

AMS FALCON GUIDE

AUBURN MIDDLE SCHOOL

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Auburn, Maine 04210

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<http://ams.auburnschl.edu/>

Principal: Benjamin Wilson

Assistant Principal: Michelle Schaubhut

Administrative Assistant: Lori Duplissis

School Secretary: Donna Barnies

Empowering lifelong learners to succeed in a world yet imagined

FALCON FACTS

Mascot: *Flash the Falcon*

School Colors: *Maroon & White*

School Song: [AMS by Jason Paquette](#) (former AMS Music Teacher)

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PRINCIPAL'S MESSAGE



Auburn Middle School

Respectful* *Responsible* *Safe* *Kind

Benjamin Wilson · Principal * Michelle Schaubhut · Assistant Principal

Lori Duplissis · Administrative Assistant * Donna Barnies · Office Assistant

38 Falcon Drive, Auburn Maine 04210 Tel: (207) 333-6655 Fax: (207) 784-1359



August 8, 2024

Dear Students, Parents and Community Members,

I am honored to welcome you to Auburn Middle School. I look forward to working with you to ensure your student's successful academic and co-curricular experience.

Our handbook is designed to help you understand our rules and expectations clearly. By respecting the rights of others and acting responsibly, we will continue to develop a supportive learning environment where all students can thrive intellectually and socially. All of our staff feel that our relationships with families are crucial to the success of our students. Please feel free to reach out to your child's teacher when necessary. There is no need to wait until parent/teacher conferences. If you have questions regarding our handbook, feel free to contact me. I anticipate meeting many of you in the months ahead and wish everyone a fulfilling and enjoyable school year.

Sincerely,

Benjamin Wilson

Principal of AMS

WHAT IS AUBURN MIDDLE SCHOOL

Auburn Middle School is a learning community where 7th & 8th graders join other students with different strengths and talents on learning teams. Here, you will meet with your peers in many different settings. You can make new friends in CORE, grade-level teams, or extra-curricular activities; you can collaborate and learn with others in your learning communities. Your parents, family, teachers, community members, and others who recognize your positive possibilities will challenge you to your highest abilities and support you unconditionally. (adapted from Bright Futures)

GENERAL INFORMATION

CORE

The CORE program will teach and support Auburn Middle School's Core Values to create a safe environment where students engage in their learning in their community and experience success. CORE will build strong, positive relationships that foster the development of habits of scholarship and connect students to their future in school, career, and life.



CORE: Character, Outreach, Relationships, Excellence

CORE VALUES:

- I am responsible, respectful, safe, and kind.
- I am an active participant and a positive leader in my community.
- I practice work habits that help me to be successful.
- I am aware of my strengths and challenges and connect them to school, future career, and life.
- I can establish and maintain positive relationships.
- I can try to manage my emotions.
- I can set and achieve positive goals.

AMS COMMUNITY RIGHTS

Every member of the AMS Community has the right:

- To be safe from physical and emotional harm
- To give and receive respect without labeling
- To learn without interruption
- To have a voice in all aspects of Auburn Middle School
- To a balanced student-teacher relationship in and out of the classroom
- To an appropriate setting to discuss conflicts
- To be free from harassment

DAILY SCHEDULE

AUBURN MIDDLE SCHOOL 24-25 SCHEDULE (57 min Classes)

Bradbury, Cadillac, Summit, Saddleback UA Block 1 - Lunch #2	Katahdin, Tumbledown, Achieve UA Block 2 - Lunch #3	Kineo, Sugarloaf UA Block 3 - Lunch #1
7:20 - 7:25 AM Homeroom	7:20 - 7:25 AM Homeroom	7:20 - 7:25 AM Homeroom
7:25 - 7:45 CORE/RAM	7:25 - 7:45 CORE/RAM	7:25 - 7:45 CORE/RAM
7:48 - 8:45 Block 1 - UA	7:48 - 8:45 Block 1	7:48 - 8:45 Block 1
8:48 - 9:45 Block 2	8:48 - 9:45 Block 2 - UA	8:48 - 9:45 Block 2
9:48 - 10:45 Block 3	9:48 - 10:45 Block 3	9:48 - 10:45 Block 3 - UA
10:48 - 11:18 Flex	10:48 - 11:45 Block 4	10:45-11:15 LUNCH 1
11:18 - 11:48 LUNCH 2	11:48 - 12:18 LUNCH 3	11:18 - 11:48 FLEX 2
11:51 - 12:48 Block 4	12:21 -12:48 FLEX 3	11:51 - 12:48 Block 4
12:51 - 1:48 Block 5	12:51 - 1:48 Block 5	12:51 - 1:48 Block 5
1:52 - 2:00 PM Homeroom	1:52 - 2:00 PM Homeroom	1:52 - 2:00 PM Homeroom

ARRIVAL

Students will arrive approximately between 7:00 - 7:20 A.M.
School will begin at 7:20 A.M.

