according to MSSM's placement procedures. Students shall receive a degree plan that will specify the courses required at each institution, with equivalent courses noted, to earn an Associate of Arts at UMPI and a diploma at MSSM. Upon qualifying for graduation from MSSM, students who have successfully completed all qualifications for the Science and Mathematics concentration within the Liberal Studies, A.A. plan of study (minimum of 64 UMPI credit hours or their equivalent) shall receive an Associate of the Arts degree from UMPI.

### **Student Enrollment**

Prior to the beginning of each semester, MSSM will survey the students enrolled in each UMPI-approved course to determine those wanting to receive UMPI credit for the course. The MSSM Registrar will submit a non-degree enrollment form for each MSSM student to the UMPI Registrar to be recorded as enrolled in the UMPI-approved course. Only students who meet the admissions criteria outlined above will be eligible for inclusion on the list. Students who meet the criteria will not be registered at UMPI to avoid any potential confusion as to whose students they are and whose academic and conduct policies govern them.

### **Reporting Of Grades**

The instructor of each UMPI-approved course will submit their grades to MSSM by the regular deadline established by MSSM. Within two business days of that deadline, the MSSM Registrar will report the grades of each student enrolled in each UMPI-approved course to the UMPI Registrar.

### **Transcripts**

MSSM students wishing to receive transcripts of their UMPI credits may do so by submitting a Transcript Request to the UMPI Registrar's Office or by electronically submitting a request via their MaineStreet (UMPI) account. Students may also view their grades online via their MaineStreet account.

### **Leaves Of Absence/Withdrawals**

MSSM will notify the UMPI Registrar in writing if it grants a leave of absence to a student enrolled in an UMPI-approved course. The student will receive a "W" on their UMPI transcript for that course.

MSSM will notify the UMPI Registrar in writing if a student withdraws from an UMPI-approved course. If the student does so prior to MSSM's deadline for withdrawing from a class, then the UMPI Registrar will not enter a grade for the course. If the student does so after MSSM's deadline, then the UMPI Registrar will assign a "W" for the course.

### **Financial Considerations**

Each student seeking to receive UMPI credit for an UMPI-approved course taught at MSSM will pay \$15 per credit hour to UMPI through the MSSM business office. Aside from this fee, UMPI will charge no further fees.

## **Directed Studies**

Directed studies are designed to provide additional challenges for students with exceptional interest in a given topic not available to them in 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 at least two months prior to the semester during which the directed study will be in effect. The Curriculum Council will meet with the student, the academic advisor, and sponsoring faculty member to consider approval of the directed study class. The following information should be considered when submitting a proposal for directed study:

- A directed study class may not be used as credit for a core 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 except under extenuating circumstances.
- Depending on the nature of the directed study, the class may or may not count towards a student's 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.

## **Non-MOU College Classes taken for MSSM Credit**

Students desiring to be concurrently enrolled in college classes for MSSM credit must obtain permission and signature of their academic advisor, appropriate department chair, and the Dean of Faculty. Students and their families shall pay all fees for courses not offered by MSSM.

## **Academic Integrity**

At MSSM, students and staff take great pride in academic honesty and a supportive academic environment. MSSM students 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 on exams/major assessments, storing of non-permitted 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 performance. 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 submitted along with the finished project. Failure to provide evidence of the work process may constitute an admission of plagiarism.

If students have questions regarding the use of materials or the appropriateness of their 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 intended 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 one's own work from another school or another class are not permissible, unless the work is the product of an interdisciplinary assignment with permission from both instructors. 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 a 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.

*Breaches in academic integrity are reported to the Dean of Faculty. Disciplinary action may range from those outlined in the instructor's syllabus to dismissal.*

## **Academic Supports**

MSSM is committed to student success and provides numerous academic supports available to all students.

### **Teacher Communication**

MSSM instructors and staff are expected to return all correspondence and communication within two business days during the academic year.

### **Faculty Office Hours**

Each full-time faculty provides a minimum of three scheduled office hours each week and often more by appointment. Students do not need an appointment to drop in and ask questions or work in the classroom during office hours.

### **Academic Advisors**

Academic Advisors play an important role in the success of MSSM's students. They receive all academic and disciplinary alerts and are the "hub" of student support. As appropriate, they act as an

advocate for the student, may act as a liaison for parents and the school and can initiate team meetings and academic supports for struggling students.

## **Learning Center**

MSSM's Learning Center is located in the LCS/MSSM Library and provides a quiet and constructive space to work on assignments, study, and utilize student tutors. MSSM's Academic Support Coordinator is available for consulting and developing scheduling and time management skills. The Learning Center is open to all students throughout most of the day and the schedule is posted outside of the library.

## **Tutoring Program**

As an institution dedicated to academic excellence, MSSM takes great pride in its tutoring program and considers it an outstanding leadership opportunity. Each weeknight (Sunday-Thursday) during the Structured Study period, between six and eight students will be available in the Learning Center to provide academic support to students in almost any subject offered at MSSM. When students feel that they need help, they can sign up at the library desk and will be called in order as tutors become available.

The tutors are all experienced MSSM students who have successfully navigated the academic rigors of at least one year at the school and have shown themselves to be skilled in offering constructive support. They provide feedback and help as appropriate and then document their assistance in a Google Doc, giving the faculty and staff access to the amount and type of help that individual students receive outside of class.

Students may apply to be tutors at the end of their first year at MSSM and, with the recommendation of their teachers, enter into a selection process. Exceptionally talented and experienced tutors may be offered the position of "Lead Tutor". These tutors comprise a small group within the larger tutoring program and function as team leaders on individual weeknights, supporting the tutors and providing mentorship for less experienced tutors. Students may serve as tutors for multiple years and may either do it as their work assignment or serve as volunteers. All tutors are held to the same high standards.

## **Study Hall**

Study Hall provides dedicated time to devote to academics during the school day. All first year students are schedule two hours each week at the Learning Center.

## **Structured Study**

Structured study is a dedicated two-hour evening time block providing students an opportunity to focus on their academics and help them achieve success at MSSM. It is scheduled five days each week, Sunday to Thursday.

All new students are required to attend structured study at the start of their first semester at MSSM. Additionally, 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. In addition, faculty may request a student be placed on structured study. 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, the Dean of Students, and the Dean of Faculty



determine the structure most effective to improve their academic standing.

The structured study list is re-examined after each grade report. After fall progress reports, juniors in good standing may be released. After spring progress reports all new students in good standing can be released.

Students who will routinely miss structured study due to evening classes will reschedule the missed structured study hours in the Learning Center. These hours will be rescheduled at the beginning of each semester with the advisor, who will inform the Dean of Faculty and the Academic Support Coordinator.

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

### **Academic Team Meetings**

Students who are failing a course or have more than one C on their progress reports will have a team meeting with their advisor(s), the appropriate staff, and the parents to discuss the academic struggles that the student is encountering at MSSM. The academic team meetings are organized and facilitated by the Director of Academic Support. An academic plan is put into place and additional team meetings will follow if necessary. Some of the supports in this plan could be, but are not limited to:

- Mandatory office hours
- Structured Study
- Mandatory use of the Learning Center
- Tutoring sessions with student tutors during study hours
- Study hall

## **Academic Attendance**

Students are expected to attend all classes and school-wide activities in a punctual and attentive manner. All attendance issues are reset at the end of each semester. Should there be absence issues in consecutive semesters, the Dean of Students may take necessary action.

Unless otherwise specified in the course syllabus, 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's Director of Health Services. The Director of Health Services 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. If a student becomes ill when the Director of Health Services is not on duty, he/she should contact an on-duty residential staff member. The residential staff will inform the Director of Health Services as well as the Dean of Students.

