



Greenville Consolidated School

“Home of the Lakers”

Handbook

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School Colors: Blue and White

Yearbook: Chrysalis

Team Name: Lakers

VISION

The Greenville Consolidated School aspires to provide students with the opportunity to reach their potential through challenging and rigorous, learner centered educational experiences that inspire students to become responsible, self-directed and productive citizens for the 21st century global society.

MISSION

Together we, Greenville Consolidated School, provide a safe, respectful, and nurturing environment in which:

- ❖ *Student opinions and ideas are sought and respected and their differences and unique abilities are nurtured.*
- ❖ *Each individual is encouraged to be well rounded, striving to achieve academic, athletic, and artistic excellence, as well as, developing social conscience.*

- ❖ *Students are encouraged to be life-long, self-motivated learners inside and outside of the classroom. They are able to work independently and cooperatively.*
- ❖ *Each individual makes responsible decisions and takes responsibility for their actions*
- ❖ *Parents and the community welcomed and encouraged to participate in the school's activities and programs.*
- ❖ *There is mutual respect and open communication among parents, teachers, students, and community members.*
- ❖ *Teachers hold high expectations for students and implement a wide variety of instructional strategies to meet the individual needs of students.*

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 weaknesses.*
- *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 plane*

Academics

A commitment to excellence is an important element in a high school education. A crucial part of this commitment is a belief in the value of serious and thoughtful work. Educating our young men and women should be the shared responsibility of teachers, parents, students, and administrators.

- Teachers will continually strive to provide standards of excellence.
- Parents need to support these standards of excellence and their child's efforts to learn i.e. curtailing work hours, T.V. time and providing suitable study conditions.
- Students are expected to arrive at school, on time and each day that school is in session, fully prepared to engage in the process of learning.

Assessment: Each fall and spring our students in grades 2 – 12, participate in a computerized assessment in reading and mathematics. This assessment is called the NorthWest Education Association assessment or NWEA. Also, each year, students in grades 3-8 participate in the state Assessment as mandated by the State of Maine. The results of the NWEA and state assessments are available to you at any time by contacting the Guidance or Principal's office. Teachers and administrators use these assessments to design and provide programming that is best suited to meet your child's needs.

Credit Requirements: Twenty-two credits are required for graduation from Greenville High School. Greenville High School mandates the following 14.5 credits:

- 4 credits in English
- 2 credits in social studies
- 2 credits in math
- 2 credits in science, including 1 credit of lab science
- 2 additional credits in math and/or science
- 1 credit in fine arts
- 1/2 credit in health
- 1 credit (2 years) of physical education

The State requires that students demonstrate computer skills according to this school unit's standards of computer literacy, proficiency and performance. These standards may be met prior to entrance into high school.

The remaining credits may be selected by the student based upon the student's interest, abilities, and

the requirements of the field that she or he plans to enter upon graduation. Consultation with the guidance department is essential since many colleges have requirements that exceed the minimum standards required by the Greenville School Committee.

Credit Sequence: In order for high school students to move to the next grade, students must have earned a specific number of credits.

Sophomore at least 5 credits, including .25 credits in fine arts

Junior a minimum of 10 credits, including .25 credits in fine arts

Senior a minimum of 16 credits, including .25 credits in fine arts.

Students who have not earned the necessary credits required to achieve the next grade level but who are scheduled for enough credits to be —back on track, may receive a mid-year promotion, provided that they are passing the needed credits.

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 eligibility)

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.

Course Changes: Course changes are discouraged. Students are allowed 10 school days during which they can add/drop courses from their schedule. To explore the possibility of changing a course, students should consult the Guidance Director during this Add/Drop period.

Academic Eligibility: In order to participate in non-credit activities, high school students must be passing at least four credits.

- Grade checks will be made at mid-quarter and the end of each quarter. Failing any course may result in restricted interscholastic and athletic participation.

- Incomplete grades will be considered as failures. If failures bring the student to fewer than 4 credits, the student will be 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 out of the activity until the next check time (mid-quarter or end of quarter). However, a student who has been ineligible may become eligible on notification day.

- A student who is ineligible the 2nd half of the 4th quarter and remains ineligible because of the 4th quarter grades is ineligible until the mid-quarter of the 1st quarter in the fall. 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 from 8th grade will start with a —clean slate.

Note: —check times will be the last day of the week following the end of a quarter or mid-quarter.

Probation will be for the following 10 school days.

Proficiency Based Diplomas for the class of 2018

- 2012-2013 Maine Revised Statutes
- Title 20-A: Education
- Part 3: Elementary and Secondary Education

Chapter 207-A: Instruction- Subchapter 3: Secondary Schools

- Section 4722-A. Proficiency-based diploma standards

Beginning January 1, 2018, a diploma indicating graduation from a secondary school must be based on student demonstration of proficiency as described in the section. The commissioner may permit a school administrative unit to award diplomas under this section prior to January 1, 2018 if the commissioner finds that the unit's plan for awarding diplomas meets the criteria for proficiency-based graduation under this section. [2011, c. 669, section 7 (NEW).]

Requirements for award of diploma.