Students coming to school after 7:20 A.M. will be considered tardy and should sign in at the office. If your child will be absent from school, please call 333-6655 and select the appropriate option to notify us. If we are not contacted, an automated call will be made home by the school by 10am.

Student drop offs are at the rear of the school from 7:00-7:20am. Any student getting dropped off after 7:20am needs to be dropped off at the front of the school.

DISMISSAL

- Parents/guardians need to visit the main office to sign students out prior to 2:00 PM.
- If a student is required for immediate dismissal, he/she will be called to the office.
- Students are not allowed to sign themselves out of school without permission.
- If a student is going home with a friend on a bus, the transportation department (333-6658) **must be called first** in order to determine if there is space on the bus. Written permission

must be delivered to the office by 10:30am. *Complete bus policy is available from the Auburn School Transportation Department.

- Student pick-ups are at the rear of the school from 2:00-2:20 PM. After 2:20 PM, students are to be picked up at the office. ***It is important that your child be picked up in a timely manner to avoid supervision issues.***

AUBURN MIDDLE SCHOOL 24-25 EARLY RELEASE SCHEDULE “TO GO” LUNCH SERVED - (45 min Classes)

Bradbury, Cadillac, Summit, Saddleback UA Block 1	Katahdin, Tumbledown, Achieve UA Block 2	Kineo, Sugarloaf UA Block 3
7:20 - 7:25 AM Homeroom	7:20 - 7:25 AM Homeroom	7:20 - 7:25 AM Homeroom
7:25 - 7:45 CORE/RAM	7:25 - 7:45 CORE/RAM	7:25 - 7:45 CORE/RAM
7:48 - 8:33 Block 1 - UA	7:48 - 8:33 Block 1	7:48 - 8:33 Block 1
8:36 - 9:21 Block 2	8:36 - 9:21 Block 2 - UA	8:36 - 9:21 Block 2
9:24 - 10:09 Block 3	9:24 - 10:09 Block 3	9:24 - 10:09 Block 3 - UA
10:12 -10:57 Block 4	10:12 -10:57 Block 4	10:12 -10:57 Block 4
11:00 - 11:48 Block 5	11:00 - 11:48 Block 5	11:00 - 11:48 Block 5
11:50 - 12:00 PM Homeroom	11:50 - 12:00 PM Homeroom	11:50 - 12:00 PM Homeroom

BREAKFAST AND LUNCH PROGRAM

Breakfast is served from 7:00 to 7:25. Breakfast is “grab and go”, and students eat breakfast in their CORE (homeroom) class. For lunch, students have the choice of hot lunch or á la carte items. Lunch balances need to be current in order for students to be eligible to purchase á la carte items. The hot lunch prices are as follows:

Breakfast - Free to all students

Lunch - Free for this year

(These prices are effective 10/1/19. Prices are subject to change)

Students have the option of purchasing a la carte items. Please make checks payable to Auburn School Lunch Program. Lunch accounts may also be accessed online at www.myschoolsbucks.com. Free and reduced lunch is available for those who complete the appropriate forms and qualify under the income guidelines.

SCHOOL COUNSELING PROGRAM

Auburn Middle School has a school counselor who will assist you during middle school. Counselors provide short term individual counseling as needed, small group support, and classroom guidance. Counselors make referrals to our school-based clinicians and to outside agencies if necessary. Our goal is to help you navigate

your middle school years safely during an exciting period of physical, social, and emotional development.

CHILD ABUSE REPORTING

School staff are mandated reporters. Title 22, Subchapter II, Section 4011 of the Maine compiled School Laws states: *Persons mandated to report suspected abuse or neglect: Reasonable cause to suspect. When, while acting in his/her professional capacity, a ... teacher, school counselor, social worker, school official, or nurse knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected, call immediately to report or cause a report to be made to the Department of Human Services.*

ACADEMICS

DIGITAL REPORT CARDS & PROGRESS REPORTS

Grades can be accessed at any time via PowerSchool by parents/guardians and students. Digital report cards are available three times per year, approximately five school days after the end of the 1st and 2nd trimester and on the last day of school. Given our commitment to reducing the use of paper, we will provide paper copies to parents/guardians upon request.

