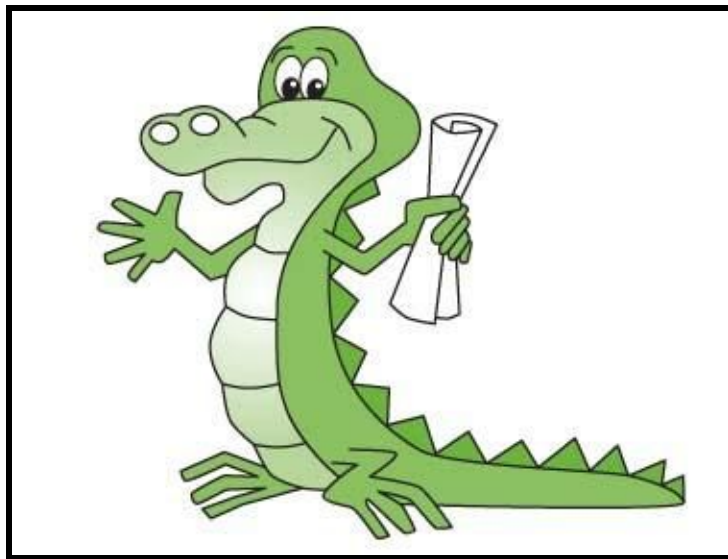


GREENE CENTRAL SCHOOL

**2017-2018
STUDENT HANDBOOK**



Gators

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GREENE CENTRAL SCHOOL
41 MAIN STREET
GREENE, MAINE 04236
(207) 946-5681 (Phone)
(207) 946-3281 (Fax)

August 2017

Dear Students, Guardians, and Parents:

It is my pleasure to welcome you to the 2017-18 school year. This handbook is intended to provide a helpful guide to you as you seek answers to a variety of questions. Please review it so that you and your child (children) are familiar with the school rules and expectations. In addition to the Greene Central School Handbook, the district provides a Parent-Student Handbook to answer questions about district-wide policies. (Each family will receive one of the district-wide handbooks.) District wide policies are also available online at the district website, or in paper form at each school. If you have questions, please ask for answers because well-defined and understood policies are essential to the successful operation of our school.

At Greene Central School, we have implemented PBIS (Positive Behavior Intervention & Supports). Students are explicitly taught the standards of safe, responsible, and respectful behavior. Appropriate student behavior is critical to successful learning. It is our goal at GCS to create an environment that allows all students to learn at high levels. We take pride in the education we offer and always strive for improvement.

Your partners in learning,

Mark McDonough & Susan Pilote
Greene Central School
Administrative Team

MISSION STATEMENT

Collaboratively, our school mission is student learning. We will prepare students academically and socially to be productive citizens. As a school community, we will accept this responsibility and collectively respond to student needs to insure their individual growth and success.

VISION STATEMENTS

- Every student will exit Greene Central School with a basic core of essential knowledge and skills across content areas.
- Parents will have increased opportunities to actively participate in their child's education.
Students will actively contribute to their own learning by developing effective work habits.
- Learning time will be maximized by differentiated instruction that is based on current research and best practice.
- All members of the school community will be respectful and tolerant of one another to promote a positive learning and working environment.
- Teachers will work collaboratively to assess student work for increased learning. Student growth and achievement will be insured by frequent progress monitoring.
- Student needs and interests will be supported by providing opportunities for intervention and enrichment.
Flexible and varied learning structures will be provided to accommodate the individual needs of students.

BELIEF STATEMENT:

We believe that students learn to become responsible citizens within their community through interacting with others at home and at school. Discipline is a teaching process that helps students assume responsibility for themselves and their actions. All behavior has meaning and consequences. Students need to realize that their choices affect themselves and others, and determine the resulting consequences. It is the duty of the adults in children's lives to model appropriate behavior, and guide them in learning positive alternative choices.

Greene Central School

Telephone: 946-5681

Fax: 946-3281

Address: 41 Main Street
Greene, ME 04236

Office Hours: 7:30AM-4:15PM

School Hours: 8:40AM-3:10PM

3:10PM-3:20PM (Dismissal)

District Web Address: www.rsu52.us

Click on "schools" link for school site

Transportation Director: 225-1000 Option 5

Food Service Director: 225-1120



SCHOOL LEADERSHIP TEAM GOALS FOR 2017-2018

Each year, a school leadership team made up of administrators, teachers, and/or parents, looks at school wide data in order to set goals and establish priorities for the school year. These priorities may be aligned with identified district goals as well. Throughout the school year, parents and community members will receive information regarding what these goals are and the progress being made towards them.

