

Greenville Consolidated School Student/Parent Handbook 2023- 2024

130 Pritham Avenue, Greenville, ME

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www.ghslakers.org

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The material covered within this student handbook is intended to convey general information, rules and procedures to students and parents. It is not intended to either enlarge or diminish School Committee policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice and may also be superseded by School Committee policy, administrative regulation or negotiated agreement.

Principal's Message

Dear Students and Parents:

I am pleased to introduce you to our updated Student/Parent Handbook that outlines our GCS Mission, Vision, and Code of Conduct. The heart of this handbook is the idea that each of us plays an integral role in shaping our school's environment. Our community thrives when we embrace values of respect, responsibility, and empathy. This handbook is not merely a set of rules; it is a guide that empowers us to build meaningful connections and engage in respectful and positive interactions.

In these pages, you will find guidelines that reflect shared values and help us maintain a safe and inclusive community for growth and learning. As we embark on this journey together, I encourage you to think of this handbook not as a list of restrictions but as a foundation for collaboration and mutual respect.

Our school is a community of diverse perspectives, experiences, and dreams. By upholding the principles outlined in this handbook, we honor this diversity and strengthen our overall community. Every action shapes who we are as a community - from how we treat one another to how we approach challenges.

I encourage you to reflect on the role you play in our community and the impact of your choices. Let's engage in open conversations, offer help to those in need, and demonstrate kindness that will define us as a true community of learners.

Thank you for your commitment to fostering a positive and respectful community. Together we will thrive in a school where each individual is valued, where we are mindful of our choices and how they affect others, our goals, and our dreams, and where we not only learn content, but we learn to think.

Respectfully,

Lee Pearsall
Principal of Greenville Consolidated School

Community Core Values

We show RESPECT when -

- ★ We celebrate individuality.
- ★ We value and appreciate diversity.
- ★ We show others that we care.
- ★ We use manners.
- ★ We treat others, their property, ourselves, and our school with respect.

We are RESPONSIBLE when -

- ★ We take ownership of our behavior as individuals.
- ★ We have the courage to think and act independently.
- ★ We demonstrate problem solving and decision-making skills.
- ★ We are reliable and trustworthy.
- ★ We own our choices and their consequences.
- ★ We are mindful of others, needs and the benefits of compromise.

We have INTEGRITY when -

- ★ We are honest about our own strengths and deficiencies.
- ★ We practice honesty and academic integrity in all our work.
- ★ We demonstrate fairness in our judgments and actions.
- ★ WE fulfill commitments and promises.
- ★ We stand up for what we believe.

We show COMPASSION when -

- ★ We understand the circumstances and viewpoints of others.
- ★ We develop the capacity to forgive others and ourselves.
- ★ We celebrate the contributions of others.
- ★ We promote a peaceful, caring, and safe community.

WE are ENGAGED when -

- ★ We learn new skills and challenge ourselves.
- ★ We make meaningful connections with others and balance common goals and individual gain.
- ★ We think creatively and critically.
- ★ We are curious.
- ★ We are open to the opinions and advice of others.
- ★ We communicate effectively.
- ★ We include parents and community members as partners.

We display SERVICE when -

- ★ We share time and talents with others.
- ★ We take an active role in and celebrate service opportunities in our school and community.
- ★ We contribute more than we receive.
- ★ We consider the impact of our actions on our community, our country, other nations, and our planet.

Introduction To GCS Handbook

The information in this handbook has been carefully prepared and presented so that it will be of great value in helping you to adjust and succeed at our school. The student handbook provides guidelines, rules and requirements that foster a school climate that allows success for all students. Please do your part to become a responsible, informed, caring, compassionate and kind student and parent. **The signing of this handbook is your agreement to abide and support GCS with its rules, ideals and policies.**

Table of Contents

Absences from School and Attendance	6
• Advanced Approval for Excused Absences	6
Accidents or Injuries	8
Activities	8
Advanced Placement Courses	8
Allergies, Asthma, and other Medical Conditions	9
All Hazards Plan	9
Animals in School	9
Announcements	9
Arrival and dismissal	10
Assemblies	10
Athletics	10
Bell Schedule	10
Books and Responsibility for Care	10
Bullying	10
Bus Transportation	11
Calendar	12
Cars and Automobiles on Campus	12
Cell Phones	12
Cheating and Plagiarism	12
Class Dues	14
Closed Campus	14
Clubs/Activities	14
Co-Curricular Eligibility Policy	15
Computers	15
Computer/Technology	15
Contact Phone and Address	15
Dances (High School)	16
Dances/Socials (Middle School)	16
Discipline	16
Dissection	17
Dress and Cleanliness	18
Drug, Alcohol, Tobacco Use	19
Early Arrivals	19
Early Dismissal	19
Electronics	19
E-Mail	20
Emergency Information	20
Emergency Operating Plan for Families	20
Emergency Operating Plan for Students	20
Equal Opportunity	20
Facilities	20
Field Trips	20

Final Exams	21
Fire / Emergency Drills	21
Food Service	21
Fundraising	21
Grading Criteria	21
Grade Weighting	21
Grading	22
Graduation Requirements	22
Guidance and Counseling Services	22
Gymnasium	22
Hall Passes	22
Harassment/Bullying	22
Hazing	23
Homework	23
Honor Roll	23
Immunizations	23
Insurance	24
Intervention	24
Library	24
Lockers	24
Lost and Found	24
Lunch and Breakfast Program	24
Medication	25
Non-curricular Courses	25
Parent/Guardian Teacher Conferences	25
Parties and Celebrations	25
Physical Education	25
Physical Restraint and Seclusion	25
Playground Procedures	26
Public Displays of Affection	26
Report Cards and Progress Reports	26
Schedule Changes	26
School Cancellation	26
School Colors and School Mascot	26
School Fight Song	26
Sign-out Privileges	27
Shoes	27
Smoking / Vaping	27
Snowmobiles/Dirt Bikes/ATVs	27
Student Activities	27
Student Educational Records	28
Student Parking	29
Student Vehicles	29
Students Who Are Changing Schools	29
Substitute Teachers	29
Tutoring / Lunch and After School Help	29
Visitors	29
Visitor's Pass	29
Volunteers	29
Weapons	29
Yearbook	29

ATTACHMENTS

Greenville Schools District Policies

Absence From School -

Attendance at school is an essential part of educational success for students. Research tells us that more than 10% absenteeism has an exponentially negative impact on achievement. Furthermore, we need to hold students accountable for being present as it not only is the law but good attendance encourages good work habits for future experiences. The following policy is intended to maintain and promote acceptable levels of student attendance at GCS - Greenville School Policy: JEA - Compulsory Attendance and JHB - Truancy.

Please make every effort to inform the school of a student's absence. Parents are required to contact the school by 8:30 A.M. on the day a student is absent. The office will be open at 7:30AM. If the school is not contacted by 8:30AM. then the school will attempt to notify parents that the student is absent. IF WE DO NOT GET ANY NOTE OR CALL, THE ABSENCE IS CONSIDERED "UNEXCUSED." Chronic unexcused absences are considered a truant issue and a truancy record is entered into the Maine State Attendance System. Upon record with the state Department of Education, parents/guardians and the superintendent are notified, an intervention plan is developed, parent/guardian meeting is scheduled, the superintendent notifies the school committee, and local law enforcement is notified.

According to Maine state law, every parent/guardian is obligated to ensure that every child under their care and supervision receives adequate education and training, and thus, the state requires attendance at a public school or state-recognized alternative. To meet Maine state law, the attendance policy of GCS requires that all children between the ages of 6 and 17 attend school during the time school is in session.

❑ **Habitual Truancy** is defined by Maine DOE as follows.

- ❑ For students in Grades 7-12 - 10 full days or 7 consecutive days of unexcused absences
- ❑ For students through Grade 6 - 7 full days or 5 consecutive days of unexcused absences

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students, who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving school.

A student's absence is excused when the absence is for the following reasons:

1. Personal Health— including physical, mental, and behavioral health.
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for a personal or educational purpose that has been approved by the Principal.
 - a. *Many times, families wish to have their students complete assignments prior to the scheduled vacation or lengthy absence. We understand this desire; however, it can be difficult to pull together assignments/materials earlier than planned due to the adjustments that are made on a daily basis to accommodate and differentiate whole class instruction. Class discussions, group work, and lab activities are important parts of class time and these components cannot be easily replicated and sent home - especially in advance.*
 - b. *It is good practice to check in with each teacher (see protocol below) as well as check Google Classroom and school email on a regular basis while away. The student should do their best to*

complete posted assignments and submit them to the Google Classroom or email them to the teacher. Students are responsible for making up missed work when they return and have a designated timeframe as noted by each individual teacher to submit work upon their return to school. Students should be prepared to stay after school in the Homework Club if necessary.

- c. Students and family must complete an **“Advanced Approval for Excused Absences” form** for approval for absences that do not fit into the above four categories.
 - i. The parent/guardian will cite the reason for the absence(s) and
 - ii. the student will give the form to his/her teacher(s) to record assignments the student must complete in order for the absences to be approved.
 - iii. Additionally, the parent and student will choose an educational activity of value for the student while the student is away from school - ie: reading an unassigned book, visiting a museum, etc.
 - iv. Once all the assignments have been returned to the teacher, the teacher will initial the form and
 - v. the student will bring the form to the main office and the unexcused absences will be changed to excused absences.
6. Educational disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or superintendents' student transfer agreement. “Education disruption” does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or medical absence for a planned hospitalization or recovery.

To promote improved attendance at school -

1. All absences from class, excused or unexcused, will be considered for the purpose of this GCS specific policy.
2. Unexcused absences will be dealt with according to district policy and state law governing truancy.
3. A student may not be absent from any one class for more than ten times in a year.
4. At seven absences a teacher contact will be made with the student and with the parent, sharing a copy of the policy.
5. At 10 absences a letter from the administration will be sent explaining that the attendance committee will be meeting to discuss the absenteeism issue. The parents and student are invited to be present when the Attendance Committee meets to discuss the absenteeism.
6. Students and parents need to make sure to provide information for the reason for absences and complete the “Advanced Approval for Excused Absences” form when appropriate (see above).

- ❑ **Attendance and Participation in School Activities** - Students are required to be in attendance at school in order to participate in co-curricular and extra-curricular school functions. **Students must be in attendance by 11am** in order to participate in the same day activity. This shall apply to athletics, musical performances, dances, club or class activities, cooperative education, or any other school sponsored activity. Students may be granted an exception due to special circumstances to the above policy provided they have obtained prior approval from the Principal.
- ❑ **Work Missed Due to Absences** - Students are responsible for obtaining work they missed due to excused absences. It is understood that the nature of some work makes it impossible to complete, e.g., science labs, group activities, etc. Students have the same number of class days missed to complete work and the work will be due the class meeting following. For example - 2 days missed - the work will be due on or before the third day back. In certain circumstances where a prolonged illness is involved,

an extension of this limit may be arranged between the student and the teacher. Labs and other such assignments will be made up per teacher availability. Work missed due to unexcused absences will be at the teacher's discretion.