A student excused from classes due to illness should be in his/her room recovering and is

expected to follow the instructions of the Director of Health Services for the remainder of the day. The Dean of Students will meet with any students who disregard the Director of Health Services' instructions. Residential staff will check in with excused students regularly throughout the day. Additionally, excused students fill out a meal request form to have food arranged to be brought from the cafeteria.

- **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 and turn in to the Dean of Students an Excused Absence Form prior to class.

Requests for pre-arranged excused absences from class should be made at least twenty four hours in advance (whenever possible). The request will be reviewed and approved if the Dean of Students has no serious concerns with the student's missing classes. The request will be "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 is not complete.

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

A student whose absence from class has been excused will be permitted to make up all missed assessments. 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 pre-arranged, 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 that day must still be turned in on time.

Any deviation from this procedure, pertaining to making up work, will be outlined in course syllabi.

### **Excessive Excused Absences**

There is a direct correlation between class attendance and a strong comprehension of class materials. For this reason, students shall 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 a child out of school, absences beyond our stated policy for being excused may be treated as unexcused absences and handled accordingly.

### **Unexcused Absences**

Missing courses, required meetings, sleeping in class, or being asked to leave a class are considered unexcused absences. Arriving to class ten or more minutes late may also be 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 notice is mailed to the student, and his/her parents/legal guardians, advisors, and teachers indicating the recording of an unexcused absence.
- **Third Unexcused Absence:** In addition to a notice being sent to the student, and his/her parents/legal guardians, and teachers, the student will have a conference with his/her advisor and the Dean of Students.

- **Fourth Unexcused Absence:** A conference is held with the student, his/her advisor, and both the Dean of Faculty and the Dean of Students. Following the conference, a letter is sent to all necessary people summarizing the meeting and outlining consequences.
- **Fifth Unexcused Absence:** Both the Dean of Faculty and the Dean of Students have a joint conference with the parents/legal guardians of the student, the student, and his/her advisor to determine the cause, how to prevent further unexcused absences and the appropriate response.
- **Sixth Unexcused Absence:** Any student acquiring six unexcused absences is required to meet with the Dean of Faculty, Dean of Students, and his/her advisor. 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 Faculty, Dean of Students, and the Executive Director. Long-term suspension or dismissal from MSSM is the possible outcome of this meeting.

## **Tardy**

Students who are reported as being late for class three (3) times will receive an unexcused absence.

## **Leaves 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, Dean of Faculty 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.

### **Dean's Leave of Absence**

In unusual circumstances, 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 Faculty and the Dean of Students with input from faculty, RI's, medical staff, and administrative staff as needed.

### **Absence Due to Suspension**

Students suspended from school are allowed to complete daily assignments missed provided pre-arrangements are 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. Without exception, if a test has been scheduled before the start of the suspension then the student should return from the suspension with an arranged time to take the test. Tests announced during the suspension must be rescheduled with the teacher immediately upon returning to school with the assistance of the Director of Academic Support, if necessary.

# Assessment

## Grading

The following table defines MSSM’s grading system.

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
F	Below 70	
I	Incomplete (An Incomplete is issued when a student is unable to complete sufficient assignments for a faculty member to accurately assess the student's knowledge and skills. Incompletes are only issued in the case of illness or other extenuating circumstances.)	
W/	Withdrawal from a course (If withdrawal is after the fourteenth class day, the W will be accompanied by the grade at the time of withdrawal (e.g. W/B).)	

## MSSM Effort Grade Rubric

The effort grade is an internal tool to help assess whether students are meeting MSSM’s academic expectations. MSSM’s effort grade will be issued on progress reports and grade cards for all classes. Following is the grading rubric for effort grades:

Grade	Standard
<b>3</b>	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.
<b>2</b>	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.
<b>1</b>	Student fails to model an acceptable work ethic on a regular basis. Behaviors that would indicate this include <b>some</b> 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 Grading Scale

The work assignment grading scale is based on attendance, participation and effort. The Left column indicates the number of unexcused hours and top row identifies the quality of work. Separate effort grades are not given for work assignment classes, as effort is already included in the grade for work assignment.

<b>Unexcused Hours</b>	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 the student's attitude can be inconsistent.	Student rarely follows directions, completes assigned tasks and displays a poor attitude.
0	<b>A+</b>	<b>A</b>	<b>B</b>	<b>F</b>
1 -2	<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>
3	<b>B</b>	<b>C</b>	<b>C-</b>	<b>F</b>
4	<b>C</b>	<b>C-</b>	<b>F</b>	<b>F</b>
5	<b>C-</b>	<b>F</b>	<b>F</b>	<b>F</b>

## Academic Reports

Grades are posted three times each semester at approximately the 1/3, 2/3, and at the end of each semester. The first is known as the “Progress Report”, the second as “Academic Update”, and the third as “Semester Grade”. In addition, a “Final Grade” is posted at the end of the semester for semester long courses and the end of the year for yearlong courses. Final grades may be different from the semester grades depending on how the final grade is determined as explained in the course syllabus. All grade communications are released as “Report Cards”, found in our student information system.

### Progress Reports

Progress reports are submitted by faculty once per semester (after approximately 5 weeks, as indicated by the school calendar) and are released on the student information system to students, parents/legal guardians, academic advisors and administrators. The progress reports include a narrative of academic strengths and weaknesses, effort, and letter grades.

## **Academic Updates**

Academic updates are released on the student information system once per semester (roughly 5 weeks following the progress reports). Every student will receive a letter and effort grade. Narratives on academic strengths, weaknesses, and suggestions for improvement will be written for students who had a C or lower on their progress report or who have slipped to a C or lower since the progress reports.

## **Academic Alerts and Kudos**

Academic Alerts may be written any time faculty members observe a student missing assignments, appearing sleepy in class, scoring poorly on a test, or any time a student is not meeting MSSM academic expectations. The alerts will be used to denote the areas of concern as well as to make recommendations for improvement.

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, their student file, and all other people for whom it may be important to inform of students' academic performance.

## **Semester and Final Grades**

Report cards denote the end of term grades earned by students. Fall report cards are released on the student information system by December 31. J-term/spring report cards are released on the student information system by June 15. Official transcripts do not contain effort grades.

# **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. Students who end semesters with multiple C-'s may also be placed on Academic Probation.

All students placed on academic probation must meet with their academic teams 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. Parents are invited to attend in person or via phone conferencing. Notes from the meeting will be forwarded to the student, parent(s)/legal guardian(s), and other members of the academic team. Approximately every four weeks, probationary students' progress will be evaluated by their advisers and the Director of Academic Support. Modification to the plans may be made after these evaluations.

## **Continuing Enrollment**

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. MSSM assumes the right and responsibility to evaluate student performance to determine whether continued enrollment at MSSM is in the best interest of a student.

Students may forfeit the privilege to continue attending the school at any time their performance or conduct falls short of school standards or academic expectations. Please see the Residential Life section of the handbook for expectations of residential conduct for continued enrollment.

## **Academic Dismissal**

The status of students placed on Academic Probation is reviewed at the end of the probationary semester. 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 verbally and in writing by the Dean of Faculty of an Academic Dismissal. MSSM will make such notification within seven (7) business days following the deadline for the receipt of semester grades.

## **Appeals Process**

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

## **Some Important Academic Policies**

### **Student Educational Records (Policy Code JRA)**

[http://www.mssm.org/uploaded/Documents/Impl\\_Policies/JRA\\_-\\_STUDENT\\_EDUCATIONAL\\_RECORDS.pdf](http://www.mssm.org/uploaded/Documents/Impl_Policies/JRA_-_STUDENT_EDUCATIONAL_RECORDS.pdf)

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, email 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 Schools 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 allow 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.