GRADING SCALE

A	95-100
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	80-82
C-	77-79
D	76
F	50-75

HONOR ROLL REQUIREMENTS

There are two designations for the honor roll: high honors and honors. Students must earn an (A) grade in all classes and electives to obtain high honors. Students must earn at least a (B) grade in all classes and electives to obtain honors. The honor roll is published in the newspaper at the end of each semester.

PROMOTION/RETENTION

When retention is a possibility, the teachers will seek the advice of the parent, guidance staff and administration. The teacher will meet with the parent regarding a student’s lack of progress. Any decision regarding retention or promotion will be consistent with school policy. For students in grades 7-8 who have not made academic progress, summer school may be a requirement for advancement in a grade. Final decisions on promotion and retention will be made by the administration.

ACADEMIC INTEGRITY

The AMS Academic Integrity Policy closely follows the policy in place at Edward Little High School.

- **Plagiarism** - the practice of taking someone else's work or ideas and passing them off as one's own without acknowledging or obtaining permission from the source.
- **Cheating** - the unauthorized use of information, materials, devices, sources or practices to complete academic activities.

Plagiarizing and cheating are significant, and can impact the trust between a student and teachers and/or other students here at AMS. Teachers and administrators at AMS encourage all students to achieve their highest academic potential. We want all students to develop characteristics that will give them the best chance to be successful adults: integrity, honesty, and trustworthiness.

First Offense (any class)

1. The student will have a discussion with the teacher.
2. The teacher will notify parents and administration.
3. Other teachers will be notified by the administration.
4. The offense will be noted in the student's Powerschool information file.
5. The student will receive a 50 for the assignment.
6. The student has the choice to redo the assignment, but the new score will be averaged with the 50.
(Example: $50 + 90 = 140 / 2 = 70$ final grade)

Further Offenses (any class)

1. Steps 1 through 4 will be followed.
 2. The offense will result in a grade of 50 with no chance to make up the work.
- NOTE: A grade of 50 on a significant assignment could result in a failing grade for the class.

If you are concerned about plagiarism or cheating, ask your teacher for guidance.

AMS HOMEWORK POLICY

Homework is assigned to extend and reinforce learning. Weekend homework may be assigned when necessary. Long-range projects will be assigned throughout the school year.

TECHNOLOGY

Our overall philosophy is that technology is an essential tool in the 21st century classroom.

At AMS, the purpose of technology is to:

- support academics
- promote responsible use
- include parents as partners
- create an atmosphere of mutual trust

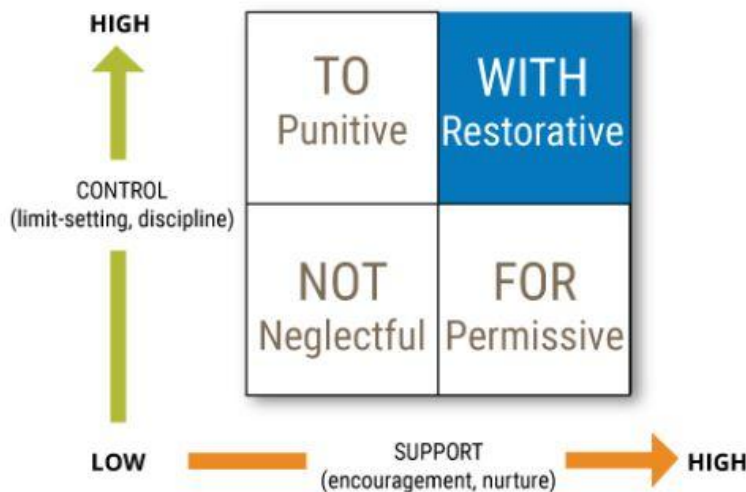
iPads are issued to students for educational purposes. They must be maintained according to school and district policies. We encourage families to inquire about the macbook insurance for the laptops.

Refer to our [Technology Use Guidelines](#) for more detailed information.