- ❑ **Tardiness** - Tardiness is defined as lateness to school after the scheduled time that a class begins. Three unexcused tardies to school will result in an office detention. Additional tardies after these first three will result in one office detention per tardy (*See Detention in this handbook for schedule and protocols*) and a meeting with the student and his/her parent/guardian for the purpose of discussing how being tardy is impacting academic performance.
- ❑ Students entering school late must present a note at the office upon arrival at school. If a student does not have a note with him/her, s/he is still required to report to the office where phone contact will be made with an authorized person in order to admit the student.
- ❑ **Early Dismissals** - For early dismissal, a student **must have a note from the parent/guardian** stating the time and reason for the dismissal.
 - ❑ Parents/Guardians who wish to have a student dismissed from school due to an **emergency situation** should call the school.
 - ❑ Students who need to be dismissed from school due to **illness** must report to the main office so a school official can speak with a parent/guardian or emergency contact person. *Students must check out with the school nurse before a decision is made to go home.*
- ❑ **In all cases, students arriving late or leaving early must report to the main office to sign in or sign out.**
- ❑ **Prolonged Medical Absence** - Parents/Guardians of students who are suffering from a chronic illness or disability and are under a physician's care, who may be absent for a prolonged period of time, should submit a physician note to the main office and should contact the guidance director to arrange for educational assistance for the student.
- ❑ **Vacation** - Because attendance at school is vital to the learning process, we encourage families to plan their vacations to coincide with the regularly scheduled school vacations. The Maine DOE cites schools with a high rate of chronic absenteeism and our school is affected by such vacation absences. If the family wants the vacation absences to be counted as excused, they must complete the "Advanced Approval for Excused Absences" form in advance for the vacation related absence and follow through with the procedures.

Accidents Or Injuries - Any accident in the school building, on school grounds, or at any school sponsored event must be reported immediately to the adult in charge.

Activities - GCS operates a wide range of co-curricular activities which appeal to a wide range of student interests. While participating in student activities:

- ❑ All students are to conduct themselves in a proper manner and are accountable for their actions anytime they attend school-sponsored activities.
- ❑ Students who are on a trip or involved as representatives of the school should dress in a proper manner and will demonstrate good taste in their relationships with other students.
- ❑ Any student who does not wish to comply with the standards established by the school, subjects themselves to disciplinary action and/or dismissal from future involvement in activities.
- ❑ Must be eligible to participate.
- ❑ School policies will be adhered to at all times.

Advanced Placement Courses - GCS offers several Advanced Placement Courses (AP) that are approved by the College Board. AP testing occurs in the spring and will have costs involved. AP courses are considered college credit by many colleges if a student scores a "3" or higher on the exam depending on individual college or university policies. As part of an AP Course, *students must sit for the AP exam*. Exam fees will be funded

through the Guidance budget. If a student enrolls in an AP course and does not take the exam, the student must take a teacher-prepared final exam in the AP course, the AP designation will be taken off the course title when placed on transcript (the .20 multiplier will be voided), and student will be charged for the exam fee. Parents and students will need to sign off on these requirements. AP courses have a multiplier of .20 for calculation into overall GPA.

Allergies, Asthma, or Other Medical Conditions - In order to ensure the safety of all students, it is essential that parents/guardians share any student allergies or inclination toward asthmatic episodes with the school nurse. Likewise, if a student has a medical condition that manifests itself at school, it is in everyone's best interest for the school to know. Please contact the school nurse with any updates to student medical history. Occasionally students have allergies and families might be requested to refrain from bringing certain products or food to the school.

All Hazards Plan - The Greenville School Department has an All Hazards Plan policy. Administrators and teachers have a copy of the plan and have been trained on the procedures regarding any type of threat including - bomb threats, fire drills, intruder alerts, etc. The school conducts drills throughout the school year.

It is the intent of the All Hazards Plan to provide not only staff and students, but also parents and visitors with an appropriate continuity of operations emergency action plan in the event of any crisis. The plan includes crisis response team members. One of the members is the Parent Coordinator who will assist parents with emergency procedures.

In the event of an emergency, parents/guardians should immediately turn to the same local radio and television stations used for school cancellations. If possible, GCS will also utilize the "Alert Now" phone messaging system to inform parents of an emergency and keep them updated. The Superintendent will use the local radio and television stations to update parents throughout the emergency response procedures. The Greenville Town Office may also be used as a communication center for all emergency response procedures within the school.

- ❑ **Parents should not drive to the school** in the event of an emergency, as this would cause traffic congestion and possible interference with emergency response vehicles at the scene.
- ❑ **At no time will students be allowed to use personal vehicles to leave the scene.** This is a necessary step to ensure that the traffic flow on Pritham Avenue remains clear for emergency vehicles, and that students are accounted for.
- ❑ **Students will be required to silence cell phones.**
- ❑ **After the school has ascertained the safety of each child**, the parent coordinator will notify parents through the local radio stations, the Alert Now system, and the Greenville Town Office when parents can come to the designated evacuation site to pick up their students.
 - ❑ Only the parent/guardian or designated emergency contacts from enrollment paperwork will be allowed to pick up students in the event of an emergency. The site coordinators **will not** release students to undesigned adults under any circumstances.
- ❑ Depending on the circumstances, communications may be limited. The school's first priority in the event of an emergency is to ensure the students and staff are safe. The second priority is to contact parents to keep them informed. The school maintains contact with local police and fire departments in the event of an emergency and will follow their instructions.

Animals In School - Animals should **not** be brought to school without permission from the principal.

Permission will be granted only in extenuating circumstances. Treatment of animals in school must adhere to state regulations and school committee policy.

Announcements - Announcements will be read at the start of the school day. Additionally, daily announcements will be posted online on the ghslakers.org website under Calendar- Daily Announcements.

Students and parents are responsible for information contained in announcements and in all written communications sent.

Arrival and Dismissal - Students should plan to arrive at school ***no earlier*** than 7:45am. School begins at 8am. Students in grades PreK-5 will enter through the Superintendent's door in the back of the school (closest to the skate park) and grade 6-12 students will enter through the door in the back of the school leading to the cafeteria.

- ❑ ***Grade PreK-12 students will not be dropped off at the playground.***
- ❑ ***Grade PreK-12 students will load buses at 2:30.***
- ❑ ***Parents may pick up their students in grades PreK-4 on the Exit drive after the buses exit campus. Parents can pull up along the exit drive where a dismissal monitor will radio into school for your child to meet you at your car. Students in grades PreK-4 will not be released until a parent/guardian or designee (Office Secretary notified during school hours of designee name and contact information) presents to the dismissal monitor.***
- ❑ ***Students in grades 5-12 will be dismissed at 2:30 to load buses, meet their rides in the student parking lot, or walk home.***

Assemblies - A variety of assemblies held each year provide informational, educational, cultural enrichment and entertainment. Consistent with GCS expectations, courtesy and respect will be given to all presenters and participants. Seating is assigned in assemblies - students will sit with their academic class and supervising teacher. Assemblies bolster the academic activities of the school and **attendance is required.**

- ❑ There should be a minimum of talking upon entering and leaving the assembly and all talking should cease when the person leading the assembly stands or begins the presentation.
- ❑ Courteous attention to the assembly program is expected of all.
- ❑ Approval may be expressed by applause.
- ❑ Observance of seating protocol is required. This may include, but is not limited to - NOT climbing over the backs of seats and remaining seated during the assembly.
- ❑ There is a "no food or drink" policy in the auditorium.

Athletics - Students are encouraged to participate in our athletic program. The sports seasons are outlined below:

9 - 12 Offerings:

Fall:	Boys/Girls Soccer, Golf
Winter:	Boys/Girls Varsity Basketball, JV Basketball, Ski Team
Spring:	Baseball, Softball, Track

All participants are required to abide by the provisions outlined in the [Athletic Handbook](#). For more information please contact Mr. Shaw, Athletic Director, 695.2666 ext. 4, andy.shaw@ghslakers.org.

Bell Schedule - High School Classes are roughly 81 minutes in length. Most classes meet on an alternating blue/white daily schedule. Split block classes are 40 minutes in length. Middle School Core Classes are 60 minutes in length and meet daily.

Books and Responsibility for Care - All textbooks are loaned to students for their use during the school year. The student or parent must pay for damaged or lost books.

Bullying - Per Greenville School Committee policy (JICK), the School Committee believes bullying, including cyberbullying, is detrimental to student wellbeing, learning, and achievement. It interferes with the mission of

the school to educate students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate in and witness such behavior. Bullying, including cyberbullying is not acceptable conduct at GCS and is prohibited.

This policy applies to bullying that takes place at school, on school grounds, at any school sponsored or school related activity or event, or while students are being transported to or from school, or school sponsored activities or events OR takes place elsewhere or with the use of technology - if the bullying infringes on the rights of the students at school and disrupts the learning environment.

Students who believe they have been bullied or have witnessed or learned about an act of bullying should report this behavior to the principal, guidance director, affirmative action officer, or superintendent.

The principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the superintendent within a reasonable period of time.

The state of Maine has mandatory investigation and reporting protocol that will be followed. Reports of substantiated acts of bullying will be reported to the state for law enforcement and civil rights follow up.

- ❑ **Response to Bullying by Students** - If bullying has been substantiated, the principal, or her designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion, alternative discipline, remediation, and /or other interventions as deemed warranted.
- ❑ **Alternative Discipline** includes but is not limited to -
 - ❑ Meeting with the student and his/her parents/guardians
 - ❑ Reflective activities, such as requiring the student to write an essay about the student's behavior
 - ❑ Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet
 - ❑ Counseling
 - ❑ Anger management
 - ❑ Health counseling and intervention
 - ❑ Mental health counseling
 - ❑ Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles, and restorative conferencing
 - ❑ Community service
 - ❑ In-school detention or suspension which may take place during lunch, after school, or on weekends

Bus Transportation - School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which s/he is assigned. **Any request to ride a bus or a different bus must be requested in writing * by the parent/guardian and submitted to the office.** A bus pass will be completed for the student to pick up at the end of the day. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus will be expected to comply with the bus rules and the requests of the driver. Regular bus students are encouraged to notify the school when students are not riding the bus.

- ❑ GCS, through S.A.D.#4, uses video surveillance cameras on school buses in an effort to assure the safety of students and staff. Procedural inquiries on the use of cameras should be directed to the SAD#4 Director of Transportation, at 876-4035.

- ❑ Students scheduled for after school activities are responsible for making their own transportation arrangements. If an activity requires the student to ride a different bus than usual, a bus pass should be issued. A note from the parent/guardian is necessary for a bus pass.

Calendar - The calendar for students is 176 days. Snow days will be added to the last scheduled school day. The school calendar is located on the school website - *GHSLakers.org* .

Cars and Automobiles on Campus - rules are in place to reduce the amount of traffic on the school campus while students are present. Parents and students need to follow the following traffic guidelines.

- ❑ Do not pull around other vehicles.
- ❑ Drop students only at the designated locations - the two back doors facing the staff parking lot and playground.
- ❑ Adhere to a maximum speed of 5 mph.
- ❑ Consult Traffic Flow Diagram in the appendix of this handbook.

Cell Phones, Earpods, Headphones, and Air Pods -Student use of cell phones, ear pods, headphones, air pods, and other electronic communication devices is prohibited during class time unless the teacher has an EDUCATIONAL reason for allowing a student to access technology. Students may text or access their cell phones, ear pods, headphones, and air pods between classes and during lunch, however, students may not be talking on their cell phones at this time unless given permission by a staff member. *Students need to have cell phone devices on silent or turned off and placed in the designated cell phone pocket phone rack while in class.* Ear pods, headphones, air pods and similar devices are prohibited during all class periods and will be categorized within this policy. Video and audio recording as well as photographing any individual (staff or student) without their permission during school or school related events is strictly prohibited and punishable.

