

# MSSM

MAINE SCHOOL OF  
SCIENCE AND MATHEMATICS

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

## PARENT/STUDENT HANDBOOK 2009-2010



## **Phone Number Reference**

**Administrative Offices.....207.325.3303 X 1000**

**Residential Office.....207.325.3322 X 1012**

**Residential Hall.....207.325.3322 + Room Extension**

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

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

# MAINE SCHOOL OF SCIENCE AND MATHEMATICS

## ▪ ACADEMIC YEAR 2009–10 ▪

JUL 09						
S	M	T	W	T	F	S
	MSSM	Boys	1 Summer	2 Camp	3 # 1	4
5	6 MSSM	7 Boys	8 Summer	9 Camp	10 # 2	11
12	13 MSSM	14 Girls	15 Summer	16 Camp	17 # 1	18
19	20	21	22	23	24	25
26	27 Aroost	28 Teen	29 Ldrshp	30 Camp	31 Week	

AUG 09						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10 Move-In RI	11 Faculty & Staff	12 Faculty & Staff	13 Faculty & Staff	14 Faculty & Staff	15 Move-In New Stu
16	17 Move-In Rtn Stu	18	19	20	21	22
23	24	25 Last Day To Add	26	27	28	29
30	31					

SEP 09						
S	M	T	W	T	F	S
		1	2	3 Last Day To Drop	4	5
6	7	8	9	10	11 BOT Dinner	12 ACT BOT
13	14	15	16 AML	17	18 PC 1245	19 PC Bus 0900
20	21	22	23	24	25	26
27	28 PR*	29	30			
						* PR = Prog Rpt

OCT 09						
S	M	T	W	T	F	S
				1	2	3 Comm Svc Day
4	5	6	7	8	9	10 SAT
11	12 Open House	13	14	15	16	17 PSAT
18	19 Acad Update	20	21 Class AM Bus 1245	22	23	24
25	26	27	28	29	30	31

NOV 09						
S	M	T	W	T	F	S
1	2 Acad Updates	3	4 AML	5	6	7 SAT
8	9	10	11	12	13 Last Day Tch Chg	14
15	16 Open House	17	18	19	20 Holiday Dinner	21 Bus 0900
22	23	24	25 Close at 1200	26 Office Closed	27 Office Closed	28
29	30					

DEC 09						
S	M	T	W	T	F	S
		1	2	3	4	5 SAT TW*
6	7 TW*	8	9 AML	10	11 TW*	12 ACT BOT
13	14	15 Exams	16 Exams	17 Exams	18 Bus 1245 Fac Mtg	19
20	21	22	23	24 Close at 1200	25 Office Closed	26
27	28	29	30	31		*TW = Themed Weekend

JAN 10						
S	M	T	W	T	F	S
					1 Office Closed	2
3	4	5 JT	6 JT	7 JT	8 JT	9
10	11 JT	12 JT	13 JT	14 JT	15 JT	16
17	18 Open House	19	20	21	22	23 SAT
24	25	26 Last Day To Add	27	28	29	30
31						

FEB 10						
S	M	T	W	T	F	S
	1	2	3 AML	4 Last Day To Drop	5	6 ACT
7	8	9 AMC 10/12	10	11	12 PW	13 JT Exhib Bus 1230
14	15 Office Closed	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAR 10						
S	M	T	W	T	F	S
	1 Open House	2	3	4	5	6 SAT TW*
7	8 PR	9	10 AML	11	12 TW*	13
14	15 Open House	16 AIME	17	18	19	20 Bus 0900 BOT
21	22	23	24	25	26	27
28	29	30	31			
						*TW = Themed Weekend

APR 10						
S	M	T	W	T	F	S
				1	2	3 School Field Trip
4	5	6 SMM	7 Acad Updates	8	9	10 ACT
11	12	13	14	15	16	17 Bus 1245
18	19 Office Closed	20	21	22	23	24
25	26	27	28	29	30 NEMM (SAT) (Prom)	

MAY 10						
S	M	T	W	T	F	S
						1 SAT Prom
2	3 AP	4 AP	5 AP	6 AP	7 AP	8
9	10 AP	11 AP	12 AP	13 AP	14 AP	15
16	17	18 Exams	19 Exams	20 Exams	21 BOT Sr Night	22 GRAD DAY
23	24 Faculty & Staff	25 Faculty & Staff	26 Faculty & Staff	27	28	29
30	31 Office Closed					