RESTORATIVE PRACTICE

Although restorative practices give students a consistent voice within their school, it is not in place of traditional discipline. A restorative school is one which takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

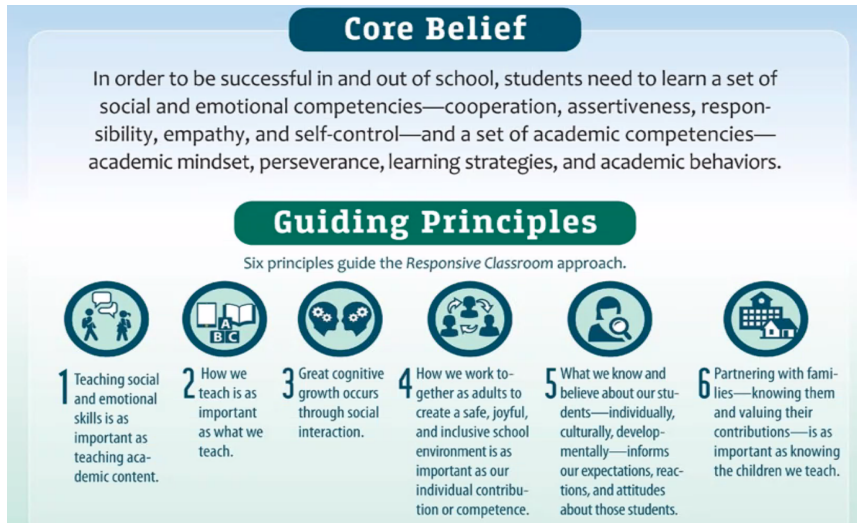
Restorative practice promotes a positive, orderly school environment. Students and all members of the school community can learn and practice self-discipline,



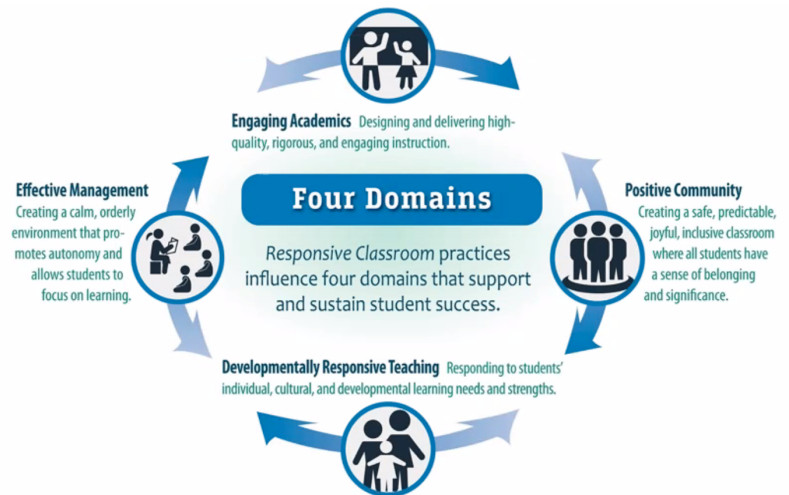
empathy, and accountability.

RESPONSIVE CLASSROOM

Responsive Classroom is a student-centered, social and emotional learning approach to teaching and discipline. It is comprised of a set of research- and evidence-based practices designed to create safe, joyful, and engaging classroom and school communities for both students and teachers.



THE 4 DOMAINS OF RESPONSIVE CLASSROOM:



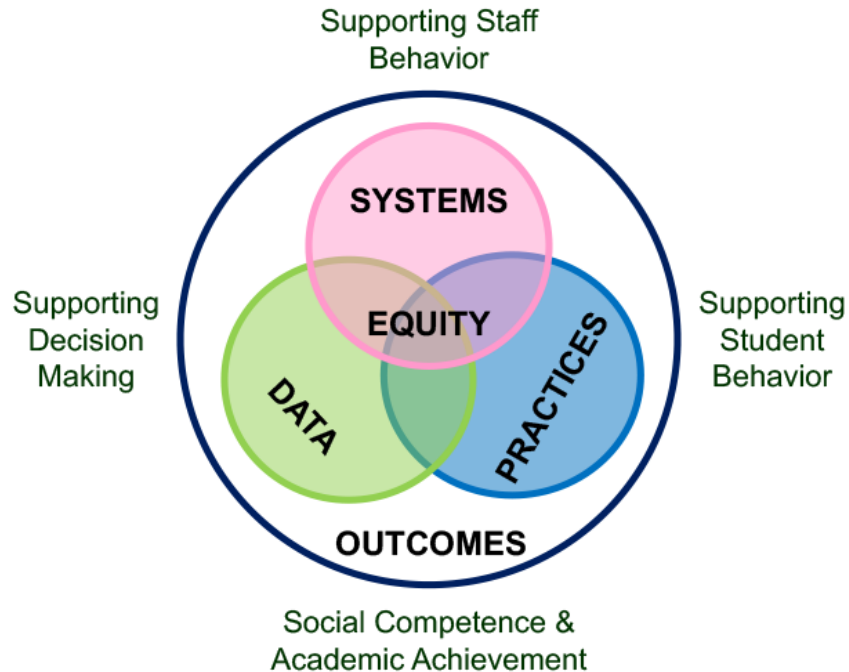
EXPECTATIONS

SCHOOL-WIDE EXPECTATIONS (CORE VALUES)

AMS is a PBIS School. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

Respect, Responsibility, Safety, and Kindness are the **CORE VALUES** of our school-wide expectations. These core values guide us in creating a school community where everyone can live and learn together.