- ❑ **1st Offense** = student turns phone off and gives it to teacher and teacher gives phone to the main office. Incident is logged into the discipline record. Student retrieves the phone from the main office at the end of the school day. This applies to earpods, headphones, air pods, and similar devices.
- ❑ **2nd Offense** = student turns phone off and gives it to teacher and teacher gives phone to the main office. Incidents are logged into the discipline record and parents are contacted. An office detention (*refer to Detention for schedule and protocols*) is assigned. Student retrieves the phone at the end of the day. This applies to earpods, headphones, air pods, and similar devices.
- ❑ **3rd Offense** = student turns phone off and gives it to teacher and teacher gives phone to the main office. The incident is logged into the discipline record and parents are contacted. An office detention is assigned (*refer to Detention for schedule and protocols*). Parents must pick up the phone. This applies to earpods, headphones, air pods, and similar devices.

If there are offenses beyond the third, it is assumed a pattern has emerged and the matter will be referred for additional consequences, which can range from a meeting with the administration, to a behavior contract, to not being allowed to possess a cell phone, earpods, headphones, air pods, and similar devices while at school, or a referral to the school committee.

- ❑ Students may not use Personal Hotspots or provide their Hotspot to other students while in school. The law requires that while at school all students' internet activity is to go through our school's network and filter. Since Hotspots are a way around the school network they cannot be allowed in school. The one exception would be the authorized and supervised Hotspot in the office.

CHEATING AND PLAGIARISM POLICY

In maintaining high standards of academics at Greenville Consolidated School the following policy has been developed to deal with academic dishonesty in a firm but educationally sound way. The policy has been developed to ensure an element of proper education surrounding cheating and plagiarism for a student prior to significant and impactful consequences are administered. Students will be given direct instruction regarding cheating and plagiarism each year they are at GCS through their ELA classes. Additionally, students are highly encouraged to seek out further assistance from the K-12 Library/Media Specialist for citational instruction.

Academic dishonesty is a term that covers intended or unintentional plagiarism, cheating, copying another's work (peer or scholarly), using technology illicitly (laptops, smartphones, smartwatches during a quiz or exam), communicating with others during a quiz or exam, or passing another's work (peer or scholarly) off as one's own is all strictly prohibited. GCS Academic Integrity policy's mission is to prepare students for either work placement or post secondary education, whereas the consequences of such plagiarism and cheating have punishable consequences. Group projects and assignments do not have the same caliber as plagiarism, so long as the students know they are expected and responsible for researching, presenting, and citing their own parts of the assignment. Here is the breakdown of such terms as mentioned above:

- **Collaboration** is for students to work together on an educational assignment with permission from the teacher
- **Plagiarism** is to commit literary theft - to steal and pass off work from another (either peer or scholarly work), and to create the production of another. ***Regardless if you're borrowing the exact words or are paraphrasing the information, you must cite the sources used, both within the text AND in a properly formatted Works Cited/Bibliography page.*** In order to avoid plagiarism, students **must do the following:** when using someone else's words within their own work, students must put quotation marks around the exact set of words being used, followed by an intext citation, and then list any borrowed materials on a properly formatted Works Cited/Bibliography page. If paraphrasing the borrowed materials, credit still must be given within an intext citation and also list any borrowed materials on a properly formatted Works Cited/Bibliography page. Both the intext citation and the Works Cited/Bibliography page must be set up according to the proper citation format (MLA, APA, Chicago Style, etc.). Guidance and rules for such can be found using Purdue Owl Research and Citation Resource: (https://owl.purdue.edu/owl/research_and_citation/resources.html).
- **Cheating** includes, but is not limited to, using a peer's work as one's own, looking at a peer's work during a quiz or exam, copying another peer's assignment (unless given permission by the teacher), giving another student one's own work to use, using technology illicit (laptops, smartphones, smartwatches, etc.) during a quiz or exam, communicating with others during a quiz or exam, or passing another's work (peer or scholarly) off as one's own is all strictly prohibited. Cheating also includes the use of calculators (when not permitted), textbooks,

notes of any kind, during a quiz, exam, or assignment.

- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination of a student engaged in academic dishonesty will be based on gathered specific evidence (written materials, observation, or other information) provided by the classroom teacher or other supervising professional employee. Students found to have engaged in academic dishonesty will be subject to disciplinary as well as academic consequences, as listed below.

Academic Dishonesty	School-wide First Offense	School-wide Repeated Offenses
Copying class work or homework Plagiarism or cheating on a quiz, exam, assignment, or project Forgery or stealing	* Zero on assignment * Administration notification * Parent notification * PS entry log * Students have 3 school calendar weekdays to redo assignment - final assignment grade will be docked 20 points; * Student / Parent / Teacher / Guidance Counselor Meeting * Detention(s)	*Zero on assignment * Administration notification * Parent notification * PS entry log Students have 3 school calendar weekdays to redo assignment - further offenses - redone assignments grades will remain at 0. * Student / Parent / Teacher / Guidance Counselor Meeting * Detentions - In-School Suspensions

Class Dues - Class dues are collected to assist in the operation of class activities such as the Prom, special Yearbook sections and Graduation. The dues for a class may not exceed \$30.00 per year per student except with the permission of the class advisor and the principal. Any additional assessments must be for a specific approved activity and approved by the administration.

Closed Campus - GCS is a **closed campus**, which means that all students are required to remain in school from the time they arrive in the morning until his/her daily class schedule is complete, including lunch periods and study halls. Students who violate this policy will be subject to disciplinary action. See Senior Privileges for exception.

Clubs/Activities - GCS encourages all students to participate in as many co-curricular activities as possible. The following chart identifies the ongoing clubs and activities at GCS. If there is not a particular club offered and a student would like to get one started, the student and five other students who are interested need to meet with the principal to discuss the possibility of starting such a club.

Key Club
Theater
Envirothon

Jazz Band
Student Council
Math Team

Outing Club
Yearbook
LGBTQ+

Co-Curricular/Athletic Eligibility Policy -

All high school students are expected to pass a minimum of 4 credits of classes to be eligible to participate in co-curricular activities. As academic performance is important, the following procedure will be used to ensure this focus is maintained.

- ☐ Grade checks will be completed at mid-quarter and at the end of each quarter. Failing any course will result in restricted co-curricular/athletic participation.
- ☐ Incomplete grades will be considered as failures.
- ☐ If failure(s) bring the student to fewer than 4 credits, the student will be placed on a 10 school day probation period. The 10th day is notification day. If the number of credits being passed at the end of the probationary period is fewer than 4, the student will be ineligible to participate in the activity until the next check time (mid or end of quarter). A student who has been ineligible may become eligible on notification day if s/he is passing a minimum of 4 credits.
- ☐ A student who is ineligible the 2nd half of the 4th quarter and remains ineligible because of 4th quarter grades, is ineligible until mid quarter of the 1st quarter in the next school year.
- ☐ A student who is on probation due to 4th quarter grades starts out the next year with a 10 day probationary period starting the first day of school.
- ☐ Students entering 9th grade will start with a “clean slate.”
- ☐ Grade checks will be on Wednesday afternoon of the week following the end of a mid or end of quarter grading period. Probation will be for the following 10 school days.

Computers - GCS provides a variety of technology options for student use. Students and parents/guardians must sign an Internet Use Agreement before students are able to use a school device to access the internet. Signed MLTI (Maine Learning Technology Initiative) use agreements are required of all students in grades 7-12. Parents/Guardians and students are required to sign a take-home agreement packet and pay insurance before an MLTI or GCS device can leave campus. If the laptop or other GCS issued device is missing parts or damaged as a result of taking it off campus, the student and parent/guardian are liable for the cost of repair or replacement as is stated in the policy and signed agreement.

Computer/Technology - Students at GCS are given the opportunity to utilize modern technology. They are expected to provide proper care for all school equipment. Any damage to equipment through student negligence will result in cost of repair, labor or replacement by the student. Willful destruction or damage to equipment by a student will result in restitution and legal consequences.

Use of the technology is a privilege and students are expected to display proper restraint in its use. Inappropriate use of e-mail, Internet, individual computers or computer systems will result in loss of privileges and possible suspension.

- ☐ *PowerSchool Access* is available to parents to assist them in keeping informed of their child's performance in school. Please remember that grades are constantly changing and are not official records until the end of the grading period.
- ☐ Parent user IDs and passwords are on all progress and report cards or may be obtained from the main office. If you have any concerns or questions about this please contact the guidance office. If you do not have Internet access, you may go to the Shaw Public Library to use their computers.
- ☐ Students and parents are required to sign an acceptable use policy to use the school's technology.

Contact Phone Numbers and Addresses - Please inform the office immediately if you change your address or telephone number and please be sure to be complete in filling out the start of school informational packets regarding demographic information. In the event of an emergency or if your child is sick, we must have updated contact and emergency information in order to alert the parent/guardian in a timely manner. Please check to make sure your voicemail is set up and that it is not full (on a routine basis).

Dances (High School) - School sponsored dances/socials are held several times a year. The dances are for GCS students and their guests. In order to bring a guest, students must submit a request to bring a guest form complete with school or work contact information to verify the guest's age and/or verify his or her good standing and submit it to the main office by 2:30 on the Wednesday before the dance. At the high school level, student guests must be younger than 21 and at least in 9th grade. If the principal or her designee cannot verify good standing or the invited guest's school reports poor standing, the guest will not be allowed to attend the function.

- ☐ A guest must be accompanied to the dance by a GCS high school student who will be responsible for the guest's behavior.
- ☐ The doors will close 1 hour after the event starts and no one will be admitted unless prior permission is granted by an administrator or teacher.
- ☐ Once a student leaves the dance they will not be allowed to re-enter the dance.
- ☐ Students who are absent from school on the day of the dance may not attend the dance. Students on suspension will not be allowed to attend the dance.

Dances/Socials (Middle School) - Age appropriate social events are offered at GCS throughout the school year. These events may consist of dances, open gym, fun nights and other activities. All rules and procedures that are in effect during normal school hours are also in effect for all school activities.

- ☐ Socials are for GCS students only and approved guests
- ☐ Guest permission forms must be completed and submitted to the main office no later than the Wednesday @ 2:30 pm before the school event.
- ☐ Permission must be given for late arrivals or early dismissals
- ☐ All socials will be adequately chaperoned by GCS staff and parent volunteers
- ☐ All parents are welcome to attend

All school rules apply to MS Dances/Socials. Anyone who leaves this event is not permitted to re-enter. The doors close 30 minutes after opening time. Only students who have made prior arrangements with the administration will be admitted after that time. All Middle School students attending Middle School Dances/Socials must remain at the event until the event is over unless the parent/guardian has made prior arrangements with the administration.

Discipline - Each member of the GCS community - students, parents, teachers, administrators, and staff share responsibility for making GCS a healthy, safe, pleasant, and productive place to learn and work. Students will be held responsible for exhibiting behavior that maintains these principles. Students who choose not to maintain this standard of behavior will receive appropriate interventions and/or consequences.

Some general expectations are presented below for the safety and comfort of all students and preservation of taxpayers' investment. Please note that this is not a comprehensive or exhaustive list of expectations.