JUN 10						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Cary	22 Medical Center	23 Camp	24 Week	25 #1	26 Staff Arrive
27	28 Campers Arrive	29 MSSM	30 Boys	Summer	Camp	#1

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## **MISSION STATEMENT AND PHILOSOPHY**

### **Mission Statement**

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

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

### **Philosophy**

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

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

# ACADEMICS

## Academic Expectations

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

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

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

## Academic Integrity

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

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

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

- The verbatim reproduction or rephrasing of the content of any source that is not original as if it were one's own;
- The use of any thought, research, organization of material, presentation, or phrasing of another person as if it were one's own;

- The use of another person's laboratory data or conclusions without documenting that use;
- Any collaboration on assignments which are supposed to be completed independently;
- Copying the work or answers of others on assignments or tests;
- Allowing others to copy one's work or answers on assignments or tests;
- Multiple submissions of your own work from another school or another class are not permissible. For example: a student cannot take a paper that he/she did in English and submit it for a History class.

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

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

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

## MSSM Graduation Requirements

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

### Credits

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

### Other Requirements

- Students must successfully complete work job, ½ Wellness and J-Term. (1 credit for each year at MSSM)
- Students must be enrolled in 4 academic classes each semester. Anything over 5 academic classes or 2 AP classes requires special permission.
- Students must be enrolled in mathematics, laboratory science, English, work job and Fitness each semester at MSSM. In addition, all students must be enrolled in J-Term each year at MSSM.

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

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

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

\*\*\* Begins in the fall of 2009 for all new students

## Transfer Credit

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

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

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

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

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

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

## Grading

### MSSM Effort Grade Rubric

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

#### Throughout the semester the

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

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

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

### Work Assignment and Fitness Grading chart

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

	Very Good Work	Satisfactory Work	Needs Improvement	Unsatisfactory Work
1 -2 unexcused	<b>A</b>	<b>A-</b>	<b>B</b>	<b>C</b>
3 unexcused	<b>B</b>	<b>B-</b>	<b>C</b>	<b>C-</b>
4 unexcused	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>F</b>
5 unexcused	<b>C</b>	<b>C-</b>	<b>F</b>	<b>F</b>

### Add/Drop

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

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

### Academic Status

#### Academic Probation

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

All students placed on academic probation must meet with their academic teams<sup>1</sup> to review their progress and to develop an academic plan. Students, in conjunction with their academic teams, will

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

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

## **Academic Dismissal**

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

Students may be required to leave MSSM if they:

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

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

## **Appeals Process**

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

## **Continuing Enrollment**

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

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

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

## **Academic Reports**

### **Progress Reports**

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

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

## Report Cards

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

## Academic Alerts, Updates and Kudos

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

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

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

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

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

## Directed Studies

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

The completed proposal should be submitted to the Academic Dean at least one month prior to the semester the directed study will be in effect. Directed study proposals will not be accepted in December, January, or August. The Academic Dean will meet with student, the academic advisor, and the participating faculty member to consider approval of the directed study class. The following information should be considered when submitting a Directed Study Proposal:

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

## College Classes

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

- Obtain permission and signature of their academic advisor.
- Obtain permission and signature of the appropriate department chair.
- Obtain permission and signature of the Academic Dean.
- Pay all fees associated with the course.

## Attendance Policy

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

If a student 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 student's 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 Student's office.
- **Personal Illness:** A student may request an excused absence by visiting the school nurse. Personal illness will result in an excused absence provided the student has prior approval from the school nurse, physician, or administrator. The school nurse will not excuse any absence after the class (or a portion of the class) has already been missed. A student is not authorized to excuse him/herself from a class.

A Student is not automatically excused from classes because he/she has discussed his/her illness with the nurse. A minor illness, even though it may require attention from the nurse, is not considered a justifiable reason to miss class. A student excused from class due to illness must either remain in his/her room or the school health center until 6:30 a.m. the following day. An excused student is not eligible to attend any extracurricular activities or to sign-out. If a student violates these restrictions, any previously excused absences for that day may be revoked.