PBIS emphasizes five interrelated elements: equity, systems, data, practices, and outcomes.



AUBURN MIDDLE SCHOOL'S CORE VALUES EXPECTATIONS MATRIX

ASSEMBLIES

Assemblies are a regularly-scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Students who cannot be respectful will be removed to an alternate space. Students will sit with their respective groups, supervised by the accompanying teacher. Students may not use electronic devices to record video or audio of assemblies.

FOOD AND BEVERAGES AT SCHOOL

No Deliveries: Students may not receive deliveries from external food services.

Personal Responsibility: Students should bring meals and snacks from home. The school cafeteria offers a variety of meal options.

Exceptions: Emergency or pre-approved situations may permit deliveries with prior administrative approval.

NO caffeinated, sugary, or energy drinks are allowed. Students with these types of drinks will be told to leave them in the office to be picked up at the end of the day. Students are encouraged to bring water bottles from home to refill throughout the day.

STUDENT DRESS CODE

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around

machines or other activities. However, no particular brand may be required.

These are additional dress guidelines as determined by the administration for Auburn Middle School, developed to support the educational process:

1. Appropriate clothing should cover the entire torso. Exposed undergarments or garments that are too revealing are considered inappropriate for school.
2. Safe and suitable footwear should be worn at all times.
3. Hats and hoods cannot be worn in the building except religious or ethnic head coverings. Students will be asked to remove hoods, and hats will be kept in the office until the end of the school day.

Students breaking dress code will be asked to cover, change, or call home for a change of clothes, and given the following consequences:

Consequences for Dress Code Infractions:

- 1st offense: Lunch detention
- 2nd offense: 1-hour after school detention
- 3rd offense: 2-hour after school detention
- Further offenses: Determined by administration

HALL PASSES

Digital Hall passes are required if a student is going to any place other than to a regularly scheduled class or activity. As we value the time we spend teaching your student and all students have 3 minutes of time between classes to go to the restroom or to fill their water bottles students are given three hall passes a day. In a special circumstance students may be able to receive more if requested by a teacher.

LOCKERS

Students will be assigned a locker during the first week of school. A built-in combination lock is used to keep the locker secure. Lockers are for the assigned student's use, and the locker and combination are not to be shared with anyone else. Lockers are to be kept locked when not in use and may not be tampered with. Lockers for physical education and athletics have no locks and may be used at the student's own risk.

AMS does not assume responsibility for lost articles and discourages students from bringing valuables that may be lost or stolen. School officials reserve the right to open lockers at any time.

SOCIAL NETWORKS

Middle school students only sometimes understand that their actions have consequences. Social media is a free and open space for students to relate to their peers or inadvertently cause harm to their peers. If this happens and it is severe, we will ask the local authorities to assist us in resolving the issue.

PERSONAL ELECTRONIC DEVICES (CELL PHONES, Earbuds)

Personal Electronic Devices are **not allowed at AMS**. This includes Cell Phones and earbuds. Knowing that students and parents use cell phones for before and after school safety, we know students will have them at school. They need to be in student lockers at all times. If you need to reach your student, please call the school at 333-6655, and we will connect you with your student.

CELL PHONES, Earbuds: We know students will have them so please follow these simple rules.

- Electronic devices MUST be kept in a student's LOCKER during the school day (7:15 am - 2:00 pm).
- Teachers may allow a student to check their phone if they ask permission.
- Any **VISIBLE** cell phone will be collected and kept in a secure location in the office until the end of the school day.
- Students are responsible for picking up phones at dismissal.

Consequences for Personal Electronic Devices if Misused:

- 1st offense: Confiscation of device; Lunch detention
- 2nd offense: Confiscation of device; 1-hour after school detention
- 3rd offense: Confiscation of device; 2-hour after school detention
- Further offenses: Confiscation of device; Determined by administration

*This policy will also pertain to earbuds. Earbuds may only be used in classrooms with teacher permission.