- ☐ Treat all others with human decency
- ☐ Avoid horseplay
- ☐ Be on time to class
- ☐ Limit displays of affection to handholding
- ☐ Sit on chairs, not tables or desks
- ☐ Stay off the lawn during mud season

- ❑ Keep hats off while inside any of the school buildings
- ❑ Get permission from the main office to go to parked car during the school day
- ❑ Pay for lost and damaged school materials
- ❑ Dress appropriately - suggestive clothing, clothing with inappropriate messages, and distracting articles of clothing are not appropriate (*see dress code*)
- ❑ **Consequences** - In the event that a student does not abide by these guidelines, disciplinary action will result. Disciplinary actions include but are not limited to teacher detention, office detention, in-school suspension, out of school suspension.
 - ❑ In the case of illegal activity or suspected illegal activity, the proper authorities will be contacted.
 - ❑ **Teacher Detentions** - Teachers may assign a detention for violations of the expectations of conduct (described above) as well as rules set in their classrooms and explained in the course expectations. Teachers, in accordance with school policy, may designate the length, time, and place of their detentions. **Students who skip a teacher's detention will receive an office detention in addition to serving the teacher's original detention.**
 - ❑ **Office Detentions** - The detention may be assigned by the principal or a designated administrator for various reasons including, but not limited to - being sent to the office for disciplinary reasons, violating the expectations of proper conduct, or not staying for a teacher-assigned detention. **Detentions are scheduled for TUESDAYS and THURSDAYS BEGINNING ON 09/05-06/6. Detentions will be scheduled regardless of athletic schedules, work schedules, or a student's non-school commitments.**
 - ❑ Students who are issued office detentions will serve the very next detention date.
 - ❑ I.e: if a student is issued an office detention on a Monday - they must serve the detention on the next Tuesday OR if a student is issued an office detention on a Tuesday, they must serve their detention on the following Thursday.
 - ❑ Office Detention times are non-negotiable.
 - ❑ If a student refuses to serve an office detention or is dismissed from office detention because of arriving late, poor behavior, etc., the student will be issued the next two office detentions.
 - ❑ If a student refuses to serve the two office detention days, they will be issued an in school suspension.
 - ❑ If a student does not attend the in school suspension, they will be issued an out of school suspension.
 - ❑ Students must report to the main office at 2:35 with an hour's worth of academic assignments if they have not already been assigned a restorative assignment for Office Detention.
 - ❑ Office Detentions start at 2:35 and end at 3:35.
 - ❑ **In-school Suspension and/or Out-of-school Suspension** - The principal will assign suspension for, but not limited to - fighting, theft, vandalism of school property, rude and disrespectful utterance or outbursts directed at school officials, teachers, and/or adults acting on behalf of the school. For in-school suspension, students must be prepared to do school work, and/or they can be assigned additional work at the discretion of the principal. Students will not be allowed to have access to their cell phone during in-school suspension. Students will not have the regularly assigned breaks and lunches, but will be assigned alternate times to limit interactions with other students. Out-of-school suspensions are reserved for extreme cases.
 - ❑ **Failure to serve an in-school suspension** - necessitates an automatic meeting with parent/guardian, student and administration. If this conduct continues, the matter will be referred to the superintendent for further review and resolution.

Dissection - Dissections are a required part of the laboratory experience in the science program. An alternative option is available for students upon the written request of the parents. A meeting with the parents and student will be requested to clarify the expectations for the student in the alternative program.

Dress & Cleanliness - At GCS, we believe in preparing our students for engagement in the world beyond our school walls and consider school to be a training ground for learning and practicing appropriate dress and decorum practices. An ad hoc committee composed of students, parents, a school committee member, teachers, and administration met in the Spring of 2022 to address updating our dress code to reflect our values in preparing our students for the world beyond GCS. We understand there is a time and place for dress that does not fit into the guidelines below; however, it is not in our school setting. We expect our students to dress appropriately for the school setting and ask parents to aid us in this endeavor. We expect that students present with general cleanliness and a respect for themselves, their peers, and school staff. Please refer to the following guidelines and expectations when preparing to come to school each day.

- ☐ Dress appropriately for the occasion and season.
- ☐ In accordance with state and federal laws, the wearing or display of buttons, hats, hairstyles or clothing that advertises and/or portray alcohol, gang affiliation, drugs or sexual, inappropriate or offensive statements will not be allowed.
- ☐ Underwear is not to be visible when moving, sitting, or standing in a normal manner. Undergarments must be covered by clothing.
- ☐ Tops must cover the midriff. When standing with your arms straight out from your sides, no midriff is visible. Crop tops will only be permitted if a tank top is underneath and covers all of the midsection.
- ☐ Tops are not to dip below an imaginary line around the body at the armpit level and must have straps.
- ☐ The length of shorts, skirts, dresses is to be gauged by mid-thigh. Mid-thigh is the halfway point between the knee and where the legs meet the torso.
- ☐ Jeans or other articles of clothing with holes in them or “distressed” must comply with all the above rules - If the holes are above mid-thigh, they must be patched accordingly.
- ☐ There may be frayed areas above mid thigh; however, these frayed areas (above mid thigh) must not show any skin.
- ☐ Footwear (shoes, boots) must be worn while in school and at school activities.
- ☐ Decorative chains, long spiked earrings or other accessories that have the potential to be dangerous are not permitted.
- ☐ No headgear - cap, hat, bandana, hoodie, etc is allowed in school during the school day unless it is for religious or medical reasons. It is a longstanding social norm that hats are removed as a courtesy and GCS will follow with this norm. The school committee views this practice as an acknowledgement of respect to our Constitution that provides us the right to a public education.
- ☐ Students in school sponsored activities, i.e. athletics, field trips, concerts, co-curricular activities, graduation, etc. will be required to meet specific expectations of dress for participation. Students are encouraged to wear school colors or logos in an expression of school spirit regularly and on special occasions. When a student's appearance does not meet expectations students will be required to change their appearance to meet appropriate standards. This may involve the cooperation of a parent/guardian in securing appropriate clothing. Students who cannot meet appropriate standards of dress may be sent home.
- ☐ Teachers have the right to modify these dress code guidelines when appropriate i.e science lab.

Students who choose to wear clothing that does not comply with the GCS dress code, will be sent to the main office to meet with the principal. Students not meeting dress code will be allowed to -

- ☐ Put additional clothing on to cover exposed areas

- ❑ Borrow clothing available in the Principal's office to wear for the remainder of the school day. GCS has a limited supply of dress code compliant clothing that can be borrowed for the day, worn to class, and returned.
- ❑ The student may call his/her parent/guardian to bring a change of clothing

Students who choose not to adhere to the dress code or to choose one of the options mentioned above, will not be permitted to return to class, will finish the school day in the principal's office and his/her parents/guardians will be notified of the disciplinary infraction. If there is a disagreement between students and/or parents/guardians and the staff regarding the inappropriateness of the clothing, the principal will ensure that the above guidelines and expectations are followed.

The administration reserves the right to make determinations about acceptable or unacceptable dress as well as appropriate disciplinary action.

Drug, Alcohol, Tobacco Use - In order to promote the highest possible standards of learning, as well as the physical, social, and emotional wellbeing of students, the Greenville School policy is designed to aid students in abstaining from the unlawful use of drugs, alcohol, and tobacco; provide for early interventions when use is detected; and provide disciplinary action when necessary. Compliance with this policy is mandatory.

Use includes carrying or having in one's possession a lighter, a lighted cigarette, zippo, e-cigarette, vape-pen, cigar, pipe, or other objects giving off smoke or vape. The use of and/or tobacco possession includes any related smoking/chewing/vaping/etc paraphernalia items.

- ❑ **1st Offense** = Three (3) day suspension, completion educational packet, and police notification. Meeting with student, parent, guidance director, school nurse, and principal before returning to school.
- ❑ **2nd Offense** = Three (3) to five (5) day suspension and police notified. Meeting with parent/guardian, guidance director, school nurse, and principal prior to returning to school. At the discretion of administration, guidance, and school nurse, further educational remediation may be required.
- ❑ **3rd Offense** = Five (5) to ten (10) day suspension and police notification. Meeting with parent/guardian, guidance director, school nurse, and principal prior to returning to school. At the discretion of administration, guidance, and school nurse, further educational remediation may be required. Possible referral to the School Committee for expulsion.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

Students who participate in athletics and co-curricular activities are subject to additional rules and sanctions. Consult the Student Athletic/Interscholastic Handbook for details.

Early Arrivals - Grade PreK-5 students will enter the school through the back Superintendent's doorway. Students in Grades 6-12 will enter the school through the back Boiler Room doorway nearest the gym. Students should arrive at school no earlier than 7:45AM.

Early Dismissal - A student is required to present a written request stating the specific reason for the dismissal to the office no later than 8:15 am, to ensure departures will be on the daily announcements . Any written request presented after 8:15 will require a verbal confirmation from the parent/guardian. A parent may request in person that their son/daughter be dismissed; however, verbal requests by telephone will be accepted only in emergency situations. If a student is ill, the nurse will be contacted and dismissal will be based on her recommendation. Exception- Senior Privileges.

A dismissal for a hair appointment, tanning salon, shopping, hunting, work, etc. is not allowed. Leaving school for these types of reasons will be considered an unexcused absence.

All students dismissed early and/or returning to school must sign in at the office.

Electronics - All electronic items that are not directly related to school such as: cell phones (see section on cell phones), mp3 players, walkman's, portable CD players, tape recorders, cell phones, handheld games, laser pointers, etc. should not be in use during the school day. A teacher may have students use these in class as long as it is educational in nature.

- ☐ Cell phones must be on silent or turned off and stored in the classroom cell phone rack.
- ☐ Cell phones cannot be used during class time including study halls unless in the office. (see Cell Phone Policy)

Email - All staff members may be contacted by email by using the staff members first name.last name @ghslakers.org. Example: lee.pearsall@ghslakers.org. Any harassing communications will be sent to the proper authority. Students also have an email address - refer to the Technology Acceptable Use policy for more information regarding student email use.

Emergency Information - All parents need to complete the emergency section on the student profile. Students can be released ONLY to those individuals on the student profile in case of emergency. These are contacts to be made when parents cannot be reached and at the discretion of the Principal/Designee.

Emergency Operating Plan for Families - In the event of an emergency and parents/guardians will be alerted via the ALL-CALL system alert. Parents/Guardians will be notified as to how to pick up their student(s); parents should follow directions given in the ALL-CALL and remember not to drive to the school as this will cause traffic congestion and probably interference with emergency services at the scene. Once a site for student release is communicated, students will only be released to their parents/guardians. Site Coordinators WILL NOT be allowed to release students to undesignated adults upon ANY circumstances.

Emergency Operating Plan for Students - Students will follow the directive of their teacher and Site Coordinators. In an emergency situation, students will be required to silence their cell phones and will not be allowed to use personal vehicles to leave the scene.

Equal Opportunity - School Union #60 and the Greenville Schools ensure equal opportunity in employment and education regardless of race, sex, color, national origin, marital status, religion, age, or handicap. School Union 60 and Greenville Schools are in complete compliance with Federal and State laws to include Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and P.L. 101-336 Americans with Disabilities Act of 1992. Inquiries can be made to Affirmative Action Officer, School Union #60, Greenville, Maine 04441 or telephone 207-695-2666.

Facilities - It is the individual responsibility of each student, as a worthy school citizen, to help keep our school property in the best condition. Students guilty of defacing or damaging school property will be required to pay for such damage and are subject to disciplinary action. Here are some minimal guidelines/expectations regarding facility use below.

- ☐ Classes or organizations wishing to use some part of the facility for an event or fundraiser must complete the proper paperwork and wait for approval.
- ☐ GCS is a smoke free campus. Tobacco use (including chewing tobacco snuff, vaping, etc) is illegal and is prohibited from the building and on the school grounds.
- ☐ The authorities will be called for any infractions.
- ☐ The school reserves the right to restrict or prohibit the distribution of any materials to students, unless the principal has given permission.