In order to receive a diploma indicating graduation from secondary school, a student must:

- A. Demonstrate that the student engaged in educational experiences relating to English Language arts, mathematics and science and technology in each year of the student's secondary schooling: [2011, c. 669, section (NEW).]
- B. Demonstrate proficiency in meeting state standards in all content areas of the system of learning results established under section 6209; [2011, c. 669, section 7 (NEW).]
- C. Demonstrate proficiency in each of the guiding principles set forth in department rules governing implementation of the system of learning results established pursuant to section 6209; and [2011, c. 669, section 7 (NEW).]
- D. Meet any other requirements specified by the governing body of the school administrative unit attended by the student. [2011, c. 669, section 7 (NEW).]

Accidents

Any accident in the school building, on school grounds or at any event sponsored by the school must be reported immediately to the person in charge.

Allergies, Asthma or Other Medical Conditions

In order to ensure the safety of your child(ren), it is essential that you share with us any allergies or inclination toward asthmatic episodes. Likewise, if your child has a medical condition that manifests itself at school it is in everyone's best interest for us to know. Please contact our school nurse with any updates to your child's medical history. Also, as we have students with allergies to such things as peanuts and latex attending public schools, it is essential that parents refrain from sending or bringing such items to school. Your cooperation is appreciated.

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 Hazard Plan to provide not only faculty 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 should immediately turn to the same local radio and television stations used for school cancellations. If possible, the Greenville School will also utilize the "Alert Now" phone messaging system to inform parents of an emergency and to keep them updated. The Parent Coordinator will be using the local radio and television stations to update parents throughout the emergency response procedures. The Town Office may also be used as a communication center for all Emergency Response Procedures within the school.

Parents should not try to 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.

If student cell phones become a hindrance to effective emergency management, students may be asked to turn them off. In the event that this occurs, parents who wish to learn more about the wellbeing of their children should contact the Town Office directly.

After the Parent Coordinator has ascertained the safety of each child, they will notify parents through the local radio stations, the Alert Now system and the Town Office that they can come to the designated evacuation site to pick up their children.

Only the parent or designated pick up people will be allowed to pick up children in the event of an emergency. The site coordinators will not release children to undesigned adults upon 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 children and school staff is safe. The second priority is to contact parents to keep you informed. The school maintains contact with local police departments and fire departments in the event of an emergency and follows their instructions.

Arrival and Dismissal

Arrival: Students should plan to arrive at school **no earlier** than 7:30am. Breakfast is served in the cafeteria beginning at 7:45, and a teacher is on the playground to supervise students. Students should either be in the cafeteria or on the playground until 7:55am.

Dismissal: School dismisses at 2:25pm for the elementary students. If your child is a pick up, you will need to sign them out in the cafeteria. Because school is still in session, please do not wait in the stairway, and arrival should be no earlier than 2:20pm, students will be escorted from their classroom to the cafeteria starting at 2:25pm. Middle and High School students will be dismissed by the bell at 2:30pm.

Assemblies

Assemblies at Greenville Schools are meant to be valuable additions to the learning experience and student attendance is required. All assemblies are scheduled and endorsed by the administration and are held in the gym or auditorium. Guidelines for conduct are as follows:

- 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 which includes, but is not limited to: NOT climbing over the backs of seats and remaining seated during assemblies.

Attendance

Time lost from class is irretrievable in terms of instructional interaction, sequential presentation of material, and continuity of instruction. The school places primary responsibility for regular attendance upon the student and the family.

Absence is defined as not being present for a class. The State of Maine accepts the following excuses for absences and therefore defines an excused absence as:

- personal illness
- professional appointments (**appointment verification required**)
- observance of religious holidays when the observance is required within regular school time
- emergency situations such as acute illness or death within the immediate family
- personal or educational absences approved by the principal **in advance**
any absence **approved** by the administration

Tardiness is defined as lateness to school or class after the scheduled start time.

Absence Notes: Any student who arrives late for school or who is returning from an absence must present a note to the principal's office explaining why the student was late/absent.

Tardy to School Notes: Students entering late must present the note at the office upon arrival at school. If a student does not have a note with him/her, he/she is still required to report to the office where phone contact must be made with an authorized person in order to admit the student. According to school policy, without a written note upon return to school after an absence, the absence will be considered —unexcused. A student who has accumulated 10 unexcused absences within one school year will be asked to appear before the Greenville School Committee. This meeting could result in consequences for absenteeism that may range from the creation of an attendance contract to actual loss of course credit at the High School level. Severity of consequences will be determined by the School Committee, with recommendations by administration on a case-by-case basis. (Refer to Compulsory Attendance policy in appendix of this handbook.)

Early dismissals: For early dismissal a student **must have a note from the parent** stating the time of and reason for the dismissal.

Parents/guardian who wish to have a child 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 principal's office so a school official can speak with a parent or one of the listed emergency contact persons. *In all cases, students arriving late or leaving early must **report to the principal's office to sign-in and out.***

Prolonged medical absence: Parents/guardians of children who are suffering from chronic illness or disability and are under a doctor's care, who may be absent for a prolonged period of time, should submit a doctor's note to the principal's office and should contact the superintendent of schools to arrange for educational assistance for the student.

Vacations: 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. When that is not possible,

parents must request prior approval through from the Principal. If a student wants such absences to be counted as —excused absences s/he must get a form from the Principal’s office listing the procedures to be followed *in advance* of the trip.

School Activities: Any student who is absent on the day of a co-curricular activity will not be allowed to attend or participate in the event. Exceptions may be granted for absences other than illness, but must be cleared *in advance* with the principal. Such exceptions would include absences due to medical or dental appointments, driver’s license examinations, etc. Absences due to illness, students must be here by 11:30AM in order to participate or attend extra-curricular activities.