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

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

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

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

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

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

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

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

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

- **Excessive Excused Absences**

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

## Unexcused Absences

### Academic

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

**Unexcused absences are cumulative across all courses and required meetings.** The following procedures will be implemented following any unexcused absence:

- **First and Second Unexcused Absence:** A letter is mailed the student, the parents/legal guardians, advisors, teachers, and residential staff indicating the recording of an unexcused absence.
- **Third Unexcused Absence:** In addition to a letter being sent to the student, parents/legal guardians, and teachers, a student will have a conference with his/her advisor and is required to serve Friday night restriction from 7:30 p.m. to 10:30 p.m.
- **Fourth Unexcused Absence:** A conference is held with the student, his/her advisor and the Dean of Students. Following the conference, a letter is sent to all necessary people summarizing the meeting and outlining consequences that include weekend (Friday and Saturday) restriction.
- **Fifth Unexcused Absence:** The Dean of Students has a joint conference with the student's parents/legal guardians and his/her advisor to determine the cause, how to prevent further unexcused absences and the appropriate response which will include in-house suspension.
- **Sixth Unexcused Absence:** A student that acquires six unexcused absences is required to meet with the Dean of Students. A student who has accumulated six unexcused absences should expect to receive a short-term suspension.
- **Seven or more Unexcused Absences:** A student who acquires his/her seventh unexcused absence will meet with the Dean of Students. Long-term suspension or dismissal from MSSM is the possible outcome of this meeting.

### Non-academic

- ❖ **Work Assignment**

- **First Unexcused Absence:** The student will make up the missed work assignment on Sunday morning at 10:00 in the dining hall.
- **Second Unexcused Absence:** The student will make up the missed work assignment Sunday morning at 10:00 in the dining hall. The work assignment grade will be reduced from very good to satisfactory.
- **Third Unexcused Absence:** The student will make up the missed work assignment Sunday morning at 10:00 in the dining hall and will serve a Friday night restriction (in room from 7:00 to 10:00 p.m.). The work assignment grade will be reduced from very good to satisfactory.
- **Fourth Unexcused Absence:** The student will make up the missed work assignment Sunday morning at 10:00 in the dining hall and will serve a Friday night restriction (in room from 7:00 to 10:00 p.m.). A conference will be held with the student and his/her academic advisor.
- **Fifth Unexcused Absence:** The students will be required to make up the work assignment by working in the dining hall Sunday morning at 10:00 a.m. and will serve a weekend restriction consisting of being in their rooms both Friday and Saturday nights from 7:00 to 10:00 p.m. A student who does not meet the work assignment requirement will be required to make it up the following semester. If a seniors does not complete his/her spring semester work assignment, he/she will not receive a diploma from MSSM until he/she has completed

28 hours of services that are directly related to the MSSM. Partial credit will not be given for work previously done and a conference is held with the Dean of Students and the parents.

A student that accumulates more than five unexcused absences from his/her work assignment fails their requirement and will meet with the Dean of Students. Consequences of suspension or dismissal will be considered.

A student that misses his/her work assignment or who does not complete the work assigned will receive an unexcused for the day. Any student receiving an unexcused will be required to make up the work by serving dish duty. A student who accumulates six or more unexcused absences regardless of work effort will receive an F for their grade.

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

#### ❖ **Fitness**

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

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

## **Leaves of Absence**

### **Temporary Leave of Absence**

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

### **Medical Leave of Absence**

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

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

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

Similar to a medical leave, a personal leave of absence may be granted at the request of the family or required by the school. The decision to allow or require a personal leave is made by the Dean of

Students with input from faculty, RI's, medical staff, and administrative staff. The duration of this leave is typically from two to four days.

### **Personal Leave**

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

### **Absence Due to Suspension**

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

### **Textbooks and School Property**

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

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

## **COLLEGE COUNSELING**

As a specialized secondary school, one of MSSM's primary goals is to prepare students for college. The College Counseling Office plays an integral role in this process by assisting students in finding the most appropriate college matches through a combination of personal meetings and small seminar courses that begin in the spring of the Junior year. College planning, standardized testing and college financial aid information are all organized through the College Counseling Office and are available for both students and parents. The Director of College Counseling provides individualized exploration and planning throughout the process.

### **College Application**

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

### **Transcripts**

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

## Standardized Testing

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

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

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

### PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test is co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). The PSAT/NMSQ measures the critical reading, math problem solving, and writing skills that students have developed throughout their lives. MSSM requires all non-graduating students to participate in the PSAT testing program. The State of Maine pays for all in-state sophomores and juniors. Non-Maine students are required to pay \$13.00 on or before move-in day; no other registration is necessary. Students and parents/legal guardians may request information relative to financial aid from the Director of College Counseling.

