

Loranger Middle School

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WE REACH AT THE BEACH

Education at Old Orchard Beach: a cooperative venture among home, school and community that promotes and models excellence in learning.



"Building the Bridge to Lifelong Learning"

2007/2008 Parent/Student Handbook

LORANGER MIDDLE SCHOOL

STAFF/FACULTY LIST

2007-2008



Administration

Mr. Matthews	Superintendent of Schools
Mr. Crocker	Principal
Mrs. Smyth	Assistant Principal
Mrs. Ford	Director of Special Education
Mrs. Hayden	Curriculum Coordinator
Mrs. Lewis	Food Service Director
Ms. Moutsatsos	Athletic Director
Ms. Spencer	Office Secretary
Ms. Picard	Office Secretary
Ms. Tselikis	School Health Coordinator

Faculty

Room

Grade 4

Mrs. Allen	Team Leader	8L
Mrs. Paige		14L
Mr. Poirier		5L

Grade 5

Mrs. Clark		16L
Mrs. Day		7L
Ms. Ferrante	Team Leader	13L

Grade 6

Mrs. Bartlett	Math, Team Leader	4
Mrs. Gaudreau	Social Studies	2
Mrs. Johnson	Language Arts	2A
Mrs. Sangillo	Science	3L

Grade 7

Ms. Biette	Math	11
Mr. Nye	Science, Team Leader	Lab 2
Mr. Plante	Social Studies	12
Mrs. Tower	Language Arts	8

Grade 8

Ms. MacDonald	Language Arts	10
Mr. Regula	Social Studies	9
Ms. Seaver	Science	Lab 1
Mrs. Skeffington	Math, Team Leader	5

Allied Arts

Mrs. Bolduc	Art, Team Leader	Art Studio
Ms. Dorr	Chorus	Stage
Mrs. Drown	Library Media Specialist	Library
Ms. Lemaire	French	3L
Mrs. Lurvey	Family Cons. Science	FCS Lab
Mr. Regan	Physical Education	Gym
Mr. Shabo	Music/Band	Music
Ms. Smarc	Health	1
Ms. Stearns	Computer Technology	9L

Specialists

Ms. Ledew	School Nurse	1L
Mr. Michaud	Social Worker	S.W. Office
Mrs. Nason	Guidance Counselor	Guid. Office
Ms. Kline	Spurwink Counselor	

Special Education

Mrs. Cone-Sabo	Grades 6-8	7a
Mrs. Eschenbrenner	Grades 4/5	4L
Mrs. Feigenbaum	Grades 4/5	6L
Mr. Jeremy Floyd	Grades 6- 8	6
Mrs. Roberge	Grades 4/5	15L
Mrs. Welzel	Speech/Language, Team Leader	

Title One

Ms. Hemphill	Title One	2L
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Alternative Education

Mr. Knowles	Grades 8-12	Lion's Club
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Educational Technicians

Ms. Bill	Special Education
Ms. Dupee	Special Education
Mr. Heath Floyd	Special Education
Mrs. Hibbard	Special Education
Mrs. Hinkle	Special Education
Mrs. Hoops	Library Media
Mrs. Howe	Title I
Mrs. King	Physical Education
Ms. Moutsatsos	Special Education
Mr. Jerome Plante	Special Education
Ms. Sargent	Special Education

Custodians

Mr. Bineau
Mr. Kerrick
Mr. Marston
Mr. Tourangeau

Kitchen Staff

Mrs. Chamberlin
Mrs. Descoteaux
Mrs. Goulet
Mrs. Maynard
Mrs. Timmons

SECTION I - SCHOOL INFORMATION

ACADEMIC GRADING

Grades 4 & 5:

Students in 4th and 5th grade receive a report card three times during the school year; these terms are called trimesters. The reports are designed to show progress a student has made in each area of study through a leveled system and not with letter grades. These report cards will measure a variety of academic and behavioral goals.

Grades 6-8:

Students in grades 6-8 also receive a report card three times a year; these terms are called trimesters. Grades are indicated numerically or with a letter grade when necessary. The grade table is as follows:

A = 100-93

B = 92-85

C = 84-77

D = 76-70

P = Passing

F = 69 and below, failing

The grade achieved at the end of each trimester is the grade that will be recorded on the student's permanent record.

ACADEMIC HONOR ROLL - Grades 6-8

After each trimester, grades are compiled and High Honors and Honor Roll lists are established. To be eligible for High Honors, a student must earn no less than an "A" average in each class. To be eligible for Honors, a student must earn at least a "B" average in each class, with no more than one "C" grade. The "C" grade must be offset by at least one "A" grade to have a "B" average.

ACADEMIC PROGRESS REPORTS

Progress reports will be sent home during the middle of each trimester for 4th and 5th grade students ONLY. These reports communicate students' strengths and/or weaknesses to parents. Because parents of 6th-8th grade students have access to students' grades via the PowerSchool Parent Portal, parents receive information on student progress regularly. If a parent/guardian does not have a home computer, our computer lab is always available for use. Furthermore, if a parent/guardian of a 6th -8th grade student does not have home computer access and would like to receive a printout of their child's grades, they may submit a written request.

ACADEMICS

All students take classes in Math, Social Studies, Language Arts, Science, Health, Art, French, and Physical Education. Allied Arts classes are offered as follows:

- Music instruction - 4th, 5th, and 6th grades
- Computer Technology – 4th, 5th, 6th, and 7th grades
- Family Consumer Science – 6th, 7th, and 8th grades



ACCIDENT INSURANCE

The Old Orchard Beach School System does not provide student insurance; however, insurance may be purchased through the school system at a reduced/group rate for students. Any student participating in a competitive extracurricular activity must show proof of insurance. Students receive information on student insurance at the beginning of the school year.

ACCIDENTS

Every accident in the school building or on the school grounds, at practice sessions, or any event sponsored by the school, must be reported immediately to the person in charge and to the school office.

AGENDAS

Loranger Middle School provides each student with a school agenda/planner, which is used to organize assignments and projects. Parents are encouraged to view these agendas **every night**. Students use agendas to assist communication between home and school and to help organize their academic study. **Students keep their agendas with them at all times.** The fee for a lost agenda is \$5.00.