Legal Reference:       20 USC § 1232g  
                              34 CFR Part 99  
                              20-A MRSA § 6001  
                              Ch. 101 § 15 (Me. Dept. of Ed. Rule)  
                              Ch. 125 § 12.01(E) (Me. Dept. of Ed. Rule)

1st Reading: September 11, 2010

Adopted: May 27, 2011

### **Notification of Rights Under FERPA (Policy Code JRA-E)**

[http://www.mssm.org/uploaded/Documents/Impl\\_Policies/JRA-E - NOTIFICATION OF RIGHTS UNDER FERPA.pdf](http://www.mssm.org/uploaded/Documents/Impl_Policies/JRA-E_-_NOTIFICATION_OF_RIGHTS_UNDER_FERPA.pdf)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day MSSM receives a request for access.  
Parents or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.



Parents or eligible students may ask MSSM to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If MSSM decides not to amend the record as requested by the parent or eligible student, MSSM will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by MSSM as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board of Trustees; a person or company with whom MSSM has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, MSSM discloses education records without consent to officials of another School district in which a student seeks or intends to enroll.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSSM to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

- E. MSSM may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the School. MSSM has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received.

Such information will not be disclosed if the parent of the student informs MSSM in writing within 10 days of the first student day of the School year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student.

Any such notice should be sent to the Superintendent at the following address:

MSSM Superintendent  
95 High Street  
Limestone, ME 04750

- F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high School students upon request, unless the student's parent or eligible student notifies MSSM that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies

MSSM, in writing, that such information should not be released without his/her written consent.  
Any such notice should be sent to:

MSSM Superintendent  
95 High Street  
Limestone, ME 04750

- G. 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 maintains a more extensive policy and procedure concerning education records. This policy and procedure can be obtained by contacting the Superintendent.

Legal Reference:       20 U.S.C. § 7908  
                              34 C.F.R. § 99.7  
                              20-A M.R.S.A. § 6001

1st Reading: September 11, 2010

Adopted: May 27, 2011

# COLLEGE COUNSELING

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The College Counseling Office prepares students for college by assisting them in finding their most appropriate college matches. This is accomplished through a combination of personal meetings, individualized exploration and planning, 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.

## **Transcripts**

Transcripts are requested and submitted through MSSM's Naviance Family Connection website. Transcript Request Forms are available in the College Counseling Office. Upon written request from students or their parents/legal guardians, the Registrar sends official transcripts to scholarship programs and other agencies or institutions. Personal copies of transcripts are not considered official. No official transcripts are furnished to 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 student should let finances keep him/her from testing. The College Counselor should be advised of any financial hardships or special situations.

Please remember that some testing opportunities take place 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 homes.

### **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 sophomores and juniors to participate in the PSAT testing program.

### **SAT**

The SAT is a globally recognized college admissions test that enables students to demonstrate their reading, writing, and mathematics skills to colleges. Most students take the test more than once during their junior or 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 three (3) tests during a testing day. Some highly selective colleges require that students submit scores for two or 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. The ACT may sometimes be substituted for the SAT or the 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.**

### **Maine State Assessments**

MSSM Juniors will participate in the Maine State Assessments for math, English and science.

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: 200574 for both ACT and SAT
- MSSM Test Center Code for the ACT Test: 155210
- MSSM Test Center Code for the SAT Test: 20-217

### **Reporting Disciplinary Infractions to Colleges**

Any issue of academic integrity and disciplinary offenses that result in suspension will be reported to colleges. For infractions occurring prior to the application:

1. The student should declare infractions in the appropriate sections of their college applications.
2. The student should provide a detailed description of the event which highlights his/her personal growth as a result of the incident. Students should see the college counselor for support and advice while creating this document.
3. The college counselor will also report incidents that occur while attending MSSM and provide an update of the student's current behavior, reflection, and growth.

For infractions occurring after the application through the date of graduation:

1. Students should report infractions to colleges within 7 days of receiving consequences.
2. The college counselor will then contact all of the student's colleges to inform them of the event. This conversation will focus on the generalities of the incident and the student's behavior, reflection, and growth since the event.

# FINANCES

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## Maine Residents Only

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

MSSM is funded directly by a state appropriation, supplemented by Room and Board and other fees collected from each family. Although there is no tuition for Maine residents, all families are responsible for paying Room and Board, which has been set at \$8,450 for the 2015-2016.

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

- After being accepted, a non-refundable deposit of \$150, which will be credited to the room and board invoice, must be made to reserve a student’s space.
- Initial invoices for admitted students are issued in July by the Business Office.

There are 3 payment plans available.

1. Pay in full by August 1, 2015.
2. Pay in 10 equal monthly installments. Payments are due on the 1st of the month beginning August 1.
3. Pay ½ on/or before August 1, 2015 and ½ on/or before January 1, 2016.

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

MSSM accepts electronic fund transfer (ACH) from a checking/savings account, checks or money orders. Checks must be made payable to MSSM. A \$ 25.00 fee will be assessed for a returned check. Credit card payments are not accepted.

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

- A \$25.00 refundable deposit is required for a keycard.\*
- A \$25.00 refundable deposit is required for room key, Manor Entrance, and Day room.\*
- A \$5.00 refundable deposit is required for mailbox key\*.
- 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.
- Health insurance fee (unless proof of adequate insurance is provided).
- MSSM courses for UMPI college credit have a fee.

\*A deposit is forfeited in the event of loss or destruction. An additional deposit is required to re-issue keys/key cards. In the event the lost keys are found and returned in serviceable condition, the deposit will be refunded.

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

***Your first payment must be made by August 1, 2016. The payment will be determined by your choice on the Payment Options Contract. Families not meeting this deadline will not be allowed to register their son/daughter on move in day. Refundable deposits for keys are due with 1<sup>st</sup> payment. Payments cannot be accepted on move in day.***

Past due invoices will be subject to a \$25 late payment fees which may be assessed after the 1st of each month.

### **Is Financial Aid Available?**

Financial aid at MSSM applies to the Room and Board fee for qualified Maine residents only. Maine families who wish to be considered for financial aid are required to complete a financial aid application with Facts Management. The Facts Grant & Aid assessment process, very similar to the college financial aid process, provides the amount the family should be able to contribute to Room and Board. Facts Management will provide MSSM with a Family Need Report. The deadline for financial aid applications for awards in early June is May 15<sup>th</sup>.

Financial Aid applications completed by the end of January 2015 will be considered for awards in February.

Parents or students may, however, apply for financial aid at any time.

To initiate the process, go online to <https://online.factsmgt.com/aid>

- Create an account or go to an existing account
- Select “Begin Application”
- Select “Add School”
- Input Zip Code 04750
- Select “Search”
- Select “Maine School of Science and Mathematics”
- Select “Start Application”

### **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 third week of the school semester 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.

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

<b>Departure</b>	<b>Amount Owed by Family</b>
Prior to 1 <sup>st</sup> day of school	0% of amount owed*
During the 1 <sup>st</sup> week	10% of amount owed*
During the 2 <sup>nd</sup> week	20% of amount owed*
During the 3 <sup>rd</sup> week	30% of amount owed*
After the 3 <sup>rd</sup> week	100% of amount owed*

*\*minus \$150 Non-refundable deposit*

The MSSM Chief Operating Officer has the authority to make exceptions to this policy when there are extenuating circumstances.

## Non-Resident Only

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

All families are responsible for paying Room and Board. For the 2015-2016 academic year these fees are \$8,450 for all students. Non-resident students must pay for Tuition in addition to Room and Board. The Tuition for 2015-2016 is \$30,800. These rates are reviewed by the Board of Trustees in March.

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

Initial invoices for admitted students are issued in July by the Business Office.

There are 2 payment plans available.