Cars and Automobiles on Campus

Please see —Student parking for additional details. This is done to limit the amount of traffic on the school campus while students are present. We also ask that parents follow these Traffic Guidelines: 1. Do not pull around other vehicles. 2. Drop students only at the designated locations (Elementary playground, side door of Oakes building). 3. Adhere to a maximum speed of 5 mph when on the school campus. (Consult Traffic Diagram in appendix of this handbook.)

Computers

Greenville Schools provides a variety of technology for student use. Computers are available for student use in the libraries, and in classrooms as specified by teachers. Students and parents must sign an Internet Use Agreement before students are able to use a school computer to access the Internet. Greenville Middle School participates in the Maine Learning Technology Initiative (MLTI). Signed use agreements are required of participating middle school students and parents. Parents and students are required to sign a take-home agreement form and pay insurance before an MLTI laptop or a Greenville School Department laptop can be taken home. Still, if the laptop is missing parts or damaged as a result of taking it off campus, the student and parents are liable for the cost of repair or replacement as is stated in the policy and signed agreement.

Conduct and Consequences; Students in the Greenville Schools will ...

... be responsible.

They will follow through with their commitments to co-curricular activities, extra-curricular activities and their assigned work. They will attend practices and meetings of the teams and clubs they belong to. In addition, students will complete all homework and projects in a timely fashion and arrive at class on time prepared as required.

... be honest.

Students in our school will tell the truth in all situations. They will admit to their actions and accept the consequences and praises of their conduct. Students will complete all their own work and not try to take credit for another’s efforts or products.

... be caring.

Students will accept others for who they are without passing judgment. They will not do things or say things to others to be mean or unkind. Students will be sensitive to the feelings and well-being of others.

... be respectful.

They will understand that everyone here has a right to be here. They will understand and acknowledge that there are expectations of everyone to do their jobs. Students will take care of school property, not defacing, vandalizing or unwisely expending resources.

Some general expectations are presented here for the safety and comfort of 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 desks and tables
- stay off the lawn during mud season
- keep hats off while inside any of the school buildings
- get permission to go to parked cars 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
- pick up any litter you see and do not contribute to graffiti
- do not engage in violent or harassing behavior or any other illegal activity

Consequences: In the unlikely event that a student does not abide by these guidelines, disciplinary action will result. Disciplinary actions include teacher detention, office detention, in-school suspension, or out-of-school suspension. In the case of illegal activity or suspected illegal activity the proper authorities will be contacted. Transportation for students serving a detention of any kind is not provided.

Office detentions: To the best of the administration's schedule and abilities, office detentions are scheduled for Tuesdays and Thursdays from 2:35 – 4:05. This 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.

If an infraction occurs on a Wednesday, Thursday, or Friday, the office detention is automatically scheduled for the following Tuesday, regardless of athletic schedules, work schedules, or a student's non-school commitments. Similarly, if an infraction occurs on a Monday or Tuesday, the office detention will be automatically scheduled for the Thursday of that same week, regardless of athletic schedules, work schedules, or a student's non-school commitments. Students are always encouraged to serve their office detentions —earlier than the assigned date, even if the detention slip has not yet been processed and delivered.

Teacher detention: Teachers may assign a teacher detention for violations of the expectations of conduct (described above) as well as the 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, unless the teacher decides otherwise.***

In-school Suspension and/or Out-of-school Suspension: The principal will assign suspensions for, but not limited to, fighting, theft, vandalism of school property, rude and disrespectful utterance or outbursts directed at school officials or adults acting on behalf of the school. For in-school suspension, students must be prepared to do school work or they can be assigned additional work at the discretion of the suspension monitor. Students are not to be making or taking phone calls or sleeping during suspension. Students will not have the regularly scheduled breaks and lunches, but will be assigned

alternate times to limit interactions with other students. Out-of-school suspensions are reserved for extreme cases.

NOTE: Failure to serve an ISS is an automatic meeting with parents, student, and administration. If this conduct continues the matter may be referred to the Superintendent and/or School Committee for further review and resolution.

Dances/Events (i.e., Winter Carnival Activities)

High School dances are open to all Greenville High School students. Students in grades 9-12, with parental and administrative approval, may invite guests who are under 21 years old and who are not Greenville High School students by signing a guest list prior to 2:30 p.m. on the day before the dance. Guests who have not yet entered grade 9 may not be invited. Students signing guests in must provide the Principal with school or work contact information to verify the guest's age and/or verify his or her good-standing.

All school rules and policies apply to dances. Anyone who leaves a dance 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. When dances or social events are arranged or open to students below grade 9, those younger students attending must remain until the event is over unless the parents/guardians have made prior arrangements with the administration.

Devices and Toys

Toys and devices, such as laser pointers, beepers, music devices, electronic games, or two-way radios, are not appropriate items for use during school. These items tend to be a distraction to the learning process and are too valuable to be stored in lockers. Cell phones should be:

- on SILENT

- out of sight and put away

- not used in school during the school day (7:55 - 2:30) UNLESS in the office

1st offense: teacher takes the phone and gives to the office and it is logged into the discipline record - student retrieves at the end of the day

2nd offense: teacher takes the phone and gives to the office, it is logged into the discipline record and parents are contacted - student retrieves at the end of the day

3rd offenses: teacher takes the phone and gives it to the office, it is logged into the discipline record, parents are contacted, an office detention is assigned - parents must come in to pick-up the phone

NOTE: If there is an offense beyond the third offense 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 or a referral to the school committee.