### SAT

Approximately two million students take one or more SAT tests every year. The SAT Reasoning Test (SAT R) is taken as part of the MSSM admissions process. The SAT Subject Tests (SATS) measure understanding of a particular subject area. Many highly selective colleges require or strongly recommend taking two or three SAT subject tests (which may be taken during a single administration session). Ideally, SAT S's should be taken as close to completion of a course as possible regardless of a student's year of graduation.

Put of the actual test, correct answers, and the test taker's own answer sheet. The extra expense for this service may be worthwhile in analyzing students' SAT performances.

### ACT

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

### AP

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

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

- MSSM **School Code** is 200574
- MSSM Test Center Code for the ACT Test is 5521
- MSSM Test Center Code for the SAT Test is 20-217

## ACT, SAT, and PSAT Test Codes and Test Dates for 2009-2010

### 2009-2010 ACT<sup>®</sup> Test Dates at MSSM

2009		2010	
Saturday, September 12			Saturday, February 6
Saturday, December 12			Saturday, April 10

### 2009-2010 SAT<sup>®</sup> Test Dates at MSSM & Registration Deadlines

2009		2010	
Saturday, October 10			Saturday, January 23
Saturday, November 7			Saturday, March 6
Saturday, December 5			Saturday, May 1

### 2009-2010 PSAT<sup>®</sup> Test Date at MSSM

2009		2010	
Wednesday, October 14			

### PSAT/NMSQT Fees

The fee for the 2009 PSAT/NMSQT is \$13. (Note: Schools sometimes charge an additional fee to cover administrative costs.) The College Board makes fee waivers available to schools for students in eleventh grade from low-income families who can't afford the test fee. See your counselor for more information about fee waivers.

### Test Codes at MSSM

MSSM School Code	MSSM Test Center Codes
<b>Needed to register for:</b>	<b>Needed to register for:</b>
<b>ACT and / or SAT: 200574</b>	<b>ACT: 5521</b>
	<b>SAT: 20-217</b>

# FINANCES

## Resident/Non-Resident Room & Board (R&B) and Tuition

MSSM is funded directly by a state appropriation, supplemented by R&B and other fees, much like (but considerably less than) the university system. Although there is no tuition for Maine residents, families are responsible for paying R&B fees. A few non-resident students also pay tuition in addition to R&B. Non-refundable deposits are applied to R&B. Consult the Admissions Department or Business Office for current R&B/tuition fees.

Statements for admitted students are first issued in July, the start of our fiscal and academic year.

Some Maine towns without a high school or not part of a district will “tuition” their students to other communities. If this is the case, your town or municipality may be willing to pay some or all of the R&B fee. Scholarships from local groups may also be available. Parents should ask local officials about such possibilities.

MSSM policy adopted by the Board of Trustees in May of 2009 states that:

*“All students must meet their financial obligation to the school each year. Students whose accounts are in arrears at the conclusion of a school year will not be eligible to re-enroll for the next school year.”*

## Other Costs

In addition to R&B, there are miscellaneous fees or charges during the academic year. Some of these are optional, and some will appear on your monthly statements. : Other costs include standardized testing fees (see College Counseling section), yearbook, prom, graduation gown, and activities students elect to join.

Families/guardians of both resident and non resident students must arrange medical/health insurance.

## Financial Aid for R&B (Maine Residents)

For financial aid consideration, we recommend that families complete a financial aid application using FACTS. The FACTS Grant & Aid Assessment application, very similar to college financial aid applications, calculates an “Applicant Need”, an estimate of the amount the family should be able to contribute toward R&B. We review these reports to determine appropriate R&B billing, making every attempt to keep family financial obligations to a minimum. Families should discuss financial aid concerns with the school business office.

To initiate the FACTS financial aid application, go online to [www.factstuitionaid.com](http://www.factstuitionaid.com) or call the MSSM business office for paper forms and information. Processing fees should be paid directly to the processor. Financial aid applications should be completed by the 1<sup>st</sup> of July.