ANNOUNCEMENTS

Our secretaries and/or administrators make daily announcements at 8:00 A.M. and 2:15 P.M. The Principal or Assistant Principal screens all student announcements. The public address system will be used during class time only for urgent bulletins that cannot be handled in any other way. Classes will not be disturbed for personal reasons. Many announcements are placed on the PowerSchool Daily Bulletin. Parents are encouraged to view this site daily.

ANTI-DISCRIMINATION STATEMENT

The Old Orchard Beach School Department does not discriminate on the basis of race, color, religion, national origin, sex or handicap in its programs and activities.

It is the policy of the Old Orchard Beach School Department to provide a free appropriate public education to each student with a handicap within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals With Disabilities Education Act (IDEA).

Copies of the Old Orchard Beach Affirmative Action Policy are available in the main office. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael Pulsifer, Affirmative Action/504 Coordinator
Jameson School, 934-2891

If there is a perceived conflict with the Affirmative Action Coordinator, please contact the Superintendent of Schools Rick Matthews (934-5751), who will appoint an alternate.

ARRIVAL TO SCHOOL

Students who are walkers or are driven to school in the morning should arrive no earlier than 7:30 A.M. Parents should be aware that there is no supervision before that time. Once a student arrives on school property, he/she is not allowed to leave without parent permission.

ASSEMBLIES

An announcement will be made from the office prior to a general assembly. All classes will sit in an assigned area with their supervising teacher. At all times, the student's behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole, whether or not guests are present. Unacceptable conduct would include the following: whistling, uncalled-for clapping, boisterousness, and/or talking during a program.

ASSESSMENTS

Students are assessed in a variety of ways throughout the school year. Assessments are valuable tools that document student progress and inform classroom instruction. The following assessments are given throughout the school year; parents are encouraged to make sure student(s) are present during these times:

- Fall NWEAs – September
- MEAs – March
- School-wide Writing Prompt – early May
- Spring NWEAs – May

The NWEA (Northwest Evaluation Association) is a computerized adaptive assessment that targets student's strengths and areas of improvement in reading, language usage, and math. The state-mandated MEA (Maine Educational Assessment) is given to all grade levels at Loranger. Students in grades 4 and 8 are tested in math, reading, and science. Students in grades 5 and 8 complete a writing prompt; and students in grades 5, 6, and 7 are assessed in math and reading. Combined with classroom performance, this assessment information gives a well-rounded view of a student's performance and his or her level of understanding on various learning targets.

ASSIGNMENT OF STUDENTS

Students will be assigned to appropriate grade levels and teachers. If parents would like to submit information to assist the principal in this process, they should come to the office and request a parental student placement form, fill it out, and then submit it to the principal before April 30. Consideration will be given to parental input when assigning students.

ATHLETIC ELIGIBILITY

See section titled Student Activities.

ATTENDANCE/PLANNED ABSENCES/REQUEST FOR SCHOOLWORK

Class attendance is considered to be a basic educational requirement for passing a subject and for grade promotion. Classroom instruction, and the discussions which take place in the classes, are important parts of each course and of the educational process. When a student misses class, that part of the instruction cannot be replaced.

Steps to follow when a student is absent:

1. Parents/guardians must telephone the school to inform the office of a student's absence before 8:00 A.M. on the day of the absence. Please respect that our school secretaries are required to call home when a student is reported absent from class. A phone call in advance is much appreciated.
2. The office will accept a written note (signed by a parent) in anticipation of a student's absence.
3. Present the written excuse to the office any time before 8:00 A.M. prior to the absence.

Missed work is the student's responsibility. Students should make arrangements to get any missed assignments from teachers and, if necessary, set a time to stay after school or see the teacher for assistance. If a student has been absent **three or more days**, parents may call the main office to request

homework assignments before the student returns. **For one or two day absences the student is expected to contact a classmate to get the missed assignments.** Make-up work for any absence should be completed within one week of return.

If a parent is planning to take a student out of school for plans that are prearranged; for example, a family trip or other outside-of-school experience, parents must submit a Planned Absence Form (The form can be obtained at the main office or on the school website.). This is to be submitted at least five days prior to departure. This is an official request for teachers to gather student work. ***Please note that Loranger Middle School does not look favorably upon extended absences from school for vacations.***

Attendance reports will be run weekly, and parents can expect official letters of concern when a student reaches 7 absences per trimester. These letters are our attempts to begin a process of improving student attendance. If necessary, a meeting will be held with administrators, guidance counselor, parents, and classroom teacher/team. A plan for improving attendance will be developed, and all pertinent information will be filed in the student's cumulative folder.

BAND - Grade 5

Any student in grade 5 may choose to participate in the band program. Lessons will be made available for all players during the school day. Students must maintain satisfactory grades and behavior in order to continue in the band program.

BAND - Grades 6-8

Starting in grade 6, band is a full-year elective course that meets during Learning Lab – 1:20 – 2:10. A student may participate in the band program provided he/she has had prior instruction with a band instrument. Lessons will be made available for all (including beginning students) who wish to participate in the band program. Once a member of the large group, a student has the opportunity to perform in various select, small groups, such as jazz band, solo, and ensemble. Students must maintain satisfactory grades and behavior to continue in the band program.

BUS REGULATIONS AND EXPECTATIONS

Please read and sign (if child takes the bus) the information referring to Bus Regulations and Expectations at the end of this document.

CAMERAS/CELL PHONES

See section titled Electronic Devices.

CHANGE OF ADDRESS, TELEPHONE NUMBER, or E-MAIL ADDRESS

If at any time during the school year a student moves to a different address, the change must be reported to the office. A change in telephone number and/or e-mail address should also be reported.

CHORUS - Grades 4-8

Any student in grades 4-8 may choose to participate in Chorus. Chorus rehearsals for grades 4 and 5 will be held after school. Grades 6, 7 and 8 will have chorus as an elective during Learning Lab – 1:20 – 2:10. Students must maintain satisfactory grades and behavior in order to continue in Chorus. Concerts will be held several times during the school year.