Dress Code

The Greenville School Department dress code encourages neatness, good taste, and maturity. Students are expected to take pride in their own personal grooming and hygiene. Greenville students should project an image of self-respect, personal responsibility, and readiness for the world beyond high school where dress standards are commonplace and important.

Responsibility for the personal appearance of students enrolled in the Greenville School District shall normally rest with the students and their parents/guardians. Student dress or grooming should not, however: affect the health or safety of individuals on school property or disrupt the learning process

within the classroom or school. Students should wear clothing appropriate for an educational environment.

Guidelines to be followed:

- Pants shall be worn at the waistline. These include dress pants, chinos, khakis, cargos, jeans or corduroys worn at the waist and extending to the ankle. A skirt, shorts or dress will be no shorter than when arms are beside your body and your fingertips are extended (this length is acceptable) regardless of whether they are worn with tights/leggings.
- Torsos (upper body) shall be covered; including midriffs, chests, and back, from neck to shoulder. Clothes that are tight and /or revealing, including exposing visible midriffs and /or cleavage are not allowed.
- All students shall wear clothes that completely cover all undergarments. All students will wear footwear while in school and at school activities. Heels above 2 inches that present a safety risk.
- No person shall wear clothing that contains pictures and/or writing (either directly or implied) referring to sexual references, profanity, violence, illegal drugs, or the promotion of alcoholic beverages and/or tobacco products in the school building during the school day.
- No student shall be permitted to wear headgear (cap, hat, bandana, etc.) in the school building during the school day unless it is for religious or medical reasons. It is a long-standing social norm that hats are removed as a courtesy. The School Department views this practice as an acknowledgment of respect to our Constitution that provides us the right to a public education.
- Students who choose to wear clothing that does not comply with the Greenville School Department dress code, will be sent to the Principal's Office and be allowed to:
 1. Put additional clothing on to cover exposed areas.
 2. Borrow clothing available in the Principal's Office to wear for the remainder of the school day. The School Department has a limited supply of dress code compliant clothing that can be borrowed for the day, worn to class, and returned.
 3. The student may call his /her parents to bring a change of clothes for the student to change into.

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 will be notified of a disciplinary infraction. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision. The administration reserves the right to make determinations about acceptable or unacceptable dress as well as appropriate disciplinary action

Drug, Alcohol and Tobacco Use

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

mandatory.

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.

Any violation of the terms of the policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the School Committee. The School Resource Officer or other appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in athletics and co-curricular activities are subject to additional rules and sanctions. Consult the Student Athlete/Interscholastic Handbook for details.

Emergencies

Every teacher has a copy of Greenville's procedures regarding any type of threat including: bomb threats, fire drills, intruder alerts, etc. Emergency exit routes are posted in all classrooms. Bomb threats violate Civil and Criminal Law and will be treated as such.

Facilities

It is the individual responsibility of each student, as a worthy school citizen, to help keep our school property in the best condition. Pupils 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:

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

Food Service

Greenville School Department serves breakfast and lunch to its K-12 students. Prices are set by the School Committee and a list is available at the school office, on the website, and in the kitchen. Many students may be eligible for free or reduced breakfast and lunch. Application forms are provided at the beginning of each year or are available by contacting the principal's office for information. By returning completed forms you will assist us in the grant application process, which will enable us to receive additional financial support for such things as the summer-lunch program.

To maintain good business practices, ***charging of lunches is not allowed.*** An option of a sandwich is always available for students who do not have money with them. Parents are encouraged to pay in advance. Current balance of a student's lunch account can be accessed through PowerSchool. For your user name and password contact the school.

Fund-raising

The Office must approve all fund-raising 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 office).

Guidance Services

It is the primary purpose of the Greenville Schools to provide opportunities for the fullest possible

development of each student. Students have different interests and abilities, different plans and objectives, different hopes and dreams and different ways of enjoying life. The guidance director seeks to help each student develop to the best of his/her ability, to get the most from his/her high school program, and to do long range planning beyond high school graduation. All students, K-12, are encouraged to use guidance services for assistance with academic and vocational planning and for help with personal concerns.

Hallway Passes/Notes

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 lunchroom, and other locations specified by the student's schedule either directly or implicitly.

Harassment, Discrimination & Hazing

Greenville Schools recognize the right of each employee and student to work and learn in an atmosphere that is free of discrimination, intimidation, ridicule, hostility, and offensiveness.

Harassment: Harassment is abuse based upon race, color, sex, national origin, handicap, etc. Acts of this nature are both a violation of this policy and constitute illegal discrimination under state and federal laws. Examples of prohibited harassment include but are not limited to:

- unwelcome sexual advances, gestures, comments or contact
- threats which imply physical or emotional abuse inappropriate to the educational setting
- offensive jokes
- ridicule, slurs derogatory actions or remarks

Students or staff who believes that they are victims of harassment should report such actions to the Affirmative Action Officer, who shall then report the incident to the 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 U.S. Office of Civil Rights, Dept. of Education, Washington, D.C.

Equal Opportunity: School Union #60 and the Greenville Schools insure 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 of 1992. Inquiries can be made to the Affirmative Action Officer, School Union #60, Greenville, Maine 04441 or telephone 207-695-2666.