Field Trips - Field trips may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the

resources of the area. Parents will receive information regarding the field trip in advance of the scheduled trip from the teacher via their student. Occasionally a small amount of money may be requested from each student to help defray costs. Parents may be asked to help chaperone these outings. A field trip is considered to be an extension of the classroom, therefore are subject to the same attendance, behavior, and dress code standards.

Final Exams - It is expected that all high school students will take final exams unless excused by the teacher and Principal.

Final Exam Schedule -

- Seniors:
 - Wednesday, 5/29 BLUE Day Finals
 - Thursday, 5/30 WHITE Day Finals
 - Friday, 5/31 Make-Up Finals
- Underclassmen
 - Schedule announced after snow day make-ups are scheduled.

Fire Drills/Emergency Drills - These drills will be held at least 10 times per year. Students should become familiar with the posted plan of exit for their classrooms. Upon exiting the building during an emergency drill, follow the direction of your teacher..

Food Service - GCS serves breakfast and lunch to all students in Grades PreK-12. ALL students are eligible to receive Breakfast and Lunch each day without charge. Breakfast and Lunch menus can be found on our school website at GHSIakers.org .

Fundraising - All fundraising plans need to be submitted on a purple fundraising form and approved by the principal. GCS administration must approve all fundraising activities conducted by classes or organizations affiliated with the school. Money raised by student organizations must be left in the care of an adult official of the school - i.e., advisor or main office).

Grading Criteria - Middle and High School grades are issued on the 0-100 scoring system for assignments, projects, quizzes, tests, etc.

Students and staff will work cooperatively to resolve any Incomplete (I) grades as quickly as possible - including scheduling and attending academic intervention. Teachers will provide opportunities for the work to be submitted in a reasonable amount of time. Should the work not be submitted during that time, then more intensive measures will be taken.

Students will be assigned to academic interventions by teachers and administration until all work is submitted. Additionally, incomplete work will adversely impact eligibility of student participation in non-academic, school activities such as: athletics, clubs, privileges, etc.

Grade Weighting -

1. All AP courses are weighted 0.20
2. All Honors courses are weighted 0.05
3. Early College courses are weighted 0.20
4. PreCalculus is weighted at 0.05
5. Early College Statistics and Calculus are weighted .20

Grading - Greenville Middle/High School reports student progress as a numerical grade. Equivalent letter grades are as follows.

- A = 93-100
- B = 85-92
- C = 76-84
- D = 70-75
- F = 69 or below
- I = Incomplete (considered as a failure for purposes of honor roll and eligibility)

Graduation Requirements - Please refer to the Program of Studies Handbook for detailed information on Graduation Requirements.

Guidance & Counseling Services - Guidance is integrated throughout the GCS educational program to provide a smooth and healthy transition. The Guidance Director advises, consults, and counsels students, teachers, and parents to facilitate effective learning, and provides services for all GCS students and parents. These services may include learning and study techniques, problem solving skills, decision-making processes, communication skills, peer and adult relations, stress management, parent education, referral to community services, scheduling and college applications. Parent appointments are available during the school day or evenings.

Gymnasium - No one is to be running on the gym floor unless s/he is wearing sneakers. There will be **NO** food or soda in the gym without permission from the principal and/or the PE teacher.

Hallway Passes - Students must have a staff-issued and signed pass to be out of regularly scheduled locations during the school day. Misuse of a pass will result in disciplinary action. This rule applies to classes, study halls, the library, the cafeteria, and other locations specified by the student's schedule either directly or implicitly.

Harassment - The school recognizes the right of each student to experience a learning atmosphere that is emotionally and physically safe, free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere students are not to engage in harassment/bullying of any other person. Acts of harassment/bullying based upon race, color, gender, religion, age, national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. All reported instances of harassment/bullying will be investigated and appropriate consequences delegated.

Harassment: the act of tormenting by continued persistent attacks and criticism.

☐ **Examples of prohibited harassment include but are not limited to -**

- ☐ Unwelcome sexual advances, gestures, comments or contact
- ☐ Threats which imply physical or emotional abuse
- ☐ Offensive jokes
- ☐ Ridicule, slurs, derogatory actions, or remarks

Students or staff who believe they are victims of harassment should report such actions to the Affirmative Action Officer, who shall then report the incident to the superintendent and principal. The Affirmative Action Officer shall advise the person who allegedly has been harassed of the options available. These could include a Title IX civil action, a formal request for discipline to the principal, superintendent, or school committee, or by filing a complaint to the Director of the US Office of Civil Rights, Dept. of Education, Washington, D.C.

Bullying: the act of intimidating a weaker person.

Examples of prohibited harassment/bullying:

- v Unwelcomed sexual advances, gestures, comments, or contact
- v Threats
- v Offensive jokes
- v Ridicule, slurs, derogatory actions or remarks
- v Basing academic decisions affecting students on practices of submission to harassment/bullying.
- v Deliberate exclusion, isolation, or shunning with the purpose to humiliate or embarrass.

Students should also be advised of the importance of informing the harasser/bully that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Students who believe that they are victims of harassment/bullying should report such occurrences to a teacher, counselor, administrator or parent/guardian.

Hazing - Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” It is the policy of the School Committee that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit are inconsistent with the education process and shall be prohibited at all times.

Homework - Per Greenville School Policy IKB - Homework - Homework should serve the purpose of reinforcing classroom teaching as well as helping students develop independent work habits and skills, Homework should be meaningful work related to course or topic of study and directed at the ability level of the individual student. Homework should increase in complexity with the maturity of the student. Consistency should be encouraged to help establish a routine.

Assigned homework is expected to be completed and passed in on time. The school follows a process for completing homework:

1. Homework assigned with a due date
2. Homework handed in by due date

Honor Roll - Honor Roll status is achieved if a student maintains an 85 or better in all graded classes and a P in all pass/fail classes. High Honor status is achieved if a student maintains a 93 or better in all graded classes and a P in all pass/fail classes.

- ❑ Any student with an Incomplete in any class is not eligible for either honors or high honors status for any quarter. Also, in order to be considered, students in grades 9-10 must carry at least 6 credits of classes for the full academic year and students in grades 11-12 must carry at least 5 credits of classes for the full academic year..

Immunizations - All immunizations and medical information should be reported to the school nurse upon entrance to school. Maine state law requires immunization records must be submitted within 90 days of enrollment but preferred upon student enrollment.

[LD 798 Implementation, Effective September 1, 2021](#)

- Students enrolled in grades PreK through 12 are to be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio and varicella. Additionally, all students enrolled in grades 7-12 must be immunized against meningococcal disease. In May of 2019, LD 798 was signed into law which removes both philosophical exemptions and religious exemptions from the exceptions to immunization requirements. Medical exemptions are still allowed and there is an exception for those students with an Individualized Education Plan and either philosophical

or religious exemption that is in place prior to Sept 1, 2021.

(<https://www.maine.gov/doe/schools/safeschools/healthed/nurseresources/manual/immunization>)

Insurance - School insurance is optional. The school offers information regarding benefits and cost as a service to students and parents. GCS does not sell insurance or act as an agent. All students participating in athletics must be covered by accident insurance or signed waiver. They may purchase the school insurance or show evidence of having some other insurance. Refer to GCS Athletic Handbook.

Intervention - Intervention is an important part of the academic day. It allows students to meet with teachers, complete assignments, and get help as needed. Students are expected to arrive on time, take assigned seats and wait for attendance. Students must arrive with homework or reading material. Intervention periods will be quiet and orderly.

Library - Students are able to access the library throughout the day or by pre-arrangements for before and/or after school use. The library houses a substantial collection of fiction literature and nonfiction references for readers in grades K-12. Additionally, the library is able to access materials from other collections through our Interlibrary Loan (ILL) systems as well as the online databases through Digital Maine Library. The library has a MakerSpace where students can schedule times to come in and use the various items: board games, puzzles, brain teasers, geometric and pattern coloring books, Legos, magnetics, logic games, 3D magnetic building blocks, Rubik's cubes, Tetris puzzles, Origami, word building blocks, math games, and so much more.

Lockers – Lockers should be kept in a neat and clean condition. Lockers should be locked at all times and students should not share their lockers or provide their combination to any other students. **Lockers are the property of the school which limits student privacy and may be searched at any time by school officials if reasonable suspicion exists that the health, welfare, or safety of the school or student body is affected.**

- ☐ GCS accepts no responsibility for lost/stolen items and urges students to not leave money or other valuables in their lockers AND to put a lock on their lockers.
- ☐ The main office must have a key or combination to all locks.
- ☐ Students should never give locker combinations or keys to other students.
- ☐ Contents of locker must be confined to school materials, books, outerwear clothing. No discarded food or drink containers are allowed given the attraction to pests.

Lost And Found - The school keeps a lost and found box for the many items that are turned in each day. If a student loses something at school, s/he should check the lost and found boxes. There is one outside the music room in the basement. It is always suggested that you check in the Main Office and gym as well. To help avoid losing items, please clearly put a name on all personal items.

Lunch and Breakfast Program - GCS offers a nutritionally balanced and tasty breakfast and lunch program. Students are expected to be in the cafeteria or assigned dining area during their designated lunch and breakfast times. Students are NOT permitted to leave school during this time without permission from administration.

Breakfast/Lunch money will not be collected in the 2023/24 school year. All meals will be covered by federal and state programming.

Medication - It is the policy of the Greenville School Committee to comply with state law. Students requiring medication at school must be in compliance as follows below.

- ❑ Medication in its original packaging is to be kept in the Nurse's Office.
- ❑ Medication is to be clearly labeled with the student's name and must be accompanied by a copy of the prescription or note from the doctor explaining the need for the medication.
- ❑ Students will be instructed by the parent/guardian to self administer the medicine.
- ❑ Medication will be taken under the supervision of school personnel.
- ❑ A physician may make a request to either the principal or school nurse for an exception to the above guidelines.
- ❑ In the case of inhalers, if a doctor can provide verification that a student knows how and when to use the inhaler, a parent/guardian provides permissions, and the student has demonstrated to the school nurse that s/he is competent in the use, then a student can carry an inhaler with him/her.

Non-curricular Courses - Students wishing to take a course for credit outside the traditional curriculum offerings must have the course approved by the principal prior to taking the course. Grades for such courses will appear only as PASS or FAIL on the student's transcript. This also applies to summer school course work. All costs associated with these courses are the responsibility of the student.

Parent/Guardian Teacher Conferences - Parents/Guardian(s) are welcomed and encouraged to come to school to discuss their student's progress with the student's teachers. Appointments may be made by calling 695-2666. We also have opportunities in the fall and spring for conferencing with teachers. Fall 2023 date is Thursday, November 16, 2023 from NOON until 2:30PM and 5-8PM. Spring 2024 date is March 14, 2024 from NOON until 2:30PM and 5-8PM.

Parties and Celebrations - It is fun to celebrate holidays, however, we need to be sensitive to the rights of families who choose other forms of celebration. This is why the administration has asked teachers to choose a theme for in-school celebration that denotes a particular holiday. Furthermore, foods at an in-school celebration need to offer healthy choices as well as treats. Given that academic and instruction time is already a valuable commodity, the school has encouraged teachers to limit these celebrations to a brief amount of time at the end of the day.

- ❑ Also, please refrain from sending party invitations to school. It is very difficult for teachers to distribute party invitations to only a limited group of students. Students who are not invited feel left out.

Physical Education - Physical education is offered for all students. Students are expected to participate unless a note from a physician advises otherwise. Students are expected to change into appropriate clothing and footwear as required by the teacher. Footwear should be of the type that does not deface the gym floor.