## Refund Policy for Student Withdrawals or Early Departures

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

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

<u>Departure:</u>	<u>Amount Owed by Family:</u>
Prior to 1 <sup>st</sup> day of School	0%
During the 1 <sup>st</sup> week	10% of \$7800 - \$150 Non-refundable Deposit = \$765
During the 2 <sup>nd</sup> week	20% of \$7800 - \$150 Non-refundable Deposit = \$1530
After the 2 <sup>nd</sup> week	100% of \$7800 - \$150 Non-refundable Deposit = \$7650

### **Internet Connections**

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

### **Phone Service**

Residential rooms are configured with standard phone jacks, but students must bring their own phones. The school does not charge for incoming or local calls, but students must pay for chargeable outgoing calls (calling cards recommended). A commercial antenna-repeater on the school roof provides a strong domestic cellular signal, although Canadian signals may be encountered when traveling locally or during periods of local antenna downtime. Consult your cell phone carrier for billing practices and tactics, since domestic/international roaming charges may apply, depending on your plan and cell phone settings. Cell phone service is subject to climatic conditions and occasional outages/maintenance. Please establish a communication plan to account for such circumstances or family emergencies.

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

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

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

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

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

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

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

## Internet

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **E-mail**

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

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

School email accounts are not guaranteed over the summer between school years. Students should forward important email messages to another account, download them, or retain hardcopies as the school takes no responsibility for the integrity of the email system. However, the school does expect Google™ Mail (GMail™) to be significantly more dependable than an onsite mail server.

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

## Software

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

## Inappropriate Computer Activity

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

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

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

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

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

## **Computer System Misuse Penalties**

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

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

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

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

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

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

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

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

## **Course Management Software**

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

## **Lab Tech Program**

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

## **Questions Relating to MSSM Technology**

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

# **RESIDENTIAL LIFE**

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

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

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

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

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

## **Student Code of Ethics**

As a student I will:

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

As a Student I will not:

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

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

## **Rights and Privacy Act**

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

MSSM will disclose information to other parties only as follows:

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

## **Residential Life Staff**

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

The school nurses and the school counselors are also links for students in the residential setting.

## **Rooms/Wings**

### **Room Assignments**

An important part of the residential experience is learning how to live with roommates. Changing roommates or rooms is strongly discouraged and will be approved only when all avenues have been exhausted and all parties agree that a change is in everyone's best interest. Students experiencing roommate conflicts should, after attempting to resolve their conflicts, contact their RIs.

### **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 their rooms in a manner that interferes with the operation,

- maintenance, or use of smoke detectors, sprinkler heads or pipes, nor decorate their rooms in any manner that creates a fire hazard or is otherwise deemed unsafe.
- No candles, matches, lighters, chemicals or incense are allowed in rooms or other areas of the residential hall.
  - No coverings on light fixtures are allowed.
  - Arrangement of furniture must meet safety and residential hall maintenance requirements.
  - Doors must be able to open fully, with a clear path from the door to the window and from door to beds.
  - The heating system cannot be interfered with.
  - All room furnishings must remain in room.
  - Beds may only be raised with approval of MSSM.
  - Mattresses may not be placed on the floor. Only one mattress per bed is permitted.
  - Tapestries or cloth wall hangs are not permitted on walls.
  - Posters and paper products cannot cover more than 10% total wall space and are not allowed outside of rooms.
  - Students' names must be clearly displayed on the outside of their room doors.
  - Decorations that promote alcohol and drugs are not permitted.
  - Pushpins and poster putty are the only two items allowed to hang posters and/or pictures.
  - Ceiling tiles may not be removed for any reason.
  - Halogen lamps are not permitted.
  - No pets, including fish requiring a filter system
  - Traffic signs, street signs, and political signs are not acceptable decorations.
  - Decorations that show nudity are not permitted.
  - Office type chairs are permissible. Sofas, futons and other similar types of furniture are not permitted.

### **Housekeeping and Inspections**

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

All students are responsible for helping maintain the family common areas in a clean and orderly manner. omit clean up after themselves. To pass room inspection, a student's room needs to have:

- Floors neat and clean
- Beds made
- Trash cans emptied
- Refrigerators clean
- Furniture location approved
- Clutter picked up

Continued unsanitary room conditions subject the student to parental notification and/or disciplinary action.

### **Damages**

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

### **Room Changes**

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

## **Bathrooms**

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

## **Security**

Students must accept the primary responsibility for safeguarding property and preventing theft. Labeling personal items and engraving valuables is advised. MSSM suggests parents/legal guardians list their children's belongings on their homeowner's or renter's 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. The school is not responsible for lost, stolen, or damaged items. Any incident of theft or loss should be reported to an RI immediately.

## **Key Card**

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

## **Identification Card**

New students are issued a Student ID Card at the beginning of the year. Returning students will continue using the ID issued to them their first year. This card serves as a meal ticket for all. Students need their cards in order to eat in the school's dining hall. Replacement cost is \$10.00. Cards are the property of MSSM and must be returned upon departure from MSSM.