1. Pay in full by August 1, 2015.
2. Pay 1/2 on/or before August 1, 2015 and 1/2 on/or before January 1, 2016.

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

MSSM accepts electronic fund transfer (ACH) from a checking/savings account, checks or money orders. Checks must be made payable to MSSM. **Credit card payments are not accepted.**

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

- 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.
- A \$5,000.00 fee is required for all non-resident students.
- Health insurance must be purchased at an additional cost of \$1,600 for students not covered for medical care in Maine.
- MSSM courses for UMPI college credit have a fee.

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

***A payment must be made by August 1, 2015. The payment will be determined by your choice on the Payment Options Contract. 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.***

Past due bills will be subject to a \$25 late payment fees which may be assessed after the 1st of each month.

# NETWORK USE AGREEMENT (NUA)

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MSSM and its Information Technology (IT) Department take pride in supporting the community in achieving its educational mission, vision, and instructional goals. Computer hardware is expensive and must be used by the MSSM community over a number of years before it is updated or replaced. Community respect for the sensitivity of this equipment is essential for its longevity.

Since compliance with the MSSM Network Use Agreement (NUA) is mandatory, parents and students must submit the Parent/Student Handbook signature form before students are given network access.

Anyone who violates the NUA will have their network access immediately disconnected for a period of no less than seven (7) consecutive calendar days while school is in session, and, in some cases, their computers thoroughly searched for offending programs and files. Such violations may also result in disciplinary action by the appropriate administrator, referral to law enforcement, and/or legal action. After a full investigation has taken place, the Director of Technology and the Chief Operating Officer will have the final authority to decide whether a user's network privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, prior disciplinary record, and any other pertinent factors. Students, parents, and advisors will be notified after the decision has been made. Violations will carry from year to year until the student is no longer attending MSSM.

Stable operation of the school's network relies on proper use. MSSM's computer and network policies are instituted to ensure efficient network access for everyone.

## Basic Guidelines for Computer Facilities

The IT Department supports MSSM's educational mission by providing a Computer Lab for student and staff use and has the following rules when using MSSM Lab Computers:

- Food or drink is not allowed at any computer workstation
- No excessive loud music or noise - respect others around you and nearby classrooms
- Hardware, peripherals, equipment, etc. may not be altered or defaced
- Students may not attempt to service hardware - issues should be reported to IT Department or staff as soon as possible
- No installing software of any kind without prior approval from the IT Department

## Network

MSSM monitors all traffic in real time and can access all transmissions on its network. Encrypted websites and passwords are not visible to MSSM.

Students are responsible for any personal information they distribute on MSSM's network. As such, students should use extreme caution. Refusing to allow an MSSM administrator or designee to conduct a computer search will be taken as an admission of guilt. There may be no warnings prior to being disconnected from the network for investigatory reasons, though notification to parents and students from the Director of Technology or the Chief Operating



Officer will be made within 48 hours.

To guarantee the stability of MSSM's network and to protect students from accessing age restricted materials, network security must not be compromised. All threats to the orderly operation or integrity of MSSM's network and all threats to network privacy constitute a violation of the NUA. Examples of violations include, but are not limited to:

- Probing the network to gain access to unauthorized network areas
- Sharing MSSM account credentials
- Lack of or outdated virus protection
- Accessing a network other than MSSM's

Electronic security breach and network issues must be reported immediately to the Director of Technology. All attempts to defeat security or to acquire or use system privileges above that originally designated are considered major violations and are reported to the Director of Technology.

Each student is assigned, by the IT Department, one IP address to be shared between a maximum of three computers. Statically assigning an IP, on the user side, is not allowed on MSSM's network - computers must remain in DHCP at all times. Changing (spoofing) the MAC Address or Host/Computer Name is not allowed without re-registering the device.

It is a violation to use any network service or utility that attempts to spoof, mask or hide its identity from the school network security, such as proxy sites. This activity is characterized as attempting to access sites that, under normal network activity, would be banned by the school network security.

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

- Unauthorized copying, possession, or distribution of copyrighted materials
- Unauthorized access to age-restricted material
- Unauthorized access of a remote computer or server
- Unauthorized sharing of files

MSSM is especially vigilant about preventing the violation of copyright laws by downloading, uploading, or having in your possession unauthorized digital data. This is a major violation and could cost MSSM its Internet services. Other penalties from Local, State, or Federal Agencies may apply to cyber-crimes and MSSM will cooperate fully with any agency that is within its legal rights to request log information for any account on our network that has been Implicated in a cyber-crime of any type.

Unauthorized duplication of computer software is illegal and unauthorized downloading, copying, or sharing materials (i.e., music, games, movies) is a copyright violation and is considered theft. Penalties may be pursued by those companies or corporations injured outside of MSSM. 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.

Violators will be responsible for compensating MSSM for any losses, costs, or damages incurred by MSSM for violations of the NUA, including the cost of investigating such

violations. MSSM assumes no responsibility for any unauthorized charges or costs incurred by anyone while using MSSM's network.

Access to the network through the school's computer labs may also be limited. Students who have their computers disconnected from the network shall not have access to the computers belonging to other students.

## **Internet**

Internet access is available at MSSM via Ethernet and Wi-Fi during normal network hours: Sunday through Thursday from 6:00am till 11:00pm - Friday and Saturday from 6:00am till Midnight. MSSM complies with the Children's Internet Protection Act (CIPA), a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. MSSM's Network Use Agreement is put in place to insure the safety of the student and supply uninterrupted Internet access for academic purposes.

MSSM takes precautions to prevent access to inappropriate material via content filters and firewalls, but the World Wide Web is so vast that there may be times when inappropriate materials are not caught. The IT Department has the ability to manually block these sites. Intentional use of MSSM's network to locate or acquire inappropriate material is considered a violation of the NUA. Examples of such violations include, but are not limited to:

- **Inappropriate Materials:**  
Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, pornographic, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, or discriminatory content; gambling, and commercial activities
- **Violating Copyrights:**  
Copying, downloading, uploading or sharing any type of copyrighted materials (games, music, video, etc.) - Torrenting (BitTorrent, kTorrent, LimeWire, µTorrent, Vuse, etc.) is not allowed
- **Plagiarism:**  
Any material represented as one's own work obtained from the Internet (term papers, essays, articles, music, video, etc.). When Internet sources are used, the author, publisher and web site must be identified/referenced
- **Misuse of Passwords/Unauthorized Access:**  
Sharing passwords, using other users' passwords, and accessing or using other users' accounts. Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (cracking, hacking, brute force attacks, etc.)
- **Malicious Acts:**  
Causing disruption or harm to MSSM's computers, network or Internet services, including but not limited to hacking, creating and spreading viruses, worms, chain letters, or Trojans. Holding of MSSM (and its affiliates) or their employees up to public scorn, ridicule, or defamation. Harassment via technology (cyber bullying) falls under the Harassment Policy as well as MSSM's NUA

Other inappropriate uses may be designated at the discretion of the Director of Technology.

## **Email**

MSSM is powered by Google Apps for Education®, which is available for all students and MSSM staff. All MSSM staff members and students use Google Apps® for communication and using your MSSM appointed Google App® account is expected. Failure to use your school-issued Google® account in an appropriate manner can result in the suspension and/or termination of the account. As all parties at the school use email as a direct form of communication, it is very important that students maintain their MSSM.org email account.

Graduates of MSSM will always have an active MSSM account.

## **Allowed Devices and Guidelines**

### **Desktops and laptops -**

- All operating systems are compatible on MSSM's network
- Students are expected to password protect their systems
- Students are responsible for their systems' activities, whether authorized or not

Antivirus software is paramount. Every Windows based PC must have an up-to-date anti-virus program and current security patches. Anti-virus for Apple and Linux are optional, but recommended.