Physical Restraint and Seclusion – the Greenville School Department and Union 60 School Committee has adopted a policy and procedures for the use of physical restraint and seclusion of students, as required by state law and regulations, and to support a safe school environment. The policy/procedure is JKAA/JKAA-R and may be found in this handbook as well as at GHSLakers.org.

Playground Procedures - A duty teacher accompanies all students when they are outside of the classroom. Safety is foremost in the behavior expectations on the playground. Teachers are attentive to the conduct on the playground and address issues as soon as they present themselves

- ❑ School personnel consult weather reports before taking students outside. Unless the weather is too wet or too cold, we expect students to take part in outdoor breaks. Please send your child to school with the appropriate attire for the season.

Public Displays of Affection - The school does not allow public displays of affection beyond holding hands. Kissing, hugging, inappropriate touching is unacceptable for the school setting.

Report Cards and Progress Reports - Both report cards and progress reports are given out four(4) times a year. Progress reports are mailed home after the mid-quarter of each quarter. Report cards are handed to students to take home at the end of the week following the closing of the ranking period. Quarter end and mid quarter dates are noted on the school calendar.

Schedule Changes - At the start of the school year, there will be a two-week designated ADD/DROP period when students may change their course schedules without penalty of a withdrawal fail grade. Changes are based on availability and space. During this time students may make schedule changes with permission from the parent, teacher and guidance director. There will be no schedule changes after the add/drop period unless a student is clearly misplaced in a class or there are extenuating circumstances. Students can withdraw from a class, however, they will receive either a Withdrawal Passing (WP) or Withdrawal Failing (WF) on their transcript.

School Cancellation - In addition to posting school cancellation at the below media outlets. An automatic messenger blast will be sent out to all households in the morning. It is important that we have the most recent and accurate phone numbers and email addresses for this function to work.

School Cancellation Announcements Are As Follows:

District All Alert Call

School Website - GHSlakers.org and FB page

Television - WABI-Channel 5, WLBZ-Channel 2

School Colors And School Mascot (7-12) - The GCS mascot is the Laker Fish and the school colors are blue and white. You are encouraged to identify with these symbols as a representation of our school pride and spirit.

School Song

It's the day and the hour of glorious battle

That's calling us onto the field

A worthy foe has challenged us all

So it's up to you and to me

So go right to it

And make them sorry they ever dreamed of this day

We're on our way with hip-hurray

And show we're here to stay

So here's to Greenville High School

Stand Cheer each boy

Here's to our ball teams

They will fight to fill our hearts with pride and joy

So keep the banner high [kids]

All clear and bright

Three cheers for Greenville High

The blue and white

Rah! Rah! Rah!

Sign-out Privileges - Seniors are eligible to sign-out as long as they acquire and maintain a grade of 85 or higher in all courses. Incompletes are considered below an 85 and therefore will not be considered for any sign out privileges. If the student does not have an 85 in all courses, they must wait until the next grading period to be considered for sign-out privileges. Such privileges entitle eligible students to sign-out from study hall upon submission of the parental permission form. Any students with sign-out privileges who leave during the day must sign out and sign back in at the main office.

- ❑ This privilege can be revoked for lateness in returning, academic reasons, detentions owed, or similar violations. The final determination rests with the principal. This privilege begins at the principal's discretion.

Shoes - Students must wear footwear at all times for safety and health purposes.

Smoking/Vaping - In compliance with federal and state laws, there is **NO** smoking/vaping or the use of all other tobacco products in school buildings, facilities, on school buses, during school-sponsored events, and at all other times on school grounds by all persons.

Snowmobiles/Dirt Bikes/ATVs - Procedures have been established to cover the use of recreational vehicles on school property. Students 16 and over must request a permission slip from the Main Office. Students, under the age of 16, must show successful completion of a Department of Inland Fisheries and Wildlife ATV training course prior to requesting a permission slip from the Main Office. A signed slip must be received in the Main Office and approved by the principal prior to bringing these vehicles on school grounds. This privilege is at the discretion of the school principal.

Student Activities - Your school experience and your school life will be greatly enhanced by participation in as many school activities as possible. We strongly recommend that students pick areas of personal interest and stretch their abilities to maximize their potential.

- ❑ Co-curricular activities are defined as non-credit bearing school sponsored activities that enrich their learning experiences. Examples include but are not limited to - Outdoor Club, Band, School Musical, Key Club, athletics.
- ❑ Students on approved home instruction programs who reside in Greenville may participate in co-curricular activities. This participation is conditional on meeting the same standards required of GCS students involved in the same activities. All students are expected to pass all subjects to be eligible to participate, and a student must be passing a minimum of 4 credits of classes.
- ❑ See the Academic section of this handbook for a complete description of eligibility. Also refer to the Student Athlete/Interscholastic Handbook for a complete explanation of rules, regulations and expectations when participating in co-curricular activities.
- ❑ Voluntary Removal - Remember - any new undertaking seems tough initially. Don't quit - strive to complete each new program you enter. Consult the Student Athlete/Interscholastic Handbook for the details of re-admittance to a team or organization after voluntary removal.

Student Educational Records - Teachers are conscious of matters regarding students in order to safeguard a violation of a student's or family's right to privacy. As such, we ask that if you wish to discuss your student, please call the school secretary and leave a message for your student's teacher to call you. We are well aware that we live in a small, tightly knit community and it is tempting to casually approach staff members in public. Please understand that we will encourage you to see us at school as a safeguard to your and your student's privacy.

- ☐ GCS parents, legal guardians, and students who have attained the age of 18 years have the following rights regarding student record access and confidentiality.
 - ☐ To receive, upon request, a list of types and locations of educational records kept on your child
 - ☐ To inspect and review any of your child's records
 - ☐ To receive copies of the records for a minimal duplication fee
 - ☐ To have someone at your child's school explain or interpret any items in your child's record that you do not understand
 - ☐ To have a person of your choosing inspect and review the records
 - ☐ To ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights
 - ☐ To request an administrative review on the issue if the school refuses to make an amendment
 - ☐ To refuse consent for disclosure of personally identifiable information related to your child to anyone other than school officials or persons acting in an official capacity for the State Education Agency, the Military, or the US Dept of education
 - ☐ To refuse consent for the use of personally identifiable information related to your child for any purpose other than identification, evaluation, individualized education plan, or educational placement of your child on the provision of a free appropriate public education for your child
 - ☐ To receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational service to your child. This information must be destroyed at your request. However, a permanent record of a student's name, address, phone number, his or her grades, attendance records, classes attended, grade level completed shall be maintained without time limitation.

According to policy, the Greenville School Department may make public at its discretion, personally identifiable information from the education records of a student without parental consent if that information is designated as directory information by the school. The Greenville Schools has designated the following information as directory information.

- ☐ Student name
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of athletes
- ☐ Honors and awards received

The school will not release this information if a parent /guardian informs the school in writing, within 10 days of the first day of the school year or within 10 days of initial enrollment, that this information about his/her child is not to be released. Federal law, however, permits military recruiters and institutions of higher learning to request and receive the names, addresses, and telephone numbers of high school students upon request, unless the same process for revocation of permission, as described above, has been followed. Any such notifications should be sent to the Principal of Greenville Schools, PO /box 100, Greenville, ME 04441

Student Parking - Students who drive to school are expected to park along the side of the concrete slab (old Nickerson building), and not remain in their cars. Students must register their car in the main office each year. GCS students are guests in this parking lot; therefore, student parking is a privilege that can be revoked or suspended by administration.

Student Vehicles (9-12) - Students will be required to have a permit and registration card for vehicles that may be driven to school. Any violation of the law or unsafe driving practice may cause the loss of a student's privilege to have a vehicle on school grounds. Vehicles cannot pass a stopped school bus with flashing lights in the parking lot. Speed limit on the GCS campus is 5 mph.

Students Who Are Changing Schools - Please let the Guidance Director know as soon as possible if you are planning to change schools. She will provide you with a GCS Un-enrollment form for the parent/guardian to complete and sign. The student will complete the un-enrollment form process by obtaining teacher signatures. All classroom textbooks, library books, and technology devices need to be returned, personal items need to be removed from the student's locker, and all fines and lunch bills need to be settled. This is a necessary step in preparing for a smooth transition to the student's next school.

Substitute Teachers - Students will periodically be taught by a substitute teacher. Students are expected to be courteous, cooperative, and helpful to substitute teachers. A returning teacher may give consequences to a student that the substitute teacher indicated as not being cooperative or being poorly behaved.

Tutoring/Lunch and After School Help - Students are given the opportunity to complete assignments and gain additional academic support from teachers. Students not meeting standards, struggling with concepts or those required to complete make-up work will be scheduled by teachers for any or all of the above items. A student may also see the teacher to make such an appointment. Additionally, students may participate in Homework Club on Tuesdays and Thursdays beginning in mid September. Homework Club starts at 2:30 and ends at 4pm.

Visitors - All visitors must report to the main office upon arrival, sign in, and receive a pass. Visitors must report back to the office upon leaving to sign out and return the visitor's pass. Parents are welcome at any time but are requested to register at the office upon arrival.

Visitor's Pass - Any student who wishes to have a visitor during the school day must receive prior permission from the principal. Please understand that the principal will discourage student visitors due to the distracting nature of having these students in class. All approved visitors to the school must register in the office and obtain a visitor's pass.

Volunteers - Persons interested in volunteering time or services should contact the principal. Prospective volunteers will be required to complete a written application and background check. See policy form code - IJOC-E.

Weapons - No individual, other than law enforcement officers in the line of duty, may bring weapons of any type onto school property, without the written prior approval of the superintendent. This includes firearms, knives, or other objects that might be used to inflict personal injury. The principal will use her discretion in confiscating any dangerous or disruptive objects brought to school.

Yearbooks - Yearbooks are offered for sale in the spring of the school year. Price and ordering information will be provided in advance.

SPECIAL NOTE

Should any policy or procedure outlined in this handbook conflict with Union 60 school committee policy, the school committee policy will prevail.

Updates may occur to the Student and family Handbook throughout the school year. Please refer to the GCS web page for the most current update.

Union 60 DISTRICT POLICIES

- ☐ **Annual Notification of Asbestos Management**
- ☐ **Annual Notification of Pest Control**
- ☐ **IJNDB-R - Student computer and Internet Use Rules**
- ☐ **Truancy Policy**
- ☐ **Compulsory Attendance Policy**
- ☐ **Administering Medication to Students**
- ☐ **Student Drug, Alcohol, and Tobacco Use Policy**
- ☐ **IKF - Graduation Policy**
- ☐ **IJOC - School Volunteers Policy**
- ☐ **JICI - Co-curricular and Athletic Activities Code of Conduct**
- ☐ **JKAA - Use of Physical Restraint and Seclusion**

Greenville School Department

To: Parents, Teachers & Building Occupants
Greenville School Department
From: Carl Henderson
Asbestos Coordinator
Date: August 25, 2023

RE: ANNUAL NOTIFICATION TO THOSE CONCERNED WITH THE ASBESTOS
MANAGEMENT PROGRAM OF THE GREENVILLE SCHOOL DEPARTMENT.

Each year federal regulations require that teachers, building occupants and parents be informed of the status of asbestos and its management at Greenville Schools.

All asbestos remaining in the school is regularly inspected and maintained to make sure that no asbestos fibers are accidentally released into the air. At present, all asbestos is in good condition and adequately protected to prevent fiber release.

Custodial personnel have been trained and certified to deal with any emergency asbestos situation. Records of the Management Plan are maintained at the school and are available upon request.