COLOR GUARD - Grades 6-8

Students may wish to become members of the Color Guard, which will march with the band in a number of parades. Color Guard practices are held after school or in the evenings in the Fall and Spring.

COMMUNICATION BETWEEN SCHOOL AND HOME

Parents, as well as teachers, play a very important role in fostering a good education for their children at school. Parents should contact the school regarding questions about their child's day at any time. Parents should supervise their child's homework and be familiar with their subjects and teachers. We welcome visits and/or comments that might help us better serve our students. A positive and supportive home/school team helps create a better education. Communication is a key and will be made and/or available in the following forms:

- 4th and 5th grade teachers send weekly newsletters home with students.
- 6th-8th grade teachers and Allied Arts teachers create newsletters that are published near the end of each trimester. These newsletters are available online or can be e-mailed or mailed home per parent preference.
- Should any questions or concerns about their children arise, parents should call the school at 934-3702 or 934-4848 between the hours of 7:00 A.M. and 3:30 P.M.
- Administrators, team leaders, and teachers will use e-mail for group announcements and/or weekly communication. For written copies of these announcements, please send in a written request at the beginning of the year.
- Parents are always welcome to e-mail administration or individual teachers; however, we encourage phone conversations whenever possible.
- Teachers may be available before 8:00 A.M. and after 2:15 P.M. and during occasional planning periods to meet and/or to reply to outside communication.

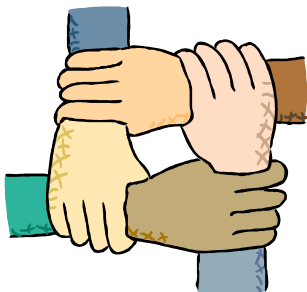
Please understand that instructional time cannot be interrupted for a phone call or message, except in an emergency.

COUNSELING- SCHOOL GUIDANCE, SOCIAL WORK, AND SPURWINK COUNSELOR

The purpose of a counseling staff is to help each individual student achieve his/her highest growth - mentally, emotionally, and socially. This is done so in several ways:

1. By helping new students feel at home in our school
2. By organizing and running support groups
3. By holding individual conferences whenever a student, parent, teacher, or counselor deems it necessary
4. By talking things over with any student, parent or teacher
5. By offering drug and alcohol counseling

For more information about the school counseling services, please contact the main office.





DANCES - Grades 6-8

- Students may not leave the building and return during the dance, except in an emergency.
- Dances are for students in grades 6, 7, and 8 ONLY.
- Dances are from 6:30 to 9:00 P.M.
- Students exhibiting unacceptable school behavior (numerous detentions, for example) or poor attendance may lose dance privileges.
- Any student who is suspended (in-school or out-of-school) between dances may not attend the next school dance.
- Students must be in school by 11:00 A.M. to attend dances.
- School dress code will be adhered to for all dances.
- Parents are asked to drop off and pick up as close to beginning and end times as possible. Failure to adhere to this may jeopardize future dance attendance.

DRESS CODE

The Old Orchard Beach School Board recognizes that the responsibility for the dress and appearance of students rests with individual students and their parents/guardians. The school will intervene when personal attire choices of students create a distracting influence on the school program or affect the health or safety of others. Inappropriate attire that is prohibited includes, but is not limited to, the following:

- Clothing that resembles sleepwear
- Clothing or accessories that are ripped up or that reveal midriff (shows skin between pants and top) or undergarments when standing or sitting
- Pants that are not pulled up to an appropriate location on the student's waist
- Tube tops, halter tops, tank tops, spaghetti straps, transparent tops or low-cut, revealing tops
- Clothing, accessories or jewelry that promote or encourage profanity, drugs, alcohol or tobacco, violence, pornography or intolerance
- Hats, caps worn inside the building except where there are specific celebration, instructional, safety, religious or medical reasons
- Cleats, footwear with heels over 3 1/2" or (narrow) spike high heels, or Heelys® (sneakers with wheel attachments)
- Inappropriate jewelry - overly long or heavy chains, such as spiked animal choke chains, spiked bracelets, "safety pin" jewelry, or jewelry with protrusions that could be considered dangerous, unsafe, or used to cause damage or injury.
- Appropriate shorts and dress length (The general guideline will be whether or not the item is as long as the student's arms extended down while making a fist; however, the final decision is up to the discretion of administration.)

All students need to be in Dress Code compliance for **all school activities** before and after school including dances and spectator sports. A staff member will discretely and sensitively ask a student to cover up inappropriate clothing, and the student must cover up or change into appropriate clothing immediately. Students unwilling or unable to comply will be sent home for appropriate changes.

ELECTRONIC DEVICES/CELL PHONES/CAMERAS

Students are not to bring electronics (mp3 players®, iPods®, cd players, radios, headsets, recorders, video games, Gameboys®, stereos, etc.) to their classrooms without permission from the classroom teacher. If a classroom situation allows for students to listen to music, any staff member has the right to listen to the appropriateness of the music being played. Students are not to use pagers, cell phones, or cameras during the school day. Students who bring cell phones or pagers to school are required to have them ***turned off and in their lockers.***

Students will not be allowed to make unnecessary calls. The main office phone is available before/after school, but students need to have a pass from their sending teacher. Students found using the aforementioned items during school time will be subject to the following:

- **First Offense** – The student will be asked to surrender the device to a building administrator until the end of the school day.
- **Second Offense** - These items will be surrendered and may only be claimed by the parent/guardian at the end of the school day.
- In the event of a **Third Offense** - This behavior may be deemed as insubordination, the items will be surrendered, and an office detention will be assigned. Such inappropriate use **may** result in loss of privilege until the end of the school year, a parental meeting, and/or suspension at the discretion of administration.

FIELD TRIPS

Field trips are an extension of the class and school experience and can be a valuable learning tool. While on field trips, students must abide by all school policies. Students who have previously violated school rules may lose the right to attend school field trips. Parental permission and notification will always be done for an offsite field trip.

HAT DAYS

The last Friday of each month is considered “Hat Day.” This is an opportunity for students to pay \$.50 to wear a hat for the day. All proceeds will benefit local charities.