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 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 educational process and shall be prohibited at all times.

Library

Student access to the library is by note from any teacher before and during school and open to all after school. The library system in the Greenville Schools offers substantial collections at the K-8 and young

adult levels, as well as history, selected literature criticism and a ready reference at the high school level. In addition, the library has a growing collection of automated resources and is able to access materials from other collections.

Lockers

Students in grades 5-12 are assigned lockers. Lockers should be kept neat and clean at all times. The school accepts no responsibility for lost items and urges students to **not** leave money or other valuables in their lockers AND to put a lock on their lockers. The office must have on file a copy of any lock keys or combinations. If the student wants to use one of the school's locks he or she may do so for a deposit of \$5.00. Students should never give locker combinations or keys to 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.

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, he or she should check the lost and found boxes. There is one outside the band room in the basement of the High School building. It is always suggested that you check in the school offices and the gym as well. To help avoid losing items, please clearly put a name on all personal items.

Make-up Work

Students are responsible for contacting each teacher after an absence and scheduling make-up work requirements. Work must be made up according to the formula: one day of make-up time for each day of absence. If, as a result of a planned absence, a student requires tutoring to catch up on missed work, it will be the obligation of the parent to provide for the tutoring.

Medications/Immunizations

All immunization and medical information should be reported to the school nurse upon entrance to school.

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:

- medication, in its original packaging, is to be kept in the school office
- medication is to be clearly labeled with the student's name; a copy of the prescription, or note from the doctor, explaining the need for the medication must accompany it
- students will be instructed by the parent 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 provides permissions, and the student has demonstrated to the school nurse that she or he is competent in its use, then a student can carry an inhaler with them

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 celebrations that denote a particular holiday. Furthermore, foods at an in-school celebration need to offer healthy choices as well as treats. Given that academic and instructional 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 such things as party invitations to only a limited group of students. Students who are not invited feel left out.

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 and data 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.

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 the end of the week following the closing of the ranking period. Quarter end and mid-quarter dates are noted on the school calendar.

Sign-out Privilege

National Honor Society members and all seniors are eligible for sign-out privilege as long as they acquire and maintain a cumulative average of 85 or better, with no failing grades AND only one grade less than an 85. Such privileges entitle eligible students to sign-out from study hall if their parents agree by written permission. Any students with sign-out privilege 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 reasons. The final determination rests with the Office. This privilege will begin at the principal's discretion.

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 the learning experiences. Examples of such activities include (but are not limited to) math team, Key Club, or National Honors Society. Such activities include athletics and are often referred to as extra-curricular. All policies pertaining to extra-curricular and co-curricular are applicable.

Pupils 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 Greenville Schools' students involved in the same activities. All students are expected to pass all subjects to be eligible to participate; however, a student must be passing a minimum of 4 credits.

(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 but 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 voluntarily removal.

Student Educational Records

Teachers are conscious of matters regarding students in order to safe guard a violation of a student's or family's right to privacy. As such, we ask that if you wish to discuss your child that you call the school secretary and leave a message for your child's teacher. 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 privacy.

Greenville Schools' 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, list of the 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 an amendment of any record on the ground 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 U.S. 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, or the provision of a free appropriate public education to 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, and year 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's name

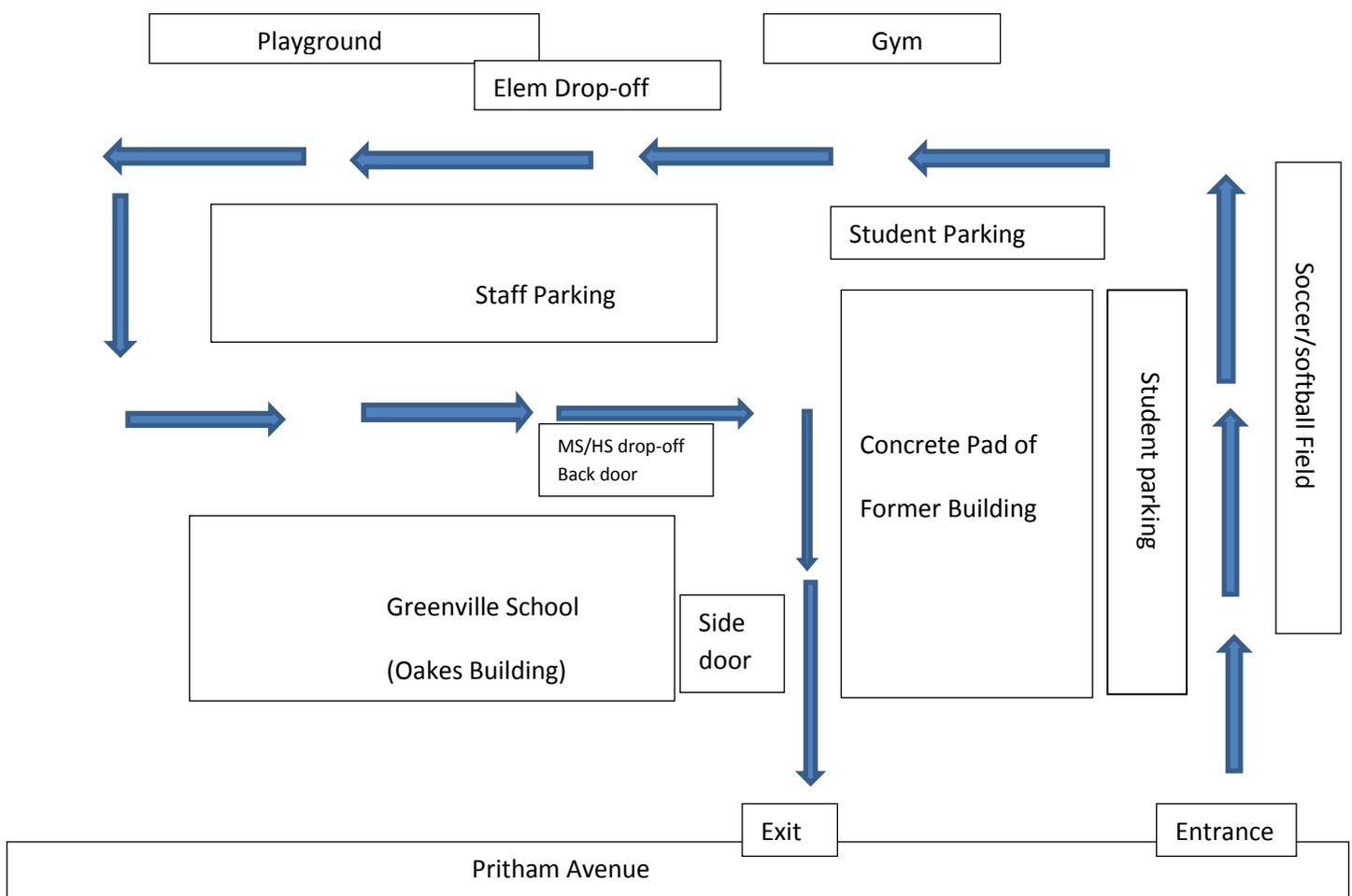
- participation in officially recognized activities and sports
- weight and height of athletes
- honors and awards received