All classrooms have phones that students may use with permission from the teacher. Students may also use a phone in the office if more privacy is needed. If you need to contact a student, please call the school office at 333-6655. We will ensure that you reach your child.

iPods, MP3 players, earbuds, cell phones, and other handheld electronic devices are items with a high theft rate. It is best if these are left at home or locked in a locker. **It is not Auburn Middle School's responsibility if these items are misplaced or become missing.**

Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

Scanners and walkie-talkies are not to be used in school by students. If in possession of scanners or walkie-talkies, devices will be seized and picked up by parent/guardian.

Student-assigned laptops are the property of the Auburn School Department and are to be used properly. If a student is found to be misusing a student-assigned device the AMS administration and team have the right to place restrictions upon the student device as well as find alternative paths to gain the information necessary to complete the work.

****Due to confidentiality and privacy laws, neither students nor parents shall record any portion of school instruction/programming.****

RETURN TO SCHOOL AFTER ILLNESS/INJURY

Do not send your child to school for at least 24 hours after the following:

- * fever greater than 100 degrees. Students must be fever free WITHOUT the use of fever-reducing medications (Tylenol, ibuprofen, etc.) for 24 hours.
- *vomiting
- * diarrhea (more than 3 loose stools in a day)
- * discharge (other than clear) from eyes, nose, mouth, ears
- * an infection. Students must receive antibiotics for at least 24 hours before returning to

school.

Children should return to school when they are well enough for a full school day's activities, including going outside for recess. If you have questions, please contact the school nurse at 333-6655. A student returning to school after an absence is responsible for talking with his/her teacher(s) regarding assignments to be completed.

If a child has been under a doctor's care, especially in the case of a communicable disease or surgical procedure, the school nurse may request a note from the doctor. Your help in notifying the school of illness or communicable diseases would be greatly appreciated. You may contact the nurse at 333-6655.

After an injury or hospitalization, the school may require written permission from the doctor to return to physical education. Caution is urged when returning a student to school after an illness. The day a student returns he/she is expected to go out for recess.

TARDIES TO SCHOOL

Students who enter school after 7:25 a.m. are considered tardy to school. All tardies will be marked unexcused unless a parent personally checks the child into school with a valid excuse. Tardies to school will cause discipline starting at Lunch Detention. Students will be considered tardy to school if they arrive to homeroom without an office pass after the tardy bell rings. Students who are marked unexcused tardy are not allowed to participate in afterschool activities. After 5 unexcused tardies a student will be asked to stay after school in order to get caught up on missed work. This includes their CORE class.

TARDIES TO CLASS

It is important that students arrive on time for class to maximize teaching and learning time. Students are expected to transition from class to class quickly and use their time efficiently. Any student who arrives tardy will be directed to complete a tardy pass. A consequence will be given after each four tardies during a quarter.

EARLY DISMISSAL

A written parent/guardian request for early dismissal is encouraged. A parent/guardian must sign the dismissal sheet in the office and present a photo ID before the student is allowed to leave the building with the parent/guardian. If an individual not on the student's emergency contact list will be picking up the student, a phone call from the parent/guardian is required for authorization. **A student will only be dismissed with permission from a parent or guardian.**

MAKING UP WORK MISSED DUE TO ABSENCE

The students are responsible for making up for missed work due to absences. Please contact teachers to make a plan to complete missed assignments. The work will be available on Google Classroom. If it is known that the student will miss school for an extended period, please make arrangements for missed work ahead of time.

AFTER SCHOOL ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in various activities at AMS, including Jazz Band, Drama Club,

ATHLETICS

We encourage all students to participate in our middle school athletics program. It's a chance to learn new skills, make friends, and stay active. Prior experience is not always necessary, as our coaches are dedicated to helping athletes of all levels improve and succeed. Remember, sports are not just about winning; they're about personal growth and having a positive experience.

Important Reminders:

- All athletes must maintain academic eligibility to participate.
- Physical examinations are required before joining a team.
- Respect for coaches, teammates, opponents, and officials is crucial.
- All athletes must be at school on time unless excused by a parent or guardian

PARTICIPATION ELIGIBILITY

Before being allowed to try out or participate in sports teams, students must have a current sports physical, which can be obtained for a fee at the health center or from the family's health practitioner. Students participating in interscholastic sports at AMS must sign up through the My Family ID website, which may be accessed through the AMS website.

Athletes/Extracurricular Activity participants must pass all classes with a score of 76 or higher. Students must be on time to school each day. Students who are tardy will not be able to participate in practice or any competitions that day. Students have one week to develop a plan with their teachers to raise unsatisfactory grades to pass/satisfactory. If the student is not successful, they will be ineligible to participate.