HEALTH INFORMATION

Loranger Middle School has a full-time school nurse and a consulting school physician. Temporary first aid will be given in case of accident or sudden illness until the parent and/or local rescue unit can be notified. The school should have on file a telephone number where a parent can be reached and also the contact information for the family physician.

The school nurse will administer vision and hearing tests to Loranger students at scheduled times throughout the year. Teachers or parents may request such testing for students when a concern arises. A dental health program is offered to students in grades 4, 5, and 6. Students receive fluoride rinses weekly; parental and/or guardian permission is needed.

Parents are advised to keep children home if the student has an abnormal temperature or has been ill during the night. Students going out for recess during the day should dress appropriately for the weather. If a child has a communicable disease, he/she must be seen by a physician and checked by the school nurse before returning to school. Diseases such as chicken pox, impetigo, mumps, strep throat, and rashes are examples. Parents should let the school know if their child has a communicable disease. The nurse will need to check the child after the child receives the appropriate medical treatment.

The nurse periodically checks students for head lice. Parents will be informed, if necessary, and proper treatment will be recommended. The school nurse can be reached at 934-3702 or 934-4848.

Medication will not be issued to students unless an appropriate medication permission form is filled out by the parent, signed by the parent or guardian, and verified and signed by the school nurse. In most cases, students are not allowed to keep any medication in their possession. All medication must be in the original container. All medicine not registered in the office will be considered an illegal drug and dealt with accordingly. We do this to ensure the safety of all students. The nurse is also available by appointment for conferences with parents, teachers, and students for health, family life education, and substance abuse issues.

HOMEWORK

Homework is a vital component to a child's educational progress. It is used as reinforcement for classroom instruction and as a monitoring method for the classroom teacher. Parents should help their children with assignments (when appropriate) and monitor their progress accordingly (i.e. accessing PowerSchool). Teachers set expectations at the beginning of the year regarding late work acceptance, point values, and time limits.

HOMEWORK HAVEN

Homework Haven is available for grades 4, 5 and 6 after school on Monday through Thursday each week. Homework Haven is a quiet place for students to study for one hour after school. An educational technician or classroom teacher supervises Homework Haven; this is a place where students can learn, study, or get help on schoolwork. In the event of a cancellation, the school secretary will announce the cancellation during morning announcements; students will be allowed to phone home.

INTERNET/COMPUTER USE

The Old Orchard Beach School Board believes that the use of the Internet is an educational tool that facilitates communication, innovation, sharing ideas, and access to information. In accordance with the School Department Policy on Acceptable Use of the Internet, all students must strictly adhere to the established Internet use procedures. Both the parents and students must sign agreements in order for a student to gain Internet access. In the event that a student does not comply with all of the established rules and guidelines, that student will lose Internet use for the remainder of the year. If a student accidentally accesses an inappropriate site while using the Internet, that student should immediately inform the supervising adult to eliminate a discipline situation.

Students are responsible for costs associated with vandalism to software or hardware, including laptops that are issued to 7th and 8th graders.



ILLNESS AT SCHOOL

A student should tell his/her teacher if he/she becomes ill at school. Teachers will immediately report student illness to the office, and students will be referred to the school nurse. If it is determined that the student should go home, parents will be contacted and arrangements will be made for transportation. Students should not leave the building during school hours until parents have been notified and approval through the office has been secured. Students cannot be dismissed without parental and school permission.



LEARNING LAB

Learning Lab is held every day for 6th, 7th, and 8th graders from 1:20 – 2:10. This is an opportunity for students to participate in band and/or chorus; to work independently in the library; or to work with individual teachers in a small, study environment.

LIBRARY/MEDIA CENTER

The Library/Media Center is a pleasant place in which to read, have computer access, or study. It is open daily Monday through Friday from 7:45 A.M. to 2:45 P.M. To use the Library/Media Center before or after those hours, special permission must be received from the Media Specialist. Students may check out books for two weeks and then may renew the book(s) for an additional two weeks. Lost or damaged books will be billed to the student and parents. Reference books, electronic databases, and audiovisual materials are to be used only in the library. Students wishing to use the library during Learning Lab must receive a Blue Pass from the Media Specialist before noon.

LOCKERS

Lockers are issued to students at the beginning of the year. All lockers are school property and not personal property. Each student is responsible for keeping his/her assigned locker clean, both inside and out. Damages caused by misuse of tape, scratches, etc., will be charged to the student responsible. Any locker malfunction should be reported to the proper teacher or to the office. Students are cautioned not to keep money or other valuables in their lockers. Students in grades 6-8 will be given a combination lock for their lockers and are required to keep their lockers locked at all times. 4th and 5th graders are not given locks.

LOST AND FOUND

Parents are encouraged to write their child's name inside clothing and on articles brought to school whenever possible. This will help insure that lost items are returned quickly. The school has a lost and found box for unmarked articles left behind by students. If your child is missing something that has been worn or brought to school, please have him or her check the lost and found box periodically. Lost items will be held for a reasonable length of time to allow students and/or parents to locate missing items.

PARENT TEACHER ORGANIZATION

The Loranger Middle School PTO is active throughout the school year. Notices of meetings will be sent home with the children. If parents are unable to attend a meeting, but would like to help with any PTO activity, they should contact the main office. The usual meeting date is the first Wednesday of each month. For more information, please call the school or check the PTO section on the Loranger website.



PERMISSION FOR LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If a student has a doctor's appointment, the student should bring a note from home indicating the time the student's parents or guardians will be picking him or her up from school. Students will not be dismissed to anyone other than a parent or guardian without written parental permission.

PHYSICAL EDUCATION

All students take physical education classes. In grades 4 and 5, students will come to gym class dressed appropriately. Students in grades 6-8 will be prepared to change from school clothes into proper gym attire. Proper footwear is a must for all grade levels.

POSITIVE RECOGNITION

Loranger Middle School feels that positive recognition is a valuable tool in student learning and behavior. We employ recognition programs to increase student participation, student learning, and school climate. Some of the programs are as follows: Student of the Trimester (4th grade), Awards Assemblies (6th & 7th), Recognition Night (8th) and individual classroom recognition (4th through 8th) – usually in the form of extra recess and/or use of DDR®, Guitar Hero®, Drum Master®, and Sing Star® interactive games. The fifth grade recognizes good citizenship behaviors throughout the year.