The school will not release this information if a parent 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 Principal of Greenville Schools, P.O. 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 office each year. Greenville students are guests in this parking lot, therefore, student parking is a privilege that can be revoked or suspended by administration.

Traffic Map



Visitors

All visitors must report to the school 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.

Students are discouraged from inviting students from other schools to visit. However, with **prior notice**, a student and parent can request permission of the principal to bring a student of the same age to school for a day. Final determination rests with the principal.

Volunteers

Persons interested in volunteering time of services should contact the building 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 his/her discretion in confiscating any dangerous or disruptive objects brought to school.

A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be. Explanations regarding policies or suggestions about how policies might be improved should be referred to either the principal or superintendent. This document provides information about rules, policies, academic requirements and student privileges and responsibilities. State law and School Committee adopted policies take precedence over the guidelines in this book if confusion or conflict arises.

Thank you for your understanding and cooperation!!

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*

Greenville School Department

PO Box 100
Greenville, Maine 04441
207-695-2666

*To: Parents, Teachers & Building Occupants
Greenville School Department*

From: Maintenance Department

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 and its management at the 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 personal have been trained and certified to deal with any emergency asbestos situation. Records of the Management Plan are maintained at the school for availability on request.

Greenville School Department
PO Box 100
Greenville, Maine 04441

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

PEST CONTROL

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

PESTICIDE USE

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites as parents, guardians, and staff have a right to know.

YOUR RIGHT TO KNOW

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about 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 IPM Coordinator at 207-695-3708.

If you have any questions, please contact the school. For further information about pests, pesticides, or your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IMP site at www.thinkfirstspraylast.org/schoolipm.

Greenville School Department
PO Box 100
Greenville, Maine 04441

Policy: IJNDB-R

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.
2. **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.
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.

C. 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 machines

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.

E. 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.

F. 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.
2. 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.
3. 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.
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.
5. 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.
6. 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.
7. 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.
8. The laptop may only be used by the student to whom it is assigned.
9. 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

1. A student who wishes to use a privately-owned computer in school must complete a Student Request to 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.

2. The Technology Coordinator will determine whether a student's privately-Owned computer meets the school unit's network requirements.
3. 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.
4. 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
5. The school unit is not responsible for damage, loss or theft or any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. 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.
8. 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.
9. 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

Greenville School Department

Policy: JHB

PO Box 100

Greenville, Maine 04441

TRUANCY

- I. A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA 5001-A and he/she:

- 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 7 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.
- II. The Board shall appoint one or more attendance coordinators in accordance with state law. The duties of the attendance coordinator include, but are not limited to:
- A. When notified by a principal that a student's attendance is irregular, interviewing the student and the parent(s) or guardian(s) to determine the cause of the irregular attendance and file 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' compulsory attendance and truancy laws (20-A MRSA 5001-A, 5051-A).
- III. As required by law, the following procedure shall be followed when a student is habitually truant.
- A. If the principal and the attendance coordinator determine that a student is habitually truant, the principal shall inform the Superintendent. The Superintendent/designee shall first try to correct the problem informally. Informal attempts to correct the problem must include meeting with the student and the student's parents to identify possible causes of the habitual truancy and to develop a plan to implement solutions to the problem. If the initial meeting does not resolve the problem, the Superintendent/designee shall implement interventions that best address the problem including but 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. (NOTE: for the purpose of this policy, "parent" means the student's parent or legal guardian.)