### **Smart devices -** Android, iPad, etc. *(these count as a computer system)*

Accessing other networks (including cell towers) other than MSSM's, creating ad-hocs, hotspots or tethering, is not acceptable and is considered a major violation.

Students in violation of smart device technology (3G, 4LTE, etc.), may be subject to:

- Permanent removal of smart device from campus
- Further discipline by the Dean of Students or Dean of Faculty

For MSSM network access, each of the above computers/devices must be registered with the IT department. The Device Registration Form is available via the technology page of the MSSM website.

### **Analog telephones** (Plain Old Telephone System)

- Each student at MSSM has an extension with PIN protected voicemail which is automatically sent to the student's email account
- In the Upper Dorm, each room has only one phone-capable jack so roommates may want to coordinate with each other regarding whose phone they will use to access the extensions
- In the Manor Dorm, there is a separate phone jack for each student in the room
- Caller ID is available
- Long distance calls are available via phone card, collect, or other prepaid options

### **Ethernet Cable** (CAT 5, CAT 5e, CAT 6)

A minimum length of 6 feet of cable is recommended to connect a student's computer to a dorm room Ethernet jack.

**Printer**

For personal or school printing at times when school printers are unavailable. MSSM does not provide ink or paper for personal printers.

**Insurance**

MSSM does not take on liability for personal property, electronics or otherwise, housed at MSSM during the school year. It is very important that families consider either getting a rider to their current homeowner's insurance policy or taking advantage of companies that supply personal property protection to students while at school.

**Prohibited Devices**

- Wired or wireless routers, switches, servers, etc.
- Mobile hotspots
- 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 Wi-Fi

**Questions concerning MSSM Electronic Technology, Computing, and Internet issues including the curtailment of computer services and internet access should be addressed to the Director of Technology. Issues concerning disciplinary suspensions shall be addressed through the appropriate Dean's Office.**

# RESIDENTIAL LIFE

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A residential school is a cooperative living environment. MSSM's program reflects a comprehensive approach to student development by providing support for both the academic and non-academic pursuits of students.

## Residential Expectations

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:

- Everyone at MSSM deserves to be treated with courtesy and respect.
- 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.
- MSSM Students will:
  - Be honest with themselves, faculty, and staff
  - Understand that responsibilities and accountability for actions accompany privileges
  - Participate in protecting themselves, their property and the property of others
  - Exhibit behaviors that promote personal and community cleanliness
  - Be confident, caring, and generous contributing members of the community

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 residential integrity. A high level of effort and exemplary attitude toward living in the dormitories generally equates to success at MSSM. Students who do not meet the school's expectations may be encouraged to withdraw or may be dismissed.

## Residential Life Staff

The residential life staff consists of a full-time Dean of Students/Director of Residential Life, Assistant to the Dean of Students, Assistant Residential Life Director, a team of Residential Instructors (RI) and the school's Director of Health Services. Below are some of the responsibilities charged to the residential staff:

- Uphold the overall health, safety and well-being of all MSSM students
- Provide a variety of non-academic opportunities to the community
- Ensure the rules in this handbook, relevant to residential life, are followed and enforced consistently
- Demonstrate compassion and empathy to the students' needs and concerns

## Student Health

MSSM employs a Director of Health Services who is available in the dorm Monday through Friday. The

Health Services' office is located within the primary residence hall and office hours are posted on the door. Staff perform first aid services, provide health care counseling, oversee the distribution of medication, and aid students in making unavoidable medical and dental appointments while at MSSM. Routine health care appointments should be scheduled during times when students are at home. Students and their families are responsible for all costs incurred by these appointments.

MSSM offers a walk-in clinic for mental health and counseling needs. This clinic is staffed three hours each afternoon, through the Aroostook Mental Health Center (AMHC). Information discussed with AMHC staff is confidential unless a student is found to be a danger to him/her self or others.

For the safety of the community and its individuals, students must immediately report any injury or illness to the Director of Health Services' office. If students become ill or injured when the Director of Health Services is not available, they should report to the residential staff. Students are expected to arrive on time at the Health Services office or the designated location to pick up regularly scheduled medications.

If a student becomes sick while home on break, it is highly recommended that the student remain home until he/she is well. This not only speeds the student's recovery, but also drastically minimizes exposure to the rest of the community. Such an absence would be an Excused Absence, as described in the Academic Section of the Handbook, and students should contact either the Dean of Students or the Assistant Director of Residential Life as soon as possible.

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 as soon as the situation allows. In most cases parents/legal guardians are called before students are brought to the emergency room.

## **Student Safety and Building Security**

### **Safety**

Open flames, incense, knives, sling-shots, weapons, archery, martial arts equipment, metal darts, similar items or realistic replicas are not allowed in the residential hall. Any violation of this safety principle is a major violation. Students who would like to have knives for use in the kitchen will be allowed to store these knives in the Residential Staff Office. Students will be able to sign them out when needed.

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 halls. The faculty and residential life staff provide detailed instructions during student orientation at the beginning of the year.

Emergency procedures require serious and prompt response. Failure to abide by fire drill procedures may be considered a major violation.

During fire drills in the residential hall, students are reminded to wear shoes and proper clothing, expected to leave the hall quietly, and to gather by wing in a previously assigned location.

Students may not reenter the building until instructed by a MSSM staff member.

## **Security**

Students must accept the primary responsibility for safeguarding property and preventing theft. Labeling personal items and 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 a major violation. The school is not responsible for lost, stolen, or damaged items. Any incident of theft or loss should be reported to a residential staff member immediately.

## **Key Card / Mailbox and Room Keys**

All students receive a RFID key cards that allow them entry to the residential hall, their wings, and the school building. They will also receive separate keys to their dorm rooms. Additionally, Manor residents will receive a "day room" key and an entrance key. Students are expected to use these cards and keys responsibly. If students lock their keys in their rooms, they should ask a member of the residential staff to open their doors. Kicking or forcibly opening a locked door is a major violation. Lost keys and cards must be reported immediately. Cards and keys are the property of MSSM and must be returned upon departure from MSSM. Deposits will be returned upon receipt of undamaged keys at the end of the year. Once it has been established that a student has lost his/her key and charges have been submitted through the business office, no refunds will be made.

# **Rooming**

## **Roommates**

An important part of the residential experience is learning how to share living space. 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. Residential Assistants can be an initial resource for roommates who are having difficulties living together. After attempting to resolve their conflicts, students should contact their Residential Instructors for mediation through the use of the Room Change Request form found on Google Drive.

## **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. They may not decorate their rooms in any manner that creates a fire hazard or is otherwise deemed unsafe
- No candles, matches, lighters, incense, and laboratory grade chemicals 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 the door to the beds
- The heating system cannot be interfered with or blocked
- All room furnishings must remain in the room unless permission has been granted by a student's RI
- Beds may only be raised with approval of the Assistant Residential Director
- Mattresses may not be placed on the floor. Only one mattress per bed is permitted
- Wall decorations cannot cover more than 20% total wall space, must be 18" below the sprinkler heads, 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, 3M strips/hooks, and poster putty are the only three items allowed to hang posters and/or pictures
- Ceiling tiles may not be moved for any reason.
- Halogen lamps are not permitted
- Pets, including fish requiring a filter system, are not permitted
- Traffic signs and street signs are not acceptable decorations
- Decorations that show nudity or are overtly sexual are not permitted
- Office type chairs are only permissible in the Manor
- Sofas, futons, and other similar types of furniture are permitted by prior approval
- Due to allergies and breathing sensitivities, MSSM highly recommends that students do not bring aerosol spray cans into the residence hall

## **Room Draw**

During the final weeks of the year, returning students will have the opportunity to participate in MSSM's Room Draw. This is an event which provides students the ability to select their rooms for the following academic year. Although MSSM will do its best, rooms selected during room draw are not guaranteed.