RETENTION INFORMATION

Students who continue to perform below average work with an unsatisfactory effort and/or poor attendance may be retained in the same grade for the next year. At the end of every trimester, parents will be notified in writing if promotion is in jeopardy. At that time, a conference is recommended. During the last trimester, parents will be requested to conference with the principal and/or teacher(s) about the final promotional decision.

SAFETY DRILLS, CODES, AND COMMUNICATION

In an effort to keep Loranger Middle School safe, our district crisis committee has adopted certain procedures to maintain a safe environment for students and staff. In the following situations, administration may announce one of the following safety codes over the intercom system:

- | | |
|---------------|---|
| Green | Bells will be delayed and staff and students are to remain in classrooms with no exceptions. Instruction continues as usual. |
| Yellow | Code Yellow is the indication for a practice lockdown drill. Students and teachers remain in rooms and are silent and still. |
| Red | Staff and students remain in rooms with no exceptions. Students in the hallways or bathrooms should report to the nearest classroom immediately. Lock doors and any windows accessible from the outside. Close blinds or curtains. Remain inside away from doors and windows. If the fire alarm sounds during a Code Red situation, do not evacuate unless directed by the Crisis Response Team and/or public safety personnel. Remain silent and still. |



These procedures are practiced and evaluated on a regular basis to ensure safety. Some of the procedures we evaluate are safety/lockdown, fire evacuation, bomb threats, and random searches with police dogs. If there are any questions about these drills, you may call or stop by the office. If a student is determined to have made a threat against the school, that student will face suspension/expulsion and will be referred to the police and will be prosecuted to the fullest extent of the law.

An evacuation plan is posted in each room. Teachers will periodically review the plan in order for students to become familiar with it. When the evacuation alarm sounds, all windows and doors are to be closed, and lights are to be turned off before leaving. No one is to pass another or break the line of exit. Running is not permitted. Those students who can reach an outside door first are to hold it open until all have left the building. Students are not permitted to talk during a drill. Students will remain at least fifty feet away from the building until the signal is given to reenter. No one is to return to the building until administration instructs. In addition to evacuation drills, the school may practice safety lock-down drills. These drills are done to practice securing the rooms and building in the event of an unwanted person in the school. Lockdown procedures are established and will be reviewed periodically.

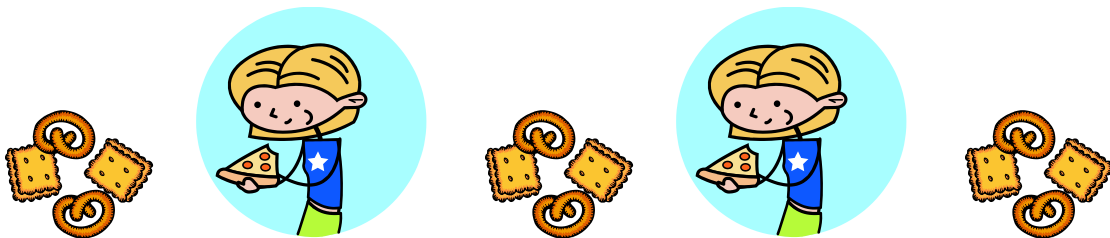
SCHOOL MEALS

Breakfast and hot lunch programs are available to all students. Applications for free and reduced meals will be sent home with each child every September. Your child’s health and school progress are greatly influenced by good eating habits. Breakfast and lunch include milk and are served each day. Students who bring their lunch to school may purchase milk.

Payment for meals - Parents are encouraged to send in the week’s worth of lunch money the first day of each week. This money is collected before homeroom begins in the morning. This allows more accurate record keeping and food production and insures that your child will get a meal. Lunch must be paid for or an I.O.U. arranged prior to 10:30 A.M. or no lunch will be served.

Costs: Breakfast	\$3.75/wk	\$0.75/day
Lunch	\$7.50/wk	\$1.50/day
Milk	\$0.25 white	\$0.35 chocolate

Supervision of children is provided during the hours of the food service program. I.O.U. Policy: We do not accept I.O.U.s unless a parent calls and requests one for the day. If you have any questions or concerns, please call the cafeteria at 934-4848.



STUDENT ASSISTANCE TEAM

The S.A.T. is a group of school professionals whose function is to identify and provide assistance to students who are exhibiting at-risk behavior. The team consists of educators and staff employed by the OOB School District. Other professionals may be invited to serve on the S.A.T. on a case-by-case basis. Through a systematic prevention and intervention process, the S.A.T. will act as a referral agent. The Team accepts referrals for any student in Loranger Middle School, Grades 4-8. Contact the guidance office for more information.

504 INFORMATION

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. Under Section 504, qualified students are defined as those having any physical or mental impairment that substantially limits one or more major life activities, including learning. If anyone suspects that a student may have a disability as defined by Section 504, the school must evaluate the student to determine if special accommodations or related services in the regular setting are necessary.* Whenever a student is determined to have a disability under Section 504, the school must develop and implement an accommodation plan for the student.

Examples of potential disabilities that may be addressed by a Section 504 Accommodation Plan are as follows:

- Communicable diseases such as HIV and Tuberculosis
- Medical conditions such as asthma, allergies, diabetes, and heart disease
- Temporary medical conditions due to illness or accident
- Other conditions

*The Old Orchard Beach School Department has a referral procedure to follow in the event that an individual believes a student may have a disability that might qualify him or her to receive services under Section 504. Please see your child's building principal for information about this procedure or for further information regarding 504.

SPECIAL EDUCATION SERVICES

The Individual with Disabilities Education Act of 1997 (P.L.105-17) is a federal law that mandates a free and appropriate public education for students with disabilities. Maine State Education Regulations define a student with a disability as having one or more of the following disabilities: autism, deaf-blindness, deafness, emotional disability, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, visual impairment including blindness.

Students with a disability are identified through a referral system and a Pupil Evaluation Team (PET) process. Parents or teachers may complete a referral if they have reason to believe that a student may have a disability that requires special education services. Students may also refer themselves. Parents are notified when a referral has been made, and parental consent is required before any special education evaluation or service is provided.