- B. As part of correcting the problem informally, the Superintendent/designee shall require the student and his/her parent(s) to attend one or more meetings with the student's teacher or other school personnel

designated by the Superintendent. The purpose of the meeting(s) is to reinforce the plan referenced in paragraph A or to develop an alternative plan. Such meetings may involve others including but not limited to case managers, therapeutic treatment providers, and representatives of the Department of Human Services, the Department of Behavioral and Developmental Services, and the Department of Corrections. The Superintendent/designee shall schedule the meeting(s) at mutually convenient times.

C.

D. 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 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 the 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 explain the possible penalties;
(NOTE: The penalties are described in 20-A MRSA 5053-A and include a minimum \$250.00 fine (an increase from \$25.00); the court may also order a parent to take specific action to ensure the student's attendance including compliance with the plan developed in accordance with paragraph A of this policy, participation in a parent-training class, attending school with participation in counseling or other services as appropriate. All or part of the fine may be suspended upon the parent's compliance with a court order.)
4. State that the Superintendent/designee may notify the local law enforcement authorities of a violation of the habitual truancy statute and the Department of Health and Human Services (DHHS) as provided by 20-A MRSA 5051-A© (the notice provision); and
(NOTE: The definition of "child abuse and neglect" now includes "failure to ensure compliance with school attendance requirements under 20-A M.R.S.A. §3272 (2)(B) (the truancy law) or §5051-A(1)(C) (notice to parents of habitual truants) by a person responsible for the child." Similarly, the definition of "jeopardy to health or welfare" or "jeopardy" has been expanded to mean "serious abuse or neglect as evidenced by . . . deprivation of adequate food, clothing, shelter, supervision or care or education when the child is at least 7 year of age and has not completed grade 6." See 22-M.R.S.A. § 4002 for these definitions. The "mandatory reporting statute is 22 M.R.S.A. § 4011-A.]
5. Outline the plan developed to address the student's habitual truancy and the steps that have been taken to implement that plan.

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

F. If after three school days after the service of the notice described in paragraph C of this policy the student remains truant and the parent and student refuse to attend the meeting referred to in paragraph D, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities.

F. When a student is determined to be habitually truant and in violation of the compulsory attendance law and the Superintendent/designee has made a good faith attempt to meet the requirements of paragraph B of this policy, the Superintendent/designee shall notify the Board

and local law enforcement authorities of the truancy. After this notification, a local law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel.

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

Legal Reference: 20-A M.R.S.A. §§ 5001-A; 5051-A-5054

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

First Reading: August 18, 2008

Adopted: September 15, 2008

Reviewed: August 13, 2013

Greenville School Department
PO Box 100

Policy: JEA

Greenville, Maine 04441

COMPULSORY ATTENDANCE

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- 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/guardian;
 - 3. Been approved by the principal for a suitable program of work and study or training;
 - 4. Permission to leave school from the Board or its designee; and
 - 5. Agreed in writing with that person's parent/guardian 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;
- 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.

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 MRSA 2901;
 - b. A private school recognized by the department as providing equivalent instruction;
 - c. A home instruction program that complies with the requirements of 20-A MRSA 5001-A(3)(A)(4); or
 - d. A home instruction program that complies with the requirements of 20-A MRSA 5001-A(3)(A)(4); or
 - e. Any other manner arranged for by the Board and approved by the Commissioner.
 - f.
 2. 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.
 3. The following provisions apply to home instruction program;
 - a. The student's parent/guardian must provide a written notice of intent to provide home instruction that meets the requirements of 20-A MRSA 5001-A(3)(A)(4)(a) simultaneously to the school officials of the administrative unit in which the student resides and to the Commissioner within 10 calendar days of the beginning of home instruction.
 - b. On or before September 1 of each subsequent year of home instruction, the student's parent/guardian must file a letter with school officials of the administrative unit in which the student resides and the Commissioner stating the intention to continue providing home instruction and enclose a copy of one of the forms of annual assessment of the student's academic progress described in 20-A MRSA 5001-A(3)(A)(4)(b).
 - c. Dissemination of any information filed under 20-A MRSA 5001-A(3)(A) is governed by the provisions of 20-A MRSA 6001 (dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 USC 1232g (2002); and the federal Education for All Handicapped Children Act of 1975, 20 USC 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to public disclosure unless the parent/guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A MRSA 5001-A(3)(A) must be maintained by the student's parent/guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.
 - d. 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.
- B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA 5104-A or 8605 (other public or private alternative programs).

Excusable Absence

A person's absence is excused when the absence is for the following reasons (please note conditions of reporting to school found in bullets under each heading):

- A. Personal Illness;

- A note signed by parent/guardian must be provided to the school before the student is allowed to return to school.
 - 4 total absences due to personal illness within a 20 school day period may result in a mandatory meeting between parent/guardian of student and Administration for the purpose of discussing how these absences are impacting academic performance.
- B. An appointment with a health care professional that must be made during the regular school day;
- absence should have prior approval by Principal if at all possible.
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose.
- absence must have prior approval by Principal

Without a written note (per section A above) the absence will be considered “unexcused”. A student who has accumulated 10 unexcused absences within one school year will be asked to appear before the Greenville School Committee. This meeting could result in consequences for absenteeism that may range from the creation of an attendance contract to actual loss of course credit at the High School level. Severity of consequences will be determined by the School Committee, with recommendations by administration on a case-by-case basis.