ATTENDANCE FOR PARTICIPATION IN SCHOOL FUNCTIONS

A student who is absent unexcused or tardy unexcused without a medical note may be unable to participate in any co-curricular/sports activities the day of his/her absence unless approved in advance by the Administration. Students under suspension from school may not attend or participate in any school function.

SCHOOL DANCES

School dances are held throughout the year. Students are welcome to attend if they:

- Have not been absent the day of the dance or dismissed early, not due to illness.
- Have not served detention, in-school suspensions, or suspended from school during the week of the dance.
- Do not bring any containers capable of holding food or beverages.
- Students are dressed appropriately and follow the district dress code policy. Students dressed inappropriately will be allowed to have clothes brought to them, or they will be asked to leave the dance.
- Students must be at school on time of the day of a dance unless excused by a parent or guardian

Dances usually begin at 6:30 P.M. and end PROMPTLY at 8:00 P.M. Doors open at 6:20 pm. Students are asked to stay in a vehicle until the doors open. Parents are asked to please make sure to provide transportation promptly at the end of the dance. Traffic will be heavy, so carpooling is suggested. A student who is not picked up at that time may lose the privilege of attending the next dance. Students must follow the directions of the chaperones at the dance.

A student who attends the dance may not leave the building once the dance has begun, and he/she may not return to the dance. Students are asked not to linger on school property.

Any student attending the dance will exhibit appropriate behavior. Any student who exhibits inappropriate behavior will be escorted to the office, telephone for immediate transportation, and will not attend any dances for the rest of the year. All school rules are in effect.

SAFETY

[Auburn School Department Weapons, Violence, Bullying, and School Safety Policy](#)

SCHOOL SAFETY AND ANNUAL DRILLS

When the fire alarm sounds, students and staff will exit the building quickly, quietly, and orderly. Each learning environment has a map showing exit routes. Students will remain with their classmates, and no talking is allowed during the drill. AMS has procedures in place for other emergencies to ensure our students' safety.

We are committed to providing the safest possible environment for our students and staff by taking proactive steps to secure our schools. We want to ensure they have a safe place to learn, work, and grow.

ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. It empowers individuals to participate at their appropriate level using proactive options-based responses. Our staff is fully trained on the ALICE strategies through online classes and hands-on training with our local ALICE-certified instructors.

Safety drills will be practiced regularly throughout the school year. These will include evacuation and lockdown drills. Safety drills may or may not be announced before their execution.

CYBERBULLYING

Bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

DEFAMATION

Disciplining students for defamation typically involves following the school's code of conduct and disciplinary procedures. Here's a general outline of how it might be handled:

1. Investigation: The school administration would investigate to gather information about the alleged defamation. This may involve speaking to witnesses, collecting evidence such as written statements or electronic communications, and meeting with the accused students.
2. Evidence Review: The evidence collected during the investigation will be reviewed to determine sufficient proof of defamation. This could include written or verbal statements, social media posts, or other communications.
3. Due Process: If the evidence suggests that the students engaged in defamation, they would typically be subject to due process. Students can present their side of the story and respond to the allegations during this opportunity.
4. Consequences: Depending on the severity of the defamation and the school's disciplinary policies, the implications for the students could vary. This might include verbal or written warnings, detention, suspension, or other disciplinary measures.

5. Educational Intervention: In addition to disciplinary action, the school may also implement educational interventions to address the behavior and prevent future incidents. This could include counseling, mediation, or workshops on topics such as digital citizenship and responsible communication.
6. Parental Involvement: The school may involve the parents or guardians of the students in the disciplinary process, particularly if the defamation occurred online or outside of school hours. Open communication with parents can help ensure that they are aware of the situation and can support the school's efforts to address the behavior.
7. Follow-Up: After the disciplinary process is complete, the school should follow up with the students involved to monitor their behavior and ensure they understand defamation's consequences. It's important to provide ongoing support and guidance to help them make better choices in the future.

Disciplining students for defamation requires a fair and consistent approach that prioritizes accountability, education, and the well-being of all individuals involved.

STUDENTS AT RISK

What to do if a Student is at risk of self-harm outside of school hours?

If you and/or your child become aware of a student that may be at risk of self-harm when school is not in session, please DO NOT attempt to contact school personnel during this time. Staff are not working at their desks and may not check email or voicemail during these times. Therefore, vital safety information could be easily missed, and students could be at greater risk. Instead, please utilize this step-by-step guide for how a parent could respond to such a concern outside of school hours.