The order of room draw is decided by class as well as the number of years a student has attended MSSM. Certain wings of the dormitory may require specific criteria and permission from Res. Life Staff. These areas will typically be held for upper classmen and students who have shown themselves to be responsible, trustworthy, and mature.

Students who sign up for a double or triple room with an open bed should understand they will likely be assigned a new student to their room at some point during the summer or that they may be moved to accommodate incoming students.

Students who choose not to participate in Room Draw may be placed in a room and with roommates not of their choosing. Residential staff will attempt to contact students who do not participate in Room Draw to ask for their preferences. It is in all parties' interest that students give some input into this process. If students are unreachable or do not respond to inquiries they will be placed in an open bed appropriate to age, grade, and sex.



## **Housekeeping and Inspections for Cleanliness**

Students are responsible for cleaning their own rooms and common areas. Rooms are expected to be maintained in a healthy, neat and clean manner at all times. To ensure that rooms and lounges are kept in a healthy and sanitary state, a residential staff member will conduct room inspections on a regular basis. In the event that rooms continue to fail inspection, students will meet the Assistant Director of Residential Life to develop a support plan.

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, including under the bed
- Clothes put away neatly

All students are responsible for helping maintain the family common areas and dorm kitchen in a clean and orderly manner. If these areas are not kept clean, access may be restricted.

### **Bathrooms**

Approximately eight 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 are not to be left or stored in the bathrooms. It is vital that students clean up after themselves and leave the bathroom in the same condition, or better, than they found it. Please report any and all maintenance needs to the residential staff immediately.

### **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. During check-in at the beginning of the year, each RI will take the time to carefully note the room and furniture condition. If damage occurs during the year, it is the students' responsibility to notify their RI so the damage can be repaired and documented.

## **Leaving Campus**

### **Sign In/Out Procedure**

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.

The sign in/out log requires each student to note his/her name, destination, time of departure, and time of arrival in a legible manner.

Students must sign out any time they leave campus. The one exception to this rule is the weekly trip to the Presque Isle Mall. Permission from the residential life staff is needed for any unsupervised trip lasting longer than two hours or extending outside of Limestone town limits. All students must have permission on the Automobile Permission form to travel with anyone other than their parents.

### **Overnight Permission**

Students seeking permission for an overnight excursion are required to submit an Overnight Permission Form along with written permission from parents/legal guardians to the residential life staff by 2:00 on Friday afternoon or at least 24 hours in advance of a non-weekend overnight trip. Students given permission to go on an overnight trip must sign-out prior to leaving campus. If staying overnight with a local family, a written invitation from the family is required.

Students do not need Overnight Permission Forms or parental permission to leave campus if they are going:

- Home for mandatory closings such as extended weekends and holidays
- On day trips with MSSM staff to school-approved functions and activities (e.g., sports trips, competitions, etc.)

### **Automobiles**

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 their vehicles 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.

Failure to abide by these regulations may result in loss or suspension of automobile privileges and may be considered a major school violation.

## **Student Activities and Athletics**

MSSM encourages students to balance their academic pursuits with social and recreational activities. There are a variety of clubs and organizations. Additionally, the residential life staff plans regular events. Ideas for new programs or activities should be suggested to a residential life staff member, student activity board members, or placed in the activities suggestion drop box.

### **Veterans' Gym Use**

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 through the MSSM office. Students are expected to respect visiting groups and the facilities when they use the gym.

For safety reasons shoes must be worn at all times in the gym even when in transit to the fitness room, multipurpose room or while socializing on the stage.

## **Indoor Pool**

The pool is available to students multiple days each week. Pool hours are posted in the dormitories and on the MSSM Extracurricular Activities Calendar. Students are expected to wear seasonally appropriate clothing when travelling to and from the pool.

## **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
- Swim Team
- Soccer
- Softball

## **MSSM Athletic Clubs**

MSSM will offer Cross Country and Track and Field to MSSM students as a pilot program for the 2015-2016 school year. MSSM will continue to explore ways to offer additional athletics not offered by RSU 39.

Students who will miss a meal due to an extracurricular activity or sporting event may fill out a Meal Request form. These can be found on Google Drive and in the Res. Life office and must be filled out at least 24 hours in advance.

# **Dormitory Guidelines**

## **Quiet Hours**

Quiet hours are times when noise is kept at a level that allows students to study, rest, or sleep. They occur during Structured Study, on the weekends before and during midterm and final exams, and every night from 10:00 pm – 8:00 am.

## **Structured Study Dorm Expectations**

Structured study hours are from 6:30 p.m. through 8:30 p.m., Sunday through Thursday evenings. During structured study, all students are expected to maintain a quiet environment in the residential hall and allow others to study and complete their homework. Common areas and lounges must also remain quiet during structured study. Group sizes in lounges may be limited by the residential life staff to maintain this quiet environment.

Students specifically assigned to structured study will use this time to study in their rooms with their doors open. These students who wish to work in groups or on class projects may use one of several areas in the residential hall after seeking permission from a residential staff member. If they utilize the learning center during this time, they must sign out on the Structured Study sign-out sheets.

## **Curfews**

### **On Campus Curfew**

Sunday – Thursday: All students must be on campus between 8:30 pm and 6:00 am.

Friday & Saturday: All students must be on campus between 10:00 pm and 6:00 am.

After On Campus Curfew, students must be on either the primary dorm campus or the manor campus. Students may utilize MSSM's shuttles to travel between campuses, but may not walk or use any other form of transportation after curfew. Please see the campus boundary maps provided to all students during orientation.

### **In Wing Times**

**Sunday – Thursday:** All students must be in their wings between 9:30 pm and 6:00 am.

**Friday & Saturday:** All students must be in their wings between 11:00 pm and 6:00 am.

### **In Room Times**

**Sunday – Thursday:** All students must be in their rooms between 10:30 pm and 6:00 am.

**Friday & Saturday:** All students must be in their rooms between 11:45 pm and 6:00 am.

### **Lights Out Times**

**Sunday – Thursday:** All lights in students' rooms must be turned off for the night by 11:00 pm.

**Friday & Saturday:** All lights in student rooms must be turned off for the night by 12:00 am.

Lights Out includes all lights other than small book lights or headlamps for reading. Computers and electronic devices must be turned off at this time.

## **Late Lights Requests**

Students may request an extension for lights out for academic reasons. This request must be made by In Wing. Students must have been studying during Structured Study for this request to be granted. If granted, this extension will last for no more than one hour after lights out. Timely Late Lights requests are rarely denied.

Under special circumstances, extensions are also possible for non-MSSM sponsored off-campus activities. Students should contact the On-Duty RI if they have such a request. In certain cases, students need written parental permission for off campus activities.

## **Inter-Wing Program**

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 sex into their wings or rooms. Doors to personal rooms must be opened a full 90 degrees with adequate lighting. This is a privilege that permits students to entertain and socialize in their rooms with other MSSM students of the opposite sex. Students will need parental permission in order to participate in inter-wing.

Signing in with the residential duty staff is required. All inter-wing visitors must be with their hosts when signing in with the residential staff. Inter-wing visitors are required to stay with their hosts at all times.

Appropriate visiting areas are the hallways, lounges and personal rooms. Students and parents will be presented with guidelines for appropriate inter-wing behavior during student orientation.

## **Guests**

All guests must be signed in by their hosts at the residential office immediately upon entry to the dormitory. All guests must adhere to MSSM rules and are the responsibility of their hosts. Guests must remain with their hosts at all times. Hosting or visiting privileges may be revoked at any time.