The overall objective will be that attendance is directly tied to positive learning experiences and academic success. Students who do not attend school can be negatively impacted when instruction is missed. The Greenville School Committee wishes to offer the best academic programming to its students and understands the need for students to be present in order to succeed in their educational endeavors.

Tardiness to School

Tardiness is defined as lateness to school after the scheduled time that a class begins. The School Committee will require that any student who accumulates 4 tardies within 20 school days will result in a mandatory meeting between parent/guardian of student and Administration for the purpose of discussing how being tardy may be impacting academic performance.

Other

Parents are responsible for the attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance. 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; 5201

Ch. 125 8.06 (Maine Department of Education Rules)

Cross Reference: IHBG – Home Schooling

JFC – Student Withdrawal from School/Dropout Prevention Committee

JHB – Truancy

Required

First Reading: February 17, 2004

Adopted: March 15, 2004

Revised: September 16, 2008

Reviewed: August 13, 2013

Greenville School Department
PO Box 100
Greenville, Maine 04441

Policy: JLCD

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.

"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

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. 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

Policy: JICH

PO Box 100

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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 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
Review: November 19, 2013

Greenville School Department
Policy: IKF

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GRADUATION REQUIREMENTS

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

Greenville Consolidated School has adopted a standards-based system of learning consistent with Maine law, which means that after January 1, 2018, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles and the Learning Results rather than the accumulation of credits.

To be awarded a high school diploma from the Greenville school, students graduating in the Class of 2018 and beyond must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Board.

Students graduating in the Classes of 2014-2017 must meet the credit and other graduation requirements specified in this policy.

A student who would have graduated with the Class of 2017 and have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set by Board policy will have until December 31, 2017 to fulfill the graduation requirements applicable to the Class of 2017.

The Superintendent, through 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 standards that must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASSES OF 2014, 2015, 2016 OR 2017

Students who anticipate graduating in the Classes of 2014, 2015, 2016, or 2017 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 – 1/2 credit; and
 - 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 and/or Science – 2 additional credit(s);
- D. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans 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 he/she 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. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF 2018 AND BEYOND

In accordance with Maine law and Greenville Consolidated School's standards-based system of learning, after January 1, 2018, the awarding of a diploma from Greenville schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results, rather than the accumulation of credits. The student must also fulfill any other requirements specified in this policy.

Students who anticipate graduating in the Classes of 2018 and beyond must meet the following requirements in order to be awarded a high school diploma.

- A. **Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each essential standard within each content area.**
 - English Language Arts**
 - Mathematics**

Science and Technology
Social Studies
Health Education and Physical Education
Visual and Performing Arts

World Languages

Career and Education Development (embedded in the other content areas)

- B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results.

A student graduating from Greenville schools is expected to be a:

Clear and effective communicator;
Self-directed and life-long learner;
Creative and analytical problem solver;
Responsible and involved citizen; and an
Integrative and informed thinker.

- C. The student must also complete a minimum of 22 credits.

MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY-BASED DIPLOMA

Greenville's high school curriculum is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results.

Students following a traditional pathway will:

- A. Engage in educational experiences in the content areas of English Language Arts, Mathematics, and Science and Technology in each year of their high school program.
- B. Engage in at least two educational experiences in the content area of social studies during their high school program.
- C. Engage in at least one educational experience in each of the content areas of visual and performing arts during their high school program.
- D. Engage in at least 1 educational experiences in world languages during their high school program
- E. Engage in at least 1 health and physical education experiences during their high school program.
- F. Engage in educational experiences that integrate career and education development into other content areas of the Learning Results.

Students following a traditional pathway must be enrolled in the equivalent of five full year learning experiences/courses or integrated equivalents in each of their high school years.

Students may also opt to pursue a high school diploma through multiple additional pathways including:

Early college/dual enrollment courses
Career and technical education programming
Online/virtual learning
Apprenticeships, internships and/or field work
Community service
Exchange programs
Independent study
Alternative education
Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit's own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must have a

Personal Learning Plan detailing how the pathway will provide exposure to the content standards of the Learning Results and how the student will demonstrate proficiency in meeting the essential standards. The personal learning plan must be approved by the Guidance Counselor and Principal.

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.

III. 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 an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Greenville High 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. Certificate of Completion

The Board may provide a certificate of completion to a student who leaves school having completed four years attendance as a full-time high school student and who has earned the required credits but has not met Learning Results proficiency standards that may be mandated by the State.

G. Participation in Graduation Ceremony

A student must complete all Board requirements for a high school diploma or certificate of completion prior to participating in graduation exercises.

H. 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 during the year 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: IHCDA – Post-Secondary Enrollment Options

IK – Student Achievement

IKFA - Early Graduation

First Reading: November 17, 2014

Adopted: December 15, 2014

Greenville School Department

Policy: IJOC

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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:

- A. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;

- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students on field trips;
- G. Assisting teachers in assembling instructional materials; and
- H. Assisting in school plays, music programs and other extracurricular
- 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.

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

Volunteers may transport students in registered, inspected, and properly 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.

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

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.

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.

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 in a semester) in a semester may NOT participate in co-curricular and athletic activities for the remainder of that semester.

Example: During Winter basketball season, a student is absent from school, without an excuse in January. They will forfeit the remainder of the season and forfeit the remainder of the school year for eligibility to participate in co-curricular and athletic activities.

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.

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.

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.

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.**

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.

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.

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. 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.

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 scheduled event (awards banquet, performance, etc). 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.

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 a 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

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