If the risk of self-harm is with your **child**:

1. Call the Maine Crisis Hotline at 1-888-568-1112
And/or
2. If the safety threat is imminent, call 9-1-1
3. Take your child to the closest hospital emergency room

If the possible self-harm involves **another child**:

1. If you feel comfortable contacting the child's parents to share information directly with them
And/or
2. Call the police and share your concerns
Auburn (207) 333-6650
3. If the child is in imminent danger, call 9-1-1

Any reports to the police can be reported anonymously

Your caller ID can be blocked by dialing *67 before calling

Share any information such as the child's name, hometown, and the reasons for safety concerns

PARTICIPATION IN ACTIVITIES BY NON REGISTERED STUDENTS

AMS may allow homeschooled students or students residing in Auburn who attend a private school recognized by the Department of Education as providing equivalent instruction to try out for extracurricular or interscholastic activities at a public school if their private school does not offer the same activities. This is contingent on the public school principal's approval and the student's agreement to abide by other conditions.

- A. The student's family applies for and receives written approval from the principal of the school or the principal's designee, who may withhold such approval only if the school does not have the capacity to provide the student with the opportunity to participate in the extracurricular or interscholastic activity. If approval is withheld, the principal or the principal's designee must provide a written explanation to the student or the student's parent or guardian stating the reason or reasons for the decision to withhold approval.
 - a. Private school students may be denied participation in activities if the maximum number of students who can safely participate is reached before registration is complete. Preference will be given to students registered at AMS.
- B. The student's family agrees to abide by rules of participation equivalent to those applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met. The student and family complete the appropriate material as all students who sign up for activities and any other paperwork students of AMS must complete each year.
- C. The student complies with the same physical examination, immunization, insurance, age and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the local school unit.
- D. The student meets academic standards equivalent to those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- E. The student abides by the same transportation policy as regularly enrolled students participating in the activity.
- F. The private school the student attends does not provide the same extracurricular or interscholastic activity.

Reference: **Sec. 1. 20-A MRSA §5021-A, sub-§2**, as amended by PL 2013, c. 428, §§4 and 5,

Auburn Middle School Scavenger Hunt

Welcome to the scavenger hunt at Auburn Middle School! This activity will help you become familiar with important aspects of our school handbook. Find the answers to the questions below by exploring the document. Good luck!

Instructions:

- ***Work individually or in teams to find the answers to each question by referring to the appropriate sections in the school handbook.***
- ***Write down your answers and submit them by the end of the activity.***

Enjoy exploring the handbook and learning more about Auburn Middle School!

Scavenger Hunt Questions

1. Principal's Welcome:

- Who is the principal of Auburn Middle School?
- What does the principal emphasize about family relationships?

2. School Community:

- What grades does Auburn Middle School serve?
- List two types of teams or groups where students can make new friends.

3. Core Program:

- What are the four components of the CORE acronym at AMS?
- What is one of the CORE values related to work habits?

4. Daily Schedule:

- What time should students arrive at school?
- What should a student do if they arrive after 7:20 A.M.?

5. Lunch and Breakfast:

- Where do students eat breakfast at Auburn Middle School?
- What is the lunch status for this year?

6. Counseling Services:

- How many school counselors are available at AMS?
- What is one type of support that counselors provide?

7. Academic Policies:

- What must a student do to achieve "High Honors" on the honor roll?
- What is the consequence of a first offense of plagiarism or cheating?

8. Technology Use:

- What are students encouraged to inquire about regarding their school-issued devices?
- Where should cell phones be kept during the school day?

9. Restorative Practice:

- What does restorative practice at AMS aim to promote?
- Is restorative practice a replacement for traditional discipline?

10. PBIS & CORE Values:

- What does PBIS stand for?
- Name one of the core values that guide AMS's school-wide expectations.

11. Assemblies:

- What behavior is expected from students during assemblies?
- What is not allowed during assemblies regarding electronic devices?

12. Dress Code:

- What is the consequence for a first offense of breaking the dress code?
- Are students allowed to wear hats or hoods inside the building?

13. Electronic Devices:

- What happens if a student is caught with a visible cell phone during school hours?
- Where should earbuds be used according to the policy?

14. Absences and Tardies:

- What must parents/guardians do if a student will be absent from school?
- What is the consequence for students with five unexcused tardies?

15. After School Activities:

- What are two extracurricular activities offered at AMS?
- What must all athletes at AMS maintain to participate in sports?