A guest is defined as anyone who does not live in the residential hall or is not employed by MSSM.

Guests are allowed in the residential hall within the following guidelines:

- Guests are permitted in the common areas including the gym and wings (male guests in male wings, female guests in female wings).
- Guests may not participate in inter-wing.
- Guests are not allowed during Structured Study.
- There are to be no more than two guests per MSSM host.
- No one should admit non-MSSM community members into a dormitory without staff approval.

Day Guests

- Day guests should not arrive before 8:00 am.
- Day guests must depart by in-wing time.

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

- Hosting students have submitted completed Guest Information Sheets to the Assistant Director of Residential Life by Wednesday at 4:00 pm.
- The guest is over 12 years of age and under 18 years of age.
- The Assistant Director of Residential Life has received written parental/legal guardian permission from both the host(s) student's parents and the guest's parents.
- The stay can only include Friday and/or Saturday nights.
- Check-in cannot occur before 4:30 p.m. on Friday. Checkout must occur before 6:30 p.m. on Sunday.

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 of the MSSM student
- Misconduct record or past behavior of guest
- Late request
- Incomplete Guest Information Sheet
- Restrictions by parents/legal guardians
- Exceeding number of guests per room or number of nights
- Lack of roommate agreement on Guest Information Sheet

## **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 as some of these days count as official school days.

Examples of closed weekends:

- Move-in weekend
- First weekend of classes
- SAT testing weekends
- Weekends prior to semester or final exams

- Prom (requests may be made to the Dean of Students for exceptions)

## **Movies**

Rated R movies should only be watched by students who are 18 or older and never shown in public areas without approval from the Dean of Students.

## **Sexual Intimacy**

To support adolescents in delaying sexual activity until they are ready for a mature and healthy relationships, MSSM prohibits sexual activity and overt displays of public- affection. During orientation, students and parents will be presented with guidelines of what are acceptable and unacceptable public displays of affection. MSSM strongly advocates abstinence, resistance to peer pressure, and offers educational sessions offered by the Director of Health Services. MSSM encourages students who are considering sexual activity to speak with their parents, a counselor, or a health educator about the issues of intimacy, accountability, and responsibility.

## **Dress and Grooming**

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

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

- No see-through apparel, bare midriffs, bare-back tops, short shorts, and micro skirts
- Footwear with soles must be worn in 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 the academic or residential buildings
- No obscene/offensive language or images on articles of clothing or accessories. This includes advertising that promotes products illegal to minors
- No items that could be interpreted as drug paraphernalia, weapons, or as being gang-related
- 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 administration. Any attire considered indecent, disruptive, or inappropriate must be changed.

## **Senior Privileges**

Senior Privileges may be granted after the fall progress reports. These privileges will be determined by the Residential Life Staff and the Dean of Students and may change from year to year.

# **Some Important MSSM Policies, Rules, and Procedures**

## **Gifts**

No employee of the Maine School of Science and Mathematics (MSSM) may accept any monetary gifts (including cash, checks, debit cards, gift cards, gift certificates, or any negotiable instrument) from

parents, board members, students, suppliers, vendors, etc., in any amount whatsoever. In the event that a monetary gift is offered, the employee should refer the donor to the President and CEO of the MSSM Foundation, Inc.

It is against MSSM policy for an employee to accept gifts from any person or business that conducts business, or expects to conduct business, with MSSM.

Further, it is unlawful for persons or businesses to give gifts to School staff and for School staff to accept gifts that are intended to improperly influence the School staff in the exercise of their duties. For the purpose of administrative guidance, gifts do not include advertising items of nominal value such as calendars, pens, or pencils. However, goods and services which involve a pecuniary benefit should be considered to be gifts.

Reference: Title 17-A M.R.S.A. Sections 602, 604, 605 and 606

## **Drugs and Alcohol**

MSSM supports a safe and healthy learning environment for students that are free of the detrimental effect of drug and alcohol.

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 on school grounds. Any person possessing, using, distributing or aiding in the distribution of illegal drugs, alcohol or drug paraphernalia shall be subject to disciplinary action as defined under the Disciplinary Process section of this handbook

If a student is 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, parents or legal guardians will immediately be contacted. Two administrators will then approach the student to conduct a full investigation. Depending on the findings the administration will notify the appropriate law enforcement officials and take disciplinary action if needed as defined in Disciplinary Process section of the Parent/ Student Handbook.

**Possession** is defined as having in one's room, vehicle, on one's person, or cached on or off the premise.

**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 or a law enforcement official. Refusal to take the test may result in the student being charged with the violation.

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

## **Tobacco Policy**

In order to promote the health, welfare, and safety of students, staff, and visitors and to promote the cleanliness of MSSM facilities, the Board of Trustees, and Maine law prohibits smoking and all other use of tobacco products in School buildings and other School facilities, on School buses, and on School

grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in School buildings, facilities, on School grounds, and buses during School-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board of Trustees policy, from selling, distributing or in any way dispensing tobacco products to students.

### **Dangerous Weapons**

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.

### **Immunization Policy**

Where MSSM is a residential School where students are in close proximity for extended times, it is particularly important that students are immunized.

All students who enroll in the School are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chicken pox). MSSM requires in addition that all students be immunized or show evidence of immunity from hepatitis A and meningitis. MSSM also recommends that students be inoculated with the appropriate flu vaccine every year.

Non-immunized students shall not be permitted to attend School unless one of the following conditions is met:

- A. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
- B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.
- D. The parents/guardians grant written consent for their child to be immunized by a public health officer, physician, Director of Health Services or other authorized person employed by or acting as an agent of the School.

The Executive Director shall exclude from the School any non-immunized student when there is a clear danger to the health of students, staff, and the general public as provided by law. If a student is absent from the School due to conditions in this paragraph for more than ten days, the Executive Director shall make arrangements to meet the educational needs of the student.



Any student not immunized shall be sent home in the event of an outbreak of any illness or disease above-stated for which the student is not immunized. Unvaccinated students in the case of an outbreak of disease in which they are not vaccinated against will be excluded from School for at least 16 days from the last identified case. The student will be allowed to return to the School once the School's medical personnel deem it appropriate. In the event that the student is sent home due to the conditions in this paragraph, the School is not required to provide tutoring, off-site classes, or other academic accommodations.

The Executive Director in consultation with School medical personnel has broad authority to modify the requirements of this policy as conditions and events change.

## **Medications**

MSSM's 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 MSSM's 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. Consequences will range from a verbal reprimand to restriction, and in some cases may include dismissal from school.

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 Director of Health Services, 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 Director of Health Services 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. 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. Habitually missing medications appointments is not acceptable. Consequences will range from a verbal reprimand to restrictions, and in some cases may include

dismissal from school.

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 MSSM's Director of Health Services 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 MSSM's staff member can pick up the medication. Failure by parents/legal guardians to provide prescriptions and/or payment of may lead to students being sent home until prescription and/or payment is received.

## **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. Harassment is illegal under state and federal laws. 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.

## **Hazing Policy**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any School personnel or a student enrolled in a public School.”

Injurious hazing activities of any type, either on or off School property, by any student, staff member, group or organization affiliated with this School, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the School shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this School that authorizes hazing, penalties may include rescission of permission for that organization to operate on School property or to receive any other benefit of affiliation with the School.

Persons not associated with this School who fail to abide by this policy may be subject to ejection from School property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board of Trustees. The ruling of the Board of Trustees with respect to the provisions of this policy shall be final.

A copy of this policy shall be included in all School, parent, and employee handbooks or otherwise distributed to all School employees and students.