The Old Orchard Beach Schools provide a continuum of special education placements in order to meet the needs of students with disabilities. Special education services (such as direct instructional services, consultation, and monitoring services) are available in conjunction with regular class placements, self-contained placements, and tutorial services, including hospital and homebound services.

Supportive services, such as physical therapy and occupational therapy, are also available whenever such services are required to assist a student with a disability to benefit from special education services.

Any requests regarding special education can be directed to your child's principal or to the Director of Special Education, located at the Superintendent's Office (934-3701).



STUDENT ACTIVITIES

Loranger Middle School offers various activities for students in Grades 4-8. All students are urged to participate in at least one activity. In grades 4-5 - Chorus is offered. In grades 6-8 – Intramural sports, Student Council, Color Guard, Band, Drama Club, and Chorus are offered. Extracurricular athletics are offered to 7th and 8th grade students – girls can participate in soccer, field hockey, basketball, track, and softball; boys can participate in soccer, football, basketball, track, and baseball. 6th graders can participate in track.

Extracurricular Eligibility Requirements

Students should be passing all subjects. Any student who is failing a subject may be ineligible to participate in any extracurricular activity for a period of up to two weeks (10 school days) and/or until passing. During the two-week period, students will be placed on academic probation. The student may continue to practice but will not be allowed to participate in games.

If at the end of the two-week period the grade(s) have improved to passing, the student will become eligible for participation. If not, the student may be removed from the team or club roster indefinitely, up to two weeks (10 school days), and/or until passing. It is the discretion of the administration and the extracurricular leader to review grades throughout the extracurricular activity and to assist failing students in returning to passing grades.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians or any student over 18 years of age (“eligible student”) certain rights with respect to a student’s educational records. They are listed below:

- A. The right to inspect and to review the student’s educational records within 45 days from the day the Old Orchard Beach School Department receives a written request for access
- B. The right to request (in writing) to the Old Orchard Beach School Department an amendment to the student’s educational records that the parent/guardian or eligible student believes is inaccurate or misleading

(If the Old Orchard Beach School Department decides not to amend the record, the parent/guardian or eligible student will be notified of the decision and advised of his/her right to a hearing.)

- C. The right to grant permission to disclose personally identifiable information contained in the student’s educational record. FERPA does authorize specific disclosures without the parent/guardian or eligible student’s consent (see policy JRA-R)

- D. The Old Orchard Beach School Department reserves the right to make public, at its discretion, personally identifiable information from the educational records of a student without parental consent, if that information has been designated as directory information by the school. The Old Orchard Beach School Department has designated the following information as directory information: name, the student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school or participants in extracurricular activities, dates of attendance at Old Orchard Beach schools and any honors, accomplishments, and awards received

(Such information will not be disclosed if the parent/guardian of the eligible student informs the school in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Old Orchard Beach School Department
28 Jameson Hill Road
Old Orchard Beach, Maine 04064)

- E. A parent/guardian or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Old Orchard Beach School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

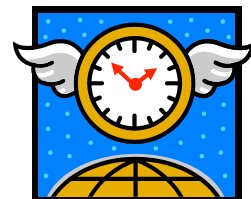
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Under Maine law (20 MRSA, ph 6001-B), the Old Orchard Beach School Department shall not publish any student educational records or any other student information on the Internet without written parental consent, whether directory or otherwise.

TARDINESS

Students who are not in their homeroom by 8:00 A.M. will be considered tardy. All tardy students must report to the office. A student is allowed three unexcused tardies to school per trimester. The fourth and fifth unexcused tardies will result in a detention for each. The sixth unexcused tardy per trimester (and any subsequent tardies) may result in further administrative action. Excessive tardiness will necessitate a student-parent-administrator conference.

Unexcused tardiness to class is subject to discipline by the teacher in charge, usually make-up time after school.



TEXTBOOKS

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure the pupil's name, grade, and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. Students are responsible for each book assigned and should have book covers on the texts at all times.

TITLE I

Title I is a federally-funded education program designed to provide supplemental help in reading and math for children whose test scores show that they are not performing at or near the level of other children their age. Supplemental help may be done in the regular classroom or in the Title I room.

VALUABLES AT SCHOOL

Students are urged not to bring valuable articles or sums of money to school unnecessarily. The school is not responsible for items lost by students. Students should never leave valuables unattended in the school. Personal jewelry left on the stage during gym class is never secure. Lock jewelry in your gym locker.

VISITORS TO THE SCHOOL

All visitors must report to the main office before going to a classroom. Signs are posted at each entrance directing visitors to the office. Under no circumstances is a student to bring a student visitor to the school without prior approval by the principal and teachers. All visitors must report to the office, sign in, and pick up a badge before reporting to any classroom.

VOLUNTEERS

The librarian and many classroom teachers use volunteers to assist in accomplishing their goal of helping each child to realize his/her fullest potential and to become a useful citizen of the community. Anyone interested should contact the volunteer coordinator or school office to volunteer. The Loranger Middle School welcomes volunteers and values their service.

WITHDRAWAL FROM SCHOOL - TRANSFERS

When moving to another school system, a student and parent should notify the school office and the child's teacher. The parent/guardian will complete a transfer form, and the student may take it to his/her new teacher. We will forward all records and necessary information to the new school when requested by the new school.



SECTION II - BUILDING RULES

Be Respectful

Be Proud

Be Responsible

It is our intent to keep Loranger Middle School a safe place for all students and adults. We will maintain an atmosphere that is orderly and will respect each person's right to learn in an environment that is free from disruptions and distractions. Any student, who acts in an unsafe manner, is disrespectful or disruptive, or who detracts from another's ability to learn, will be given a consequence consistent with our school's discipline code.

GENERAL BUILDING RULES

1. Students may be in rooms before and after school, **only** under the supervision of a teacher or authorized adult.
2. Gum chewing is not allowed.
3. Food and drinks are only allowed during designated times and in designated areas. Food and drinks may not be taken from the cafeteria at lunchtime.
4. Backpacks are to be kept in lockers, except when needed for allied arts classes.
5. Inappropriate displays of affection are not allowed.