## **Safety**

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

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

## **Fire Drills**

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

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

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

## Closing and Lights Out

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

Sunday 7:00 pm – Friday 5:00 pm

### **On Campus**

Sunday – Thursday 7:30 pm - 7:00 am  
Friday & Saturday 11:00 pm - 7:00 am

### **In-Wing**

Sunday – Thursday 10:30 pm - 6:00 am  
Friday & Saturday 11:30 pm - 7:00 am

### **In Room**

Sunday – Thursday 11:00 pm  
Friday & Saturday 12:00 am

### **Lights out**

Sunday – Thursday 12:00 midnight  
Friday & Saturday 1:00 am

### **Sophomores**

Sunday - Thursday 10:30 pm  
Friday & Saturday 11:30 pm

### **Sophomores**

Sunday – Thursday 11:00 pm  
Friday & Saturday 11:30

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

## Inspections

MSSM's policy is that students' rooms, residential hall common areas, and student vehicles must be free of drugs, alcohol, tobacco, weapons and any other substances that may be harmful to the safety or health of the community. MSSM retains ultimate control over student rooms, vehicles, and their contents, and reserves the right to inspect and search as necessary to enforce its policy. Depending on the circumstance, individuals may be searched along with their personal items, such as, garment bags and contents, including, but not limited to handbags, book bags, athletic bags, and suitcases.

To protect and promote student safety, health and well-being, and to enforce the rules of the school, MSSM shall have access to student rooms and vehicles at all times without prior notice to students. Students should be aware that the contents of their rooms and vehicles are subject to inspections by MSSM at any time.

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

- Maintenance: MSSM maintenance personnel have access to student rooms at all times in order to perform their duties as assigned by MSSM. They are expected to report any inappropriate activities or items they observe while performing their duties.
- Room Inspections: Staff will conduct scheduled room inspections with prior notice to students, and will inspect each room after the Residential Hall is closed for long weekends and vacations periods.
- Unannounced inspections: From time to time staff conducts unannounced inspections of student rooms.
- Enforcement of school rules: The administration may authorize entry of student rooms or vehicles at any time without prior notice to ensure compliance with school rules and state law. As much as is possible, students will be present for such searches.
- Canines, metal detectors, and devices: In conducting room or vehicle inspections, MSSM may utilize methods designed to detect the presence of illegal substances or objects, including, but not limited to, drug-sniffing canines and metal detectors.

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

During the course of any inspection or search, evidence of any inappropriate activity or unauthorized object that is in plain view of the inspector will be confiscated and appropriate disciplinary actions will follow. Further, the contents of a student's personal furnishings or belongings will be inspected if the staff

member has reasonable suspicion that the item contains prohibited articles or substances, or if there is evidence of violation of school rules or state law.

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

## Study Hours

Structured study hours are from 7:30 p.m. through 9:30 p.m. Sunday through Thursday evenings.

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

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

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

- Quiet Hours begin Sunday at 7:00 p.m. and remain in effect until Friday afternoon at 4:00 p.m.
- Study Hours: Sunday through Thursday from 7:30 p.m. to 9:30 p.m. During these times students should be actively involved in studying.

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

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

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

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

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

## Leaving Campus

### Sign In/Out Procedure

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

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

- Students sign out when leaving campus

- Students sign out each evening Sunday through Thursday between 7:00 p.m. and 10:30 p.m. when leaving the residential hall,
- Students may not be off campus Sunday through Thursday after 7:30 p.m. or Friday and Saturday after 11:00 p.m.

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

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

If a student leaves the residential hall following evening study, he/she must sign out and must stay on campus. Students may not go into the academic building or any area surrounding the academic building. When swimming is held, students should enter and exit through the outside pool door.

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

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

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

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

## **Overnight Permission**

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

Students seeking permission for an overnight excursion with a local family (host family, friend's family, etc.) must submit an Overnight Permission Form; submit written permission from parents/legal guardians, along with a written invitation from the family they will be visiting. Students with approval to sign out to a local family overnight must be signed out by an adult (age 21 or older) member of that family and may only ride with adult (age 21 or older) members of that family.

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

## **Nurse**

MSSM employs a school nurse and a nursing assistant who are available throughout the day Monday – Friday. The nurse's office is located at 38 Trafton Street. The school nurse performs first aid services, health care counseling, and aids students in making medical and dental appointments. (Routine health care appointments should be scheduled during times when students are at home). Students and their families are responsible for costs incurred by these appointments.