## **Disciplinary Procedures and Guidelines**

To ensure a safe environment for each and every student, MSSM has the responsibility to enforce school rules and policies. MSSM believes that, healthy and appropriate relationships between students and staff as well as the guiding principles throughout this handbook are cornerstones to avoiding major disciplinary issues. As such, staff do all they can to support students by explaining rules and maintaining an open dialogue with them. Parents are often invited to participate when disciplinary issues arise.

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.

Students enrolled at MSSM are considered under MSSM jurisdiction, regardless of whether they are on campus or not.

MSSM works to avoid punitive consequences by treating students as individuals, providing opportunities for them to acknowledge mistakes, and listening to their concerns. Meetings with faculty, residential staff, and administration help identify the root of disciplinary issues. When their actions have impacted the community, MSSM will make every attempt to provide students the opportunity to accept responsibility by participating in restorative practices.

While this handbook provides a guide for disciplinary action, none of the procedures are guaranteed. MSSM reserves the right to proceed with a disciplinary response as it sees necessary depending on the circumstances. The school imposes consequences appropriate to the rule broken, taking into account a student's disciplinary history. In addition to consequences, the school provides support and requires counseling when necessary. Failure to adhere to the assigned consequences for any violation will result in additional disciplinary action.

Students are expected to cooperate honestly during investigations and will be held accountable for failures to comply. The level of cooperation and honesty a student exhibits influences MSSM's response to infractions. In the event students deny involvement, the school takes disciplinary action when reasonable evidence exists. Dishonesty or failure to cooperate during an investigation could result in the student being suspended or dismissed.

## Violations

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

### Minor Violations

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

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

For minor violations, consequence(s) may be assigned and monitored by the residential life staff or the matter may be referred to an administrator. 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 may apply. While the system of consequences is generally progressive, MSSM reserves the right to impose more severe consequences 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 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 or Battery
- Harassment or Hazing
- Possession, distribution, and/or use of a dangerous weapon
- Theft or Vandalism
- Substance use/abuse or distribution
- Gambling for profit
- Possession of pyrotechnics or other dangerous substances
- 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 key
- Dishonesty
- Exiting/entering the residential hall through windows
- Possession of pornography
- Possession and/or use of tobacco products inside or outside of school buildings
- Presence in non-authorized areas such as rooftops or other exterior structure

**Students are expected to obey state and federal laws as all illegal activity is reported to local law enforcement and could result in immediate dismissal and criminal prosecution. This is included but not limited to:**

- Assault and battery or other acts of violence
- Any act or threat of violence against an individual or against the school
- Distribution and/or the sale of drugs or alcohol
- Possession of dangerous weapons

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. 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 and remain with the student while attending MSSM.

## **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 minor or major violation.

## **End of Year Violations**

Graduating students who commit a major violation within the 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.

## **Disciplinary Process**

The Dean of Students is responsible for establishing and maintaining disciplinary procedures and monitoring all disciplinary matters relating to residential life. The Assistant Residential Director oversees day-to-day disciplinary decisions as they relate to minor rule infractions in the residential hall.

MSSM expects all students to follow the rules, guidelines, procedures and policies outlined in this handbook and will implement steps described in these sections, should other avenues of support fail.

### **Notification of Violations**

Students will always be notified verbally of minor and major violations and should expect this will be logged into Infinite Campus. The purpose of utilizing Infinite campus is to maintain consistency and is not a reflection of the severity of an infraction. When appropriate, the Assistant Residential Director or Residential Instructor will meet with the student to discuss the infraction. For major school violations students will meet directly with the Dean of Students . 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. For a major violation, students will additionally receive written notification within three (3) business days. If requested, students must respond to the notice within twenty-four (24) hours of receipt of notification.

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.

### **Searches and Inspections**

To protect and promote student safety, health and well-being, 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 community. To this end, MSSM shall have access and retain ultimate control of student rooms and vehicles, reserving the right to inspect and search student rooms/contents and vehicles at any time without prior notice. When reasonable suspicion arises, individuals may be searched along with their personal items, including, but not limited to: garment bags, handbags, book bags, athletic bags, and suitcases.

Searches or Inspections may include, but are 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 Halls are closed for long weekends and vacation periods.
- **Unannounced inspections:** From time to time staff will conduct 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 searches or inspections,

MSSM may utilize methods designed to detect the presence of illegal substances or objects.

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/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 in this handbook.

## **Consequences**

### **Restriction**

Students may be placed on one night restrictions for minor rule violations. Students placed on restriction must be in their rooms by 6:30 pm and remain there for the remainder of the night. Students on restriction may not have guests in their rooms. All computer use must be for academic reasons. Students who fail to comply with this computer use regulation may have their computers confiscated or its use confined to designated areas under close monitoring by the residential staff. Failure to comply with restriction rules may result in additional disciplinary action including weekend restrictions.

### **Weekend Restriction**

Weekend restriction begins at 6:30 on Friday evening and lasts all weekend. Students are not allowed to leave campus or participate in special events. Students may leave the dormitory between 10:00 am and 6:30 pm. They must have a face to face interaction with a residential staff member before doing so. Students must be in their rooms after 6:30 pm on Friday, Saturday and Sunday night. Students may not have guests in their rooms. If students need to go to the LC on Sunday night, they may do so after checking in with a residential staff member on duty. All computer use must be for academic reasons. Students who fail to comply with this computer use regulation may have their computers confiscated or only be allowed to use their computers in designated areas under close monitoring by the Residential Staff. Failure to comply with weekend restriction rules may result in additional disciplinary action including additional weekend restrictions.

### **Suspension and Dismissal**

The Dean of Students may issue at-home suspensions or recommend dismissals for major school violations, frequent minor violations, or when a student's behavior is detrimental to the welfare of the school. Students and parents/legal guardians are informed in person and/or via phone of the incident(s), then given an opportunity to respond.

Within 24 hours, the Dean of Students will meet with the student to determine the appropriate response. If suspension or dismissal is warranted, students and parents/legal guardians are informed immediately.

A written report specifying the reasons for the consequences is sent to students and parents/legal

guardians as soon as possible, but no later than five (5) school days from the date of notification. Once students are notified of the suspension or recommendation of dismissal, they are placed on restriction until they leave campus. Students must leave campus within 24 hours of the decision unless other arrangements are made with MSSM administration.

Students who are issued long-term suspensions, 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 dismissal or withdrawal occurs .

### **Emergency Suspension**

When the Dean of Students or Dean of Faculty become aware of serious student misconduct and feel 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 will be made aware of this and are expected to pick their child up from campus that day or make other arrangements that will immediately remove the student from school grounds. 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 outlining 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 or Dean of Faculty will conduct a complete investigation. All parties involved are informed of the results and any further disciplinary action that might be needed.

### **Appeals of Suspension and Dismissal**

Parents/legal guardians who request reconsideration of short-term suspension (10 or fewer days) before it is implemented must do so to the Executive Director immediately upon notification. An appeal meeting, which may occur via speakerphone, should be held within one (1) day of the request. Students are placed on restriction in the interim.

Parents/legal guardians who request reconsideration of a dismissal have the right to appeal. Students who appeal are required to submit a letter stating the reason(s) for the request within seven (7) business days of the notification of dismissal. 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 will make a decision within seven (7) business days. The Executive Director's decision is final.

## **LEGAL NOTICES**

### **Integrated Pest Management Notification**

#### **Pest Control**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper



food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

**Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

**Your Right to Know**

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator at 207-325-3794.

If you have any questions, please contact the Maine School of Science and Mathematics' Maintenance Director at 207-325-3794. For further information about pests, pesticides and your right to know, you may call the Board of Pesticides Control at the Maine Department of Agriculture at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

If information in this handbook is contrary to MSSM policy, the policy supersedes this handbook.

# Notes



# Student Resource Tree