GENERAL CLASSROOM RULES

General classroom rules are established for the welfare and education of students. They will be posted in every classroom.

GENERAL HALLWAY RULES

1. Walk only - stay to the right.
2. Keep hands, feet, and objects to yourself.
3. Use quiet voices.
4. Do not use offensive language.

PLAYGROUND RULES

1. Stay in the playground area.
2. Rubber balls and nerf footballs may be allowed on the playground in designated areas. No hardballs, softballs, roller blades or skateboards are allowed on the playground.
3. No hanging from basketball rims.
4. No fighting or "play" fighting.
5. Ask permission before going inside during recess. Please use the doors by the cafeteria.
6. Go out and come in quietly and orderly.



During the winter months, children should wear appropriate clothing for recess. Students must wear Snow pants and boots in order to play in the snow.

SECTION III - STUDENT CODE OF CONDUCT

Offense	Definition	Consequence
Bullying	Harming another student – physically, verbally, psychologically, or emotionally	Referral to a counselor; and 1st time - ≤5 day suspension & parental contact; 2nd time – further suspension & parental contact
Cheating	Copying another’s work, allowing your own work to be copied, using notes without permission, plagiarizing, and/or using crib notes	No credit for work; and 1st time – detention(s), parent/teacher conference, and notification of principal; 2nd time - ≤ 5-day suspension, parent conference, and notification of all teachers; 3rd time - ≤10-day suspension, parent conference, notification of all teachers and Superintendent
Defiance	Refusal to obey a teacher’s direct instruction or behavior that seriously or repeatedly interferes with other students’ ability to learn	1st time – Up to 1-day suspension and parental conference; 2nd time - ≤ 5-day suspension & parental conference; 3rd time - ≤10-day suspension & parental conference
Drugs & Alcohol	Buying, selling, exchanging, receiving, or giving drugs or alcohol in school or on school property	Recommendation to Superintendent and School Board for expulsion
Drugs & Alcohol Use	Under the influence of drugs or alcohol, in possession of drugs (or look-alike drugs) or alcohol, or in possession of paraphernalia at any school function	1st time - ≤ 5-day suspension, parental conference, referral to a counselor, & police notification; 2nd time - ≤ 10-day suspension, parental conference, referral to a counselor, & police notification
Fighting	Initiating serious threat of a fight or engaging in physical conflict on school property or at school-sponsored activities, regardless of the instigator	1st time - ≤ 5-day suspension and parental conference; 2nd time - ≤ 10-day suspension, parental conference, and possible recommendation for expulsion
Harassment	Derogatory or vulgar comments regarding a person’s race, color, sex, real or perceived sexual orientation, religion, age, national origin, physical appearance, handicap, and/or the distribution of electronic, written or graphic material having such an effect – Examples include, but are not limited to the following: <ul style="list-style-type: none"> • Unwelcome sexual advances, gestures, comments, or contact • Threats • Offensive jokes • Ridicule, slurs, derogatory actions or remarks 	1st time - ≤ 5-day suspension, parental conference, and referral to counselor; 2nd time - ≤ 10-day suspension, parental conference, recommendation to outside counseling services, and notification of superintendent;

Severe Harassment	Physical contact or repeated offenses	≤ 10-day suspension, police notification and/or Department of Human Services, referred to School Psychologist for testing to determine whether the student is safe to return to school, and recommendation to Superintendent for expulsion hearing
Theft/ Damaging School Property	Stealing or destroying property	Restitution paid; and 1st time - ≤ 5-day suspension, parental conference, and notification of superintendent; 2nd time - ≤ 10-day suspension, parental conference with building administrators and superintendent (Possible recommendation for 1 st or 2 nd offense – Initiation of expulsion hearing)
Threats/ Intimidating Behavior	Intimidating or threatening school staff, other students, or visitors while under the jurisdiction of the school (This jurisdiction includes, in addition to the school day, school dances, athletic events, field trips, and any other activities sponsored by the school, even if these activities do not take place on the school grounds or during the school day.)	1st time - ≤ 5-day suspension, parental conference, and notification of Superintendent; 2nd time - ≤ 10-day suspension and parental conference with administration and Superintendent; Other recommendations – referral to another institution for treatment; initiation of expulsion hearing
Tobacco	Possession or use of cigarettes, cigarette paper, or any other tobacco products in school or on school grounds – in addition to possession of lighters	1st time – 2-day suspension, notification of Superintendent and police, parent conference prior to student's return to school, and referral to counselor; 2nd time – 5-day suspension, notification of Superintendent and police, parent conference prior to student's return to school, referral to counselor, and hallway restrictions enforced; 3rd time – 10-day suspension, notification of Superintendent and police, parent conference prior to student's return to school, referral to counselor, and hallway restrictions enforced
Weapons	In possession of any object recognized and/or used as a weapon will be considered a serious threat (ex. Knives, chains, clubs, scissors, explosives of any type) Possession of Firearm = Expulsion	1st time – 5-10 day suspension, parent conference, and notification of Superintendent and police; 2nd time – 10-day suspension, parent conference with building administration, and notification of Superintendent and police

SECTION IV – CONSEQUENCES FOR MISCONDUCT

The outlined consequences below will be enforced for any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interfered with the operations, discipline, or general welfare of the school.