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

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

## Automobiles

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

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

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

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

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

## Sexual Intimacy

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

## Inter-Wing Program

Friday and Saturday evenings from 7:00 to 10:00 are designated for Inter-Wing visitation. During these times, students may invite members of the opposite gender into their wings or rooms. This is a privilege that permits students to entertain and socialize in their rooms with other MSSM students of the opposite gender.

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

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

## Dress and Grooming

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

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

- See-through apparel, bare midriffs, bare back tops, short shorts, and micro skirts are not permissible.
- Footwear with soles must be worn in the Residential Hall / dorm, the academic building and on school grounds. Students without proper footwear cannot be served in the dining hall nor

- permitted to do their work assignments. No spikes or cleats may be worn in the academic or residential buildings
- Obscene/offensive language on articles of clothing or accessories is prohibited. This includes advertising that promotes products illegal to minors.
  - For females, one-piece swimsuits are required in the LCS/MSSM pool.
  - Any items that could be interpreted as drug paraphernalia are not permissible.
  - Any items that could be interpreted as weapons or as being gang related are not permissible.
  - Hats are prohibited in the Limestone Community School. In the interest of promoting a congenial community, please remove headwear in areas shared with LCS.

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

## Guests

Guests, including day guests, must be signed in by their host at the residential desk. Guests are under MSSM rules and are the responsibility of their hosts and must remain with their hosts. Hosting or visiting privileges may be revoked at any time.

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

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

- Guests between the ages of 12 and 20 are permitted in the residential hall , including the common areas, gym, and wings (male guests in male wings, female guests in female wings). Guests 21 years of age or older may only visit in the common areas and are not permitted in the wings without special permission from the Director of Residential Life.
- Guests are allowed during the following times:
  - Sunday 8:00 a.m. to 7:00 p.m.
  - Monday through Thursday 8:00 a.m. to 7:00 p.m.
  - Friday 4:00 p.m. to 11:00 p.m.
  - Saturday 8:00 a.m. to 11:00 p.m.
- There are to be no more than two guests per MSSM host.
- All guests should enter the building via the circular drive entrance. All other entrances are locked (specifically the gym entrances). No one should admit non-MSSM community members via these doors.
- Signing in is an agreement to follow the MSSM rules. Failure of guests to follow these rules will result in loss of privileges for guests and possibly their hosts.
- Guests must be introduced to a member of the residential staff upon entering the building.

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

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

- Hosting students have submitted completed Guest Information Sheets to the Director of Residential Life at least 48 hours prior to the guests' arrival.
- The guest is over 12 years of age and under 21 years of age.
- The Director of Residential Life has received written parental/legal guardian permission for those less than 18 years of age and written permission from both host students and inviting students, if different.
- The stay can only include Friday and/or Saturday nights.
- The total duration of a visit cannot exceed 48 hours.
- Check-in cannot occur before 3:30 p.m. on Friday. Checkout must occur before 7:00 p.m. on Sunday.
- Guests are not allowed during orientation and graduation weekends or during finals week. (Guests may also be limited during special events and on weekends prior to any standardized testing.

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

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

## Closed Weekends

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

*These weekends are:*

August 15-16  
Oct 9-10  
January 23-24  
March 26-27

September 18-19  
November 6-7  
February 12-13  
April 9-10

October 2-3  
December 4-5  
March 5-6

## Campus Work Program

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

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

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

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

Seniors who receive unsatisfactory grades in the spring semester do not receive their diplomas until they have satisfactorily completed a term's worth of work (at least 30 hours).

## Student Activities

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

- Weekend mall trips
- Ice skating in Presque Isle
- Wall climbing at UMPI
- Magic competitions
- Pancake night
- Dances
- Outdoor activities
- Campfires
- Clubs
- Seasonal Festivities

## Gym Usage

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

## Athletics

In conjunction with RSU 32, the following interscholastic sports are available for both male and female athletes through the Maine Principals' Association (based upon funding and student interest):