TO: Parents, Teachers & Building Occupants Greenville School Department

FROM: Carl Henderson, IPM Coordinator

DATE: August 25, 2023

Notice Regarding School Integrated Pest Management
(IPM Policies)

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school building and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turn and plan care, and, as a last resort, pesticides. The holistic approach is often called Integrated Pest Management (IPM)

Pesticide Use

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

Your Right to Know

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

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

If you have any questions, please contact 207-695-3708. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IMP website at 222.thingfirstpraylast.org/schoolipm

Policy: IJNDB-R

Greenville School Department

PO Box 100 Greenville, Maine 04441

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A.

Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B.

Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, cyberbullying and/or illegal materials or messages.

Illegal Activities - Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

Policy: IJNDB-R

3. Violating Copyrights or Software Licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc) . When Internet sources are used in student work, the author, publisher and web site must be identified.

5. Use for Non-School-Related Purposes - Using the school unit's computers,

network and Internet services for any personal reasons not connected with the educational program or school assignments.

6. Misuse of Passwords/Unauthorized Access - Students may not share passwords; use other users' passwords, access or use other users' accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters - Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers, including

the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

Policy: IJNDB-R

D.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

Technology protection measures are in place and are used for all Internet access and monitoring of Internet usage for minors and adults. Greenville Schools has a provision/plan for the education of minors* about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. *Children's Internet Protection Act (CIPA) defines a minor as any person less than 17 years of age.

System Security

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Additional Rules for Laptops Issued to Students

1.

Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the MLTI program.

Parents are required to attend an informational meeting before a laptop will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form.

Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop.

a. Students and their families are responsible for paying a portion of the device insurance. That amount is determined by the Superintendent each year. Payment plans may be arranged. b. Students and their families are responsible for the first 50% of the insurance deductible (currently \$100.00) for any claims due to negligent care of the device for the first time such a claim is made.

Policy: IJNDB-R

The deductible on future claims will be borne entirely by the student and their family. Students may be further restricted in taking the device from school.

For the first time such a claim is made. The deductible on future claims will be borne entirely by the student and their family. Students may be further restricted in taking the device from the school.

4.

If a laptop is lost or stolen, this must be reported to the building administrator immediately. If a laptop is stolen, a report should be made to the local police and the building administrator immediately.

The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.

Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

The laptop may only be used by the student to whom it is assigned.

All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.

10.

Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computers by Students

A student who wishes to use a privately-owned computer in school must complete a Student Request of Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and Technology Coordinator. There must be an educational basis for any request.

Policy: IJNDB-R

The Technology Coordinator will determine whether a student's privately-owned computer meets the school unit's network requirement.

2. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school unit's network or staff would be unreasonable.

3. The student is responsible for proper care of his/her privately-owned computer,

including costs of repair, replacement or any modifications needed to use the computer at school

4. The school unit is not responsible for damage, loss or theft or any privately-owned computer.

5. Students are required to comply with all Board policies, administrative procedures

and school rules while using privately-owned computers at school.

6. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately owned computer if there is a reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

7. Violation of any Board policies, administrative procedures or school rules involving a

student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

8. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB - Student Computer and Internet Use

First Reading: December 17, 2012

Adopted: January 28, 2013

Reviewed: December 17, 2012

Revised: June 20, 2016 Revised:

September 19, 2016

TRUANCY

TRUANCY DEFINED

A student is truant if they are required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year: or
- B. Is at least 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.
- C. A child 5 years of age or older and under 6 years of age who is enrolled in and who has not withdrawn from a public day school is required to attend that school during the time it is in session. Such a child will be considered truant if he/she has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

ATTENDANCE COORDINATORS

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

- A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal.
- B. Filing an annual report with the Superintendent summarizing school year activities, findings, and recommendations regarding truants.
- C. Serving as a member of the dropout prevention committee; and
- D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

TRUANCY PROCEDURES

As required by law, the following procedure shall be followed when a student is truant.

- A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- B. Within five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school's Response to Intervention (RTI) team.
- C. The student RTI team will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student's absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:

- 1. Frequent communication between the teacher and the family.
- 2. Changes in the learning environment.
- 3. Mentoring.
- 4. Student counseling.
- 5. Tutoring, including peer tutoring.
- 6. Placement into different classes.
- 7. Evaluation for alternative education programs.
- 8. Attendance contracts.
- 9. Referral to other agencies for family services; and
- 10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

D. The student and parents/guardians shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.

E. If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law).
2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports.
3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student's status in the grade they are in.
4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and
5. Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.

F. Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting of the student RTI team as required by law and paragraph B of this policy and may invite a local prosecutor.

G. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once

placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.

H. When a student is determined to be truant and in violation of the compulsory attendance law, and the student RTI team has made a good faith attempt to meet the requirements, the Superintendent shall notify the Board of the student's truancy.

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit's efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A
22 MRSA § 4002

Cross Reference: JEA – Compulsory Attendance
JFC – Dropout Prevention—Student Withdrawal from School
JLF – Reporting Child Abuse and Neglect

First Reading: October 25, 2022
Adopted: November 29, 2022

Green School Department NEPN/NSBA

Code: JEA **COMPULSORY**

ATTENDANCE

Under state law, full-time school attendance is required of every child 6 years of age or older and under age 17, unless the child has received a high school diploma or its equivalent.

Exceptions:

A. A person who graduates from high school before their 17th birthday; B. A person who has:

1. Reached the age of 15 years or completed the 9th grade;
2. Permission to leave school from that person's parent;
3. Been approved by the principal for a suitable program of work and study or training;
4. Permission to leave school from the Committee or its designee; and
5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or

C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

D. A person who is enrolled in an online learning program or course. **Attendance of Children**

Five Years of Age or Older and Under Six Years of Age

Although not required to enroll in school, a child five years of age or older and under six years of age who is enrolled in a public school and who has not formally withdrawn is required to attend that school during the time it is in session.

- A person's absence is excused when the absence is for the following reasons:
- A. Personal health, including physical, mental and behavioral health;
 - B. An appointment with a health professional that must be made during the regular school day;
 - C. Observance of a recognized religious holiday when the observance is required during the regular school day;
 - D. A family emergency;
 - E. A planned absence for a personal or educational purpose that has been approved;
 - F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parental Responsibility

Parents are responsible for the school attendance of students who are under 17 years of age. The school unit shall work with families in an effort to ensure compliance.

Alternatives to Attendance at Public Day School

A. Equivalent instruction alternatives are as follows:

1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:

a. A private school approved for attendance purposes pursuant to 20-A MRS § 2901;

Page 2 of 3

Greenville School Department NEPN/NSBA Code: JEA

b. A private school recognized by the department as providing equivalent instruction.

c. A home instruction program that complies with the requirements MRS § 5001-A(3)(A)(4); or

d. Any other manner arranged for by the Board and approved by the Commissioner.

B. A person may be excused from attendance at a public day school pursuant to 20-A MRS § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Credit for Attendance at a Private School

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

Adult Students

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

Legal Reference: 20-A MRSA § 5001-A; 5003; 5104-A; 5201; 8605
Me Dept of Educ Rule Ch. 125 and 127

Cross Reference: IHBG - Home Schooling
JFC - Student Withdrawal from School/Dropout Prevention Committee
JHB – Truancy

First Reading: June 28, 2022
Approved: August 23, 2022

Page 3 of 3

Greenville School Department Policy:
JLCD PO Box 100 Greenville, Maine
04441

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site

but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

1

Policy: JLCD

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular

medication during the school day is necessary for the student's health and attendance in school. Such order must include:

1. The student's name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

2

Policy: JLCD

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a **one week** supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse, principal or designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse, principal or designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP team, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health

condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with

which it may be administered, and the circumstances that may warrant its use.

3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.

4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler

5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency

medications;

6. The procedure to follow in the event of a medication reaction;

7

Policy: JLCD

7. Access to medications in case of a disaster;

8. The process for documenting medications given and medication errors; and

9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)

Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule) 28 C.F.R. Part 35
(Americans with Disabilities Act of 1990) 34 C.F.R. Part 104 (Section 504
of the Rehabilitation Act of 1973) 34 C.F.R. Part 300 (Individuals with
Disabilities Education Act)

First Reading: April 23, 2012 Adopted:
May 21, 2012

Reviewed: August 13, 2013

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the school unit support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of “bath salts;” any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance.

These prohibitions apply to 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 interferes with the operations, discipline or general welfare of the school.

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and

1

Policy: JICH

harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)

21 CFR Part 1300.11-15 P.L. 101-226 (Drug-Free Schools and Communities Act

Amendments of 1989) 17-A MRSA § 1101 22 MRSA §§

2390-2394 42 USC § 290dd-2 42 CFR §

2.1 et seq. 20-A MRSA §§ 1001(9);

4008

Cross Reference: GBEC – Drug-Free Workplace

JICIA – Weapons, Violence and School Safety JKD –

Suspension of Students JKE – Expulsion of Students

JLCD – Administering Medication to Students JRA –

Student Education Records

Required First Reading: December 17, 2013

Adopted: January 27, 2014 Reviewed:

November 19, 2013

Greenville School Department Policy: IKF PO Box 100

Greenville, Maine 04441

GRADUATION REQUIREMENTS

The Superintendent, the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth-grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed requirements must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS

Students who anticipate graduating in the Classes of 2023 or 2024 must meet the following minimum requirements in order to be awarded a high school diploma.

A. The student must successfully complete a total of 22 credits. Of these credits, 12 ½ (twelve and one-half) must be those specified by the State of Maine. They are:

1. English/Language arts – 4 credits
2. Mathematics -2 credits
3. Social Studies and history, including one year of American history and government – 2 credits
4. Science, including at least one year of laboratory study – 2 years
5. Fine arts, which may include art, music, forensics, or drama – 1 credit
6. Health – ½ credit
7. Physical education – 1 credit

B. The student must demonstrate computer skills according to the school unit's standards for computer literacy, proficiency, and performance.

C. In addition to the State requirements, the student must meet the following additional credit requirements established by the Board:

1. Math, Science and Social Studies – 1 additional credit each
2. World Language – 2 credits.

Greenville School Department Policy: IKF PO Box 100
Greenville, Maine 04441

- D. The remaining credits may be selected by the student based on their interest, satisfaction of course prerequisites, and requirements of the field that they plan to enter upon graduation.

ALTERNATIVE METHODS OF EARNING CREDITS

A student who is deficient in these requirements or wishes to meet these requirements through alternative means may earn and apply credits in accordance with the provisions of this section.

A student who wishes to meet a credit requirement through an alternative method must have prior written approval as specified in this section.

A student who makes up deficiencies may participate in the next regular graduation ceremony following successful completion of all graduation requirements.

- A. A student may earn credits through the Greenville Adult Education Program. The student must have prior written approval from the Guidance Counselor and Principal.
- B. A student may obtain credits through summer school in classes that they completed at Greenville High School but did not pass. The student must obtain prior written approval from the Guidance Counselor and Principal.
- C. A student may earn credits through distance learning/virtual courses provided 1) the course is approved in advance by the Guidance Counselor and Principal and 2) progress is monitored by a member of the High School's professional staff.
- D. Advanced courses or courses not available at Greenville High School may be taken at other secondary schools or at approved postsecondary institutions with the prior approval of the Guidance Counselor and Principal.
- E. A student may earn credits through independent study approved by the Guidance Counselor and Principal and monitored by the teacher(s) of the subject(s) to which the independent study is related.

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

A student with a disability, as identified in 20-A MRSA § 7001 (1-B), who achieves proficiency as required in 20-A MRSA § 4722-A(1), as specified by the goals and objectives of the student's individualized education plan (IEP) will be awarded a diploma.

II. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM GREENVILLE HIGH SCHOOL.

This Section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Greenville High School from another state or from another education program, the School Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Greenville High School, the Greenville High School Principal shall determine the value of the student's prior educational experience toward meeting graduation credit requirements. A home-schooled student must have attended Greenville High School for a minimum of 2 consecutive semesters directly preceding graduation in order to receive a Greenville High School diploma.

C. Delayed Awarding of Diplomas

A student who leaves Greenville High School to attend an accredited, degree granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

F. Participation in Graduation Ceremony

A student must complete all Board requirement for a high school diploma prior to participating in graduation exercises.

Greenville School Department Policy: IKF PO Box 100
Greenville, Maine 04441

G. Honors and Awards at Graduation

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, “Top 10”), a student must have been enrolled full time at Greenville High School for 4 (four) consecutive semesters preceding graduation. Students who do not meet this enrollment requirement will not be “ranked” for the purpose of determining eligibility for graduation honors, awards, or scholarships.

(NOTE: “Honors” at graduation is a different issue than “honor roll” or “class rank,” which may have different eligibility requirements and may be addressed in other board policies.)

Legal Reference: 20-A M.R.S.A. § 4722
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHCD – Post-Secondary Enrollment Options
IK – Student Achievement
IKFA – Early Graduation

First Reading: October 25, 2022

Adopted: November 29, 2022

Greenville School
Department PO Box 100
Greenville, Maine 04441

SCHOOL VOLUNTEERS

The Committee recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Committee approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Committee adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance in a variety of ways, such as but not limited to:

A.

Tutoring students on a one-to-one or small group basis under the direct supervision of the

classroom teacher,

Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;

Reading to children;

Playing instructional games;

Providing services in libraries, lunchrooms and playgrounds;

Accompanying students on field trips;

G.

Assisting teachers in assembling instructional materials; and

Policy: IJOC

H.

Assisting in school plays, music programs and other extracurricular activities.

I.

Other tasks or activities deemed beneficial by the Superintendent of Schools and/or designee.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Committee policies, procedures and school rules when performing their assigned responsibilities.

Volunteers should perform only those tasks that have been

assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application, and review any required materials with the school office.

In the interest of protecting the safety of students and staff, the school unit may locally conduct criminal background checks.

Volunteers may transport students in registered, inspected, and properly (per school guidelines) insured private vehicles. If a private vehicle is to be used, they must first be approved by the Superintendent of Schools and/or designee to ensure they have met the criteria stated above.

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Policy: IJOC

Legal Reference:

20-A M.R.S.A. § 1002

First Reading: March 15, 2010 Adopted: April 20,
2010 Reviewed: January 11, 2013 Revised: January
28, 2015 First Reading: February 23, 2015
Adopted: March 23, 2015 Revised: May 15,
2018 Second Reading/Adoption: August 21,
2018

GREENVILLE SCHOOL DEPARTMENT

Co-Curricular and Athletic Activities Code of Conduct for Middle and High School Students

Since participation in co-curricular and athletic activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Committee in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe co-curricular and athletic opportunities for all students.

1. Students in good standing may participate in the co-curricular and athletic activities. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA and Committee policy.
2. All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who misses any portion of the school day unexcused (including a third occurrence of unexcused tardiness will be subject to the following disciplinary action.)
 - **First violation:** No participation in co-curricular or athletic activities for 5 calendar days.
 - **Second violation:** No participation in co-curricular or athletic activities for 30 calendar days.
 - **Repeat violations:** No participation in co-curricular or athletic activities for 365 calendar days (1 year from the violation).

Any student who has an excused absence due to illness also may NOT participate in co-curricular and athletic activities on the day (to include the evening) of the absence.

Example: A student leaves school at 10:30 a.m. due to illness. This student MAY NOT participate in practices or games that evening.

Any exceptions to these requirements must be PREAPPROVED by a building

administrator and the athletic director.

3. Students suspended from school (including in-house and out of school suspension) shall not practice, participate, attend, or compete in co-curricular or athletic activities during the days of suspension.

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Policy: JICI

4. Students are required to abide by all School Committee policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with School Committee policies and be approved by the Athletic Director or Building Principal.

5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in co-curricular and athletic activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs. Therefore, students participating in co-curricular and athletic activities may not engage in the prohibited behaviors and activities described in policy JICH (Student Drug, Alcohol and Tobacco Use) **at any time or place from the beginning of the student's first co-curricular or athletic activity of the school year through the end of the school year.**

6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, he or she may be suspended from participating in co-curricular or athletic activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.

7. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment/uniforms will be the responsibility of the student and/or their parent/guardian.

8. Students and their parents/guardians are required to sign the co-curricular/athletic contract as a condition of participating in co-curricular and athletic activities. Students participating in fall sports and/or activities (and their parents/guardians) must sign the contract at the beginning of pre-season. All other students who plan to participate in other co-curricular and athletic activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).

Disciplinary Action

Improper conduct, as determined by the Athletic Director, Coach, or advisor and/or administration shall result in disciplinary action up to and including removal/suspension from the team or activity (in addition to any discipline imposed under applicable School Committee policies or school rules). The Athletic Director, coach, or advisor and/or administration are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations.

Policy: JICI

The advisor or coach shall consult with the Principal/Athletic Director prior to suspending a student from an activity or team.

The Principal/Athletic Director, in consultation with the advisor/coach, will determine consequences for misconduct not specifically addressed in policies and/or rules. These sanctions are guidelines intended to ensure that violations are treated fairly and consistently. Administrators have the discretion to depart from these guidelines based upon the relevant facts and circumstances in a particular case, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate in the investigation and participate fully in the counseling requirements, and the student's prior disciplinary record.

Tobacco, Drugs and Alcohol Infractions

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below (in addition to discipline imposed under JICH). Coaches or advisors may not impose additional consequences. Repeat or extreme violations will warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to the high school. Violations during a student's high school career are cumulative.

- **First violation:** No participation in co-curricular or athletic activities for two weeks (14 calendar days). The student and his/her parent must participate in a meeting with an administrator and the Substance Abuse Prevention Coordinator prior to returning to the activity. A coach/advisor may require additional conditioning time (up to 10 days) before allowing a student to return to full levels of participation to ensure proper conditioning and the safety of the student.

- Example: A student has their first violation during fall sports pre-season on August 28th. The suspension will last for 14 calendar days or until Sept. 11th.

• **Second violation:** No participation in co-curricular or athletic activities for 30 calendar days. The student and his/her parent must participate in a meeting with an administrator and the Substance Abuse Prevention Coordinator prior to returning to the activity. A coach/advisor may require additional conditioning time (up to 10 days) before allowing a student to return to full levels of participation to ensure proper conditioning and the safety of the student.

- Example: A student has their second violation during winter basketball season on January 1st. The suspension will last for 30 calendar days or until February 1st.

3

Policy: JICI

• **Repeat violations:** No participation in co-curricular or athletic activities for 365 calendar days (1 year from the violation). The student and his/her parent must participate in a meeting with an administrator and the Substance Abuse Prevention Coordinator prior to returning to the activity. A coach/advisor may require additional conditioning time (up to 10 days) before allowing a student to return to full levels of participation to ensure proper conditioning and the safety of the student.

- Example: A student has their 3rd violation (or above) during the spring baseball season on April 15th. The suspension will last for 365 calendar days or until April 15th of the following school year.

Suspensions which are not completed during the course of a particular sports season or activity are carried over to the student's next planned sport and/or activity. Activities are measured from the date of the first scheduled event (pre-season, meetings, etc.) to the last played game or the last official co-curricular activity. A violation that occurs near the end of the school year shall carry over to the next school year.

Students who are serving suspensions are required to attend the activity during their suspension but ARE NOT allowed to suit up, practice, or participate.

Self-Reporting of Violation

A student who violates Policy JICI has the opportunity to report his/her violation to the Athletic Director or Building Principal by noon of the following school day. In such a case, the disciplinary action specified in the preceding section will be cut in half. This provision cannot be used to avoid discipline under this policy for a violation that has already been reported to the school or to avoid discipline for violations of the underlying Policy JICH, Student Drug, Alcohol and Tobacco Use.

Activity/Team Leadership Positions

A student elected to a leadership position for an activity/team forfeits that position for the duration of any suspension from the activity or team. Once the student returns to the activity/team, the other members of the activity/team shall hold a meeting to make a recommendation whether or not the student may return to his/her leadership position. This meeting shall be facilitated by the Substance Abuse Prevention Coordinator and attended by the Athletic Director or Advisor. A final decision will be made by the coach/Athletic Director or advisor/Building Principal, taking into consideration the recommendation of the students. A second violation of Policy JICI any time during the student's middle school or high school career will result in the loss of any leadership designation held.

Coaches/advisors and Athletic Director/Building Principal may take the violation of Policy JICI into consideration when distributing awards to students for co-curricular and athletic activities. In the event that no future co-curricular/athletic activities are scheduled, a commensurate community service requirement may be imposed.

Appeal of Suspension from Activity/Team

- A student who wishes to appeal a suspension from a team/activity must first discuss the matter with his/her advisor or coach.
- Following that discussion, if the student and his/her parent/guardian wishes to appeal the suspension, it must be done in writing to the Athletic Director (in the case of an athletic team) or to the Building Principal (in the case of an co- curricular group) within three school days of notice of the suspension decision. The Athletic Director/Building Principal will conduct an investigation as he/she deems advisable and render a decision in writing, to the student and his/her parent/guardian within three school days.
- If the student and his/her parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal (for athletic issues) or to the Superintendent (with co-curricular issues) within three school days. The principal/Superintendent will conduct whatever investigation he/she deems advisable and render a decision, in writing to his/her parents/guardian within a reasonable time. The Superintendent's decision is final.
- If the student and his/her parent/guardian are dissatisfied with the decision, of the Principal in regard to an athletic suspension, the decision may be appealed in writing to the Superintendent

(for all issues) within three school days. The Superintendent will conduct whatever investigation he/she deems advisable and render a decision, in writing to his/her parents within a reasonable time. The Superintendent's decision is final.

- The student shall remain under suspension during the appeal process.

Cross Reference: JICI – Addendum A- Interscholastic/Athletic Activities Contract JICH

- Student Drug, Alcohol and Tobacco Use JICIA – Weapons, Violence and School Safety JKD – Suspension of Students JKE
- Expulsion of Students JLCD – Administering Medications to Students JRA – Student Records

First Reading: 7/23/07 First Reading: November 17, 2014 Second Reading: 8/20/07
Adopted: December 15, 2014

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

I. DEFINITIONS.

The following definitions apply to this policy and procedure:

A. Physical restraint: An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

Physical restraint does not include any of the following:

1. Physical escort: A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.

4. A brief period of physical contact necessary to break up a fight.
5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.

1

Policy: JKAA

6. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
7. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.
9. DOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. **Seclusion:** The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

Seclusion does not include:

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

II. PROCEDURES FOR IMPLEMENTING PHYSICAL RESTRAINT AND SECLUSION.

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

III. ANNUAL NOTICE OF POLICY/PROCEDURE.

The Greenville School Department shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

2

Policy: JKAA

IV. TRAINING REQUIREMENTS.

A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.

B. The Greenville School Department will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

V. PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE.

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent or Principal as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The

Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal Reference: 20-A M.R.S.A. §§ 4502(5) (M); 4009
Me. DOE Rule, ch. 33

Cross Reference: EBCA – Comprehensive Emergency Management Plan
JKAA-R – Procedures of Physical Restraint and Seclusion JK –
Student Discipline

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