Consequence	Explanation
Community Service	<p>Administration will contact parents and ask for permission to have student(s) complete community service when administration feels such service better fits the misconduct. Examples of community service include, but are not limited to, outside litter pickup (gloves will be provided), cafeteria cleanup, window washing, or work at the police station (car washing, sweeping).</p>
Detention <ul style="list-style-type: none"> • Office Detention • Teacher Detention 	<p>After-school detentions are from 2:25 – 3:15 Monday through Thursday. Teacher detentions are given for classroom misconduct, and it is the teacher's discretion how that after-school time is used. Teachers also have the right to limit the time according to the misconduct (30 minutes vs. 50 minutes). Office detentions are given for misconduct in or out of the classroom. Students serve office detentions with an assigned detention monitor and must earn 10 points to fulfill this consequence. Students earn the ten points by returning a signed detention slip, studying the entire time, completing a reflection sheet, and/or writing the assistant principal a letter about the student's experience at Loranger Middle School. Failure to earn the ten points results in further disciplinary action. If parents do not sign the detention slip, teachers and/or administration will call home.</p> <p>Students will be given a day's notice prior to serving the detention unless phone or e-mail contact has been made with parents/guardians. Detentions must be served as assigned. If extenuating circumstances exist, parents may contact the school for an alternate date. The parent is responsible for transporting the student home on the day of the detention.</p> <p>Excessive detentions will result in suspension. If a student earns 8 detentions in one trimester, their next consequence will be suspension.</p>
Expulsion	<p>The Old Orchard Beach School Board takes this action to remove a student from the OOB School System when a student commits a serious violation of school regulations. Maine state law governs expulsion hearings, and counsel at the hearings may represent parents.</p>
In Classes Only	<p>At the 4th and 5th grade level, this consequence may be given before a detention is warranted. ICO means that a student will spend snack time, recess, and lunch in the main office.</p>
Loss of Recess	<p>Inappropriate behavior at recess may result in a student losing recess privileges. The student then serves recess in the main office or with the classroom teacher.</p>
Suspension <ul style="list-style-type: none"> • In-School • Out-of-School 	<p>Students who have been assigned ISS will work in an isolated area for the entire day and must earn 25 points to fulfill this consequence. Students can earn points by completing an adequate amount of schoolwork, completing a reflection piece, completing community service, and/or meeting with a school counselor.</p> <p>Serious violations may result in suspension for a period up to 10 days. Parents will be notified at the time of the suspension. When a student is suspended he/she will not be allowed on school grounds. A student will be given assignments to complete during the suspension that will be due upon reentry. Otherwise, loss of credit will occur. School activity privileges will be lost during suspension. A parental conference must take place prior to a student returning to school – this is considered a re-entry meeting.</p>

BUS REGULATIONS AND EXPECTATIONS

It is the policy of the Old Orchard Beach School System to ensure safe, efficient, and cost-effective transportation for students in the district. The Old Orchard Beach School System's responsibility is limited to the time a student is riding on the school bus and/or on school property (except field trips, athletic events, and other school-related activities). Students who come to school on the bus should return on the bus, and board and depart at the same bus stop, unless they have a note from their parents, signed by the principal or assistant principal. **Riding the school bus is a privilege.** Improper conduct or unsafe behavior on the buses will result in that privilege being denied. Only regularly scheduled bus students may ride the school buses. Once students are let off the bus in the morning, they must report directly to the playground area or to the cafeteria. Students are NOT allowed to leave the school grounds after getting off the bus.

CONDUCT OF STUDENTS BEFORE BOARDING THE BUS

Prior to loading (on the road and at school) students should

- be on time at the designated bus stop.
- stay off the road at all times while waiting for the bus.
- conduct oneself in a safe manner while waiting for the bus.
- be courteous.
- wait until the bus comes to a complete stop before attempting to board the bus.
- line up in an orderly, single-file manner to board the bus.

CONDUCT OF STUDENTS WHILE ON THE SCHOOL BUS

Students should

- take a seat quietly without disturbing others.
- remain seated until the bus is fully stopped.
- speak in a normal tone (Loud voices or yelling could momentarily divert the bus driver's attention and result in a serious accident.).
- follow the bus driver's seating and moving requests as promptly as possible
- be courteous to the bus driver, patrol officers, and fellow students.
- keep books, instruments, coats, and all other articles out of the aisles.
- move from one seat to another only by permission of the bus driver and at a time when the bus is not in motion.

Students should not do the following:

1. Eat food on the bus unless medically required and permission is given by the bus driver.
2. Extend hands, arms, heads or any other part of the body out of a bus window.
3. Throw any object in the bus or out of the bus windows.
4. Change seats while the bus is in motion.
5. Use indecent, profane, or inappropriate language.
6. Shout out the bus windows at people or passing vehicles.
7. Vandalize or tamper with the bus or any of its equipment.

CONDUCT OF STUDENTS WHEN LEAVING THE BUS

Students should do the following:

1. Cross the road when necessary, immediately after getting off the bus, at least 10 feet in front of the bus and only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of smaller children.

3. Be alert to danger signals from the driver.
4. Report directly to the waiting area, playground, or cafeteria once dismissed from the bus in the morning.

Students should not do the following:

1. Expect the bus driver to discharge riders at places other than the regular bus stops, at home or at school, unless by proper authorization from the parent and approval by a school administrator.
2. Loiter around the bus or run beside it when the bus is in motion.
3. Throw balls, paper, rocks, snowballs, or other objects while they are either on or off the school bus.
4. Challenge the authority of the bus driver while entering or leaving the bus.

PROCEDURES FOR HANDLING OFFENDERS ON SCHOOL BUSES

Students are expected to conduct themselves in an appropriate manner at all times while waiting for and riding the school bus. Students who conduct themselves in an inappropriate manner either through behavior, safety violations, or disobeying directions by the bus driver may lose their privilege to ride the school bus.

First Offense	Written warning that must be signed by the parent and returned to the school office within two school days
Second Offense	Phone call to parent at home or at work; written report to parents to be signed and returned to the school office within two school days; office detention
Third Offense	Three-day suspension of bus riding privileges; office detention; parent conference.
Fourth Offense	One-week suspension of bus riding privileges; required meeting with the student, parents, and the principal and/or assistant principal before bus privileges are resumed; office detention or suspension
Severe Clause	Depending on the severity of the infraction, a student may be removed from the bus indefinitely and referred to the Superintendent. The school administrator may skip steps depending on the individual case. Prior to the suspension, the building administrator will notify the parent or guardian, stating the reason for and the duration of the suspension.

The Old Orchard Beach School Department's responsibility is limited to the time a student is riding on the school bus and/or on school property.

My son/daughter _____ and I have thoroughly read these Bus Regulations and Expectations for Loranger Middle School students. We understand that the values of Respect, Pride, and Responsibility that are encouraged within the school day are just as important while a student is on the bus. We will have frequent conversations about these expectations, and we promise to uphold them on our end. If we have any questions or concerns we know that we can contact an administrator at any time.

Student Signature

Parent Signature

Date