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

## Residential Policies

### Drug and Alcohol Policy

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

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

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

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

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

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

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

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

### Tobacco Policy

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

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

## Dangerous Weapons Policy

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

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

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

## Immunizations

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

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

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

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

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

## Immunization Requirements

1. MENINGITIS VACCINATION: TO BE DONE AND DOCUMENTED ON THE IMMUNIZATION RECORD BEFORE ARRIVING TO SCHOOL IN AUGUST. STUDENTS WILL NOT BE ALLOWED TO REGISTER AND CHECK INTO THE DORMITORY UNLESS THIS VACCINATION HAS BEEN GIVEN
2. PPD TEST (FOR TUBERCULOSIS): TO BE DONE AND DOCUMENTED ON THE IMMUNIZATION RECORD BEFORE ARRIVING TO SCHOOL IN AUGUST. POSITIVE REACTIONS REQUIRE THE SCHOOL NURSE TO HAVE A CONVERSATION WITH THE STUDENT’S HEALTH CARE PROVIDER BEFORE THE STUDENT ARRIVES TO SCHOOL.
3. INFLUENZA (FLU) VACCINE (IF THERE ARE TWO, THEN BOTH ARE REQUIRED.)

## MSSM Medication Policy

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

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

contacted. Students found with more than the allowable amount of OTC medication will receive consequences.

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

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

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

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

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

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

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

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

## **Harassment Policy**

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

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

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

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment, educational decisions or status.

- Such conduct has the effect of creating an intimidating, hostile, or offensive work or living environment, or unreasonably interferes with a person's work performance
- A third party is offended by the sexual conduct or communications of others

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

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

### **Practical Jokes or Pranks**

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

### **Violation and Consequences**

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

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

Students are accountable for upholding school rules while under the jurisdiction of the school. Students enrolled at MSSM are considered under MSSM jurisdiction regardless whether they are on campus. MSSM is obligated to take action when students have broken a rule or have failed to uphold community standards. Students are expected to cooperate during an investigation and can be held accountable for failure to comply. The level of cooperation and honesty a student exhibits influences MSSM's response to rule infractions.

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

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

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

### **Minor Violations**

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

- Disregard for sign-in and/or sign-out procedures
- Use of inappropriate language
- Failure to comply with lights out policy
- Failure to adhere to campus boundaries
- Exiting/entering the residential hall through windows
- Possession of pornography
- The possession and/or use of tobacco products outside of school buildings.
- Being in non-authorized areas such as rooftops or other exterior structures.

### **Notification**

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

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

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

If an incident occurs in which there are multiple violations on the same level, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s). However, if an incident occurs in which there are multiple violations on different levels, then the most severe consequence of either the higher level or the consequence based on the frequency of the offense on the lower level, will apply. While the system of consequences is generally progressive, MSSM reserves the right to impose more severe consequence than outlined under the progressive system when the administration determines aggravating factors are present.

### **Consequences**

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

## **Major Violations**

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

- Assault
- Harassment
- Possession, distribution, and/or use of a dangerous weapon
- Theft
- Vandalism
- Substance use/abuse
- Gambling
- Acts that compromise safety (e.g. tampering with safety equipment, possession of lighters or other incendiary objects in the residential hall or other buildings, etc.)
- Unauthorized possession of any residential hall or school building master key
- Failure to abide by residential hall policies (e.g. unauthorized presence in a wing of the opposite gender, exiting the residential hall after curfew, etc.)
- Dishonesty
- Not being a positive and cooperative member of the community

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

the school and individuals; repeated or egregious violations of residential rules; sexual activity in public areas or residential hall rooms; expressing anger to other members of the community with the use of profanity; or classroom behavior that interferes with the rights of other students or hinders the learning process.

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

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

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

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

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

## **Consequences**

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

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

## **Disciplinary Process**

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

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

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

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

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

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

the suspension, dismissal or withdrawal occurred.

## **Appeals**

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

## **Review Process**

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

## **Accumulation of Violations**

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

## **End of Year Violations**

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

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

## **Restriction**

Unless otherwise noted, students placed on restriction are allowed to leave their residential hall rooms solely for the purposes of attending classes, required events, and meals in the cafeteria. Whenever students on restriction leave for one of these reasons, they must sign out and then sign back in immediately upon their return.

## **Suspension and Dismissal**

### **Short Term Suspension**

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

The procedure for suspending students is as follows:

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

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

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

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

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

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

### **Emergency Suspension**

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

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

## **MSSM Work Assignment Program**

### **Our Goal**

The work program at MSSM is an important part of students' total educational experiences. Students are assigned work jobs that offer support to staff. The work program is designed to allow students to learn the dignity of labor. The program also creates a sense of investment in the welfare of the school. A graduation requirement, all students are assigned a minimum of two hours of work per week. The director of the work assignment program assigns students work assignments that are acceptable to MSSM.