GATOR PRIDE

Greene Central School has a student population of approximately 375. At Greene Central School, we are safe, respectful and responsible. We are proud to be Greene Gators!

POLICIES, PROCEDURES & EXPECTATIONS

OFFICE HOURS: 7:30 a.m. - 4:15 p.m.

SCHOOL HOURS: 8:40 a.m. - 3:10 p.m. (Students)
3:10 p.m. - 3:20 p.m. (Student Dismissal)

DAILY SCHEDULE:

8:40 Student arrival time. Breakfast served until 9:00 a.m.
8:55 Attendance taken (Tardy after 8:55 a.m.)
11:00-1:00 Pre-K through 6 Lunches and Recess
3:00-3:05 Prepare for bus dismissal. Bus slips picked up.
3:05-3:10 General announcements. Parent pick-up.
3:10 Dismissal begins. Buses called. Students wait quietly in classrooms.
3:20 Walkers & bikers dismissed after all buses have left school grounds.

APPOINTMENTS WITH STAFF:

At the beginning of the year, each teacher will send notification of a weekly scheduled time when s/he will make her/himself available to meet with you. If you wish to speak with any staff member, please phone the secretary and she will notify the staff member to arrange for an appointment at a mutually agreed upon time. Conferences should not interrupt classroom teaching and learning.

ARRIVAL AND DISMISSAL:

The instructional day begins promptly at 8:40 a.m. Buses unload and staff is on duty to supervise students at 8:40 a.m. Students arriving at school by bicycle or by private transportation, should plan to arrive at school no earlier than 8:30 a.m., as there will be no staff member available to supervise them. This time is used by our staff for a variety of faculty and parent meetings. Bus dismissal begins at 3:10 p.m. Parents should pick up students between 3:10 – 3:15 p.m., except in emergencies. If you or someone else will be picking up your child, please send a note to the office indicating these plans. If this is not possible, phone or report to the office any time before 3:00. Please report to the office, sign your child out and s/he will be called to the office to meet you. In this way, students will be dismissed in a safe, orderly manner. While waiting for your child, you are welcome to sit in the visitor waiting area outside the office. Please observe no parking signs and also, please do not park along the walkway in the front of the building as that would be used as a potential fire lane in case of emergencies. For safety reasons, we ask that visitors not open the door for other visitors. This ensures that the office staff know who is entering the building.

If children are brought into school by parents/guardians, we ask that you leave your child(ren) at the office or lobby and not accompany them to the classroom. In the

morning, students are dropped off in the upper parking lot along the front sidewalk. Those areas are marked to help the flow of traffic.

If, for any reason, a parent or child needs special consideration and cannot comply, please speak with a building administrator. Parents are responsible for students who have missed the bus.

ATTENDANCE POLICY FOR STUDENTS:

According to Maine State law it is the school's responsibility to record excused and unexcused absences. The following absences are considered excused absences:

1. Personal illness
2. Appointments with health professionals that cannot be scheduled outside of the regular school day
3. Observance of recognized religious holidays when the observance is required during the regular school day
4. Emergency family situations
5. Planned absences for personal or educational purposes which have been approved in advance.

If parents find it unavoidable to take students on extended trips for personal or educational purposes it is the responsibility of the parents to notify the school in writing, prior to the departure date. If possible, assignments will be given prior to the departure date; however, duplicating the classroom learning experience is next to impossible. Teachers may require that students make up the assignments upon their return.

If your child will be late or absent from school, parents are requested to phone the school at 946-5681 before 9:00 a.m. We want to be assured that your child is accounted for. Time permitting, office staff will phone a parent to verify absence if a parent hasn't called in. Regular classroom attendance is of utmost importance. Success in school and good attendance go hand-in-hand.

BIKERS AND WALKERS:

Students riding bicycles or walking to and from school will need to provide the school with a written permission slip from their parents. They must follow arrival and dismissal times. Bikers are required to wear helmets to and from school grounds. Bikers and walkers will be dismissed following the departure of the last school bus. Bicycles must be walked on and off school grounds and parked immediately upon arriving. Bike helmets must be worn. Please remember that it is against the law to ride double on a bicycle. Improper use of bicycles will result in suspension of riding privileges.

BREAKFAST, LUNCH, AND SNACKS:

The district offers breakfast to any student who wishes to participate. Breakfast is served as soon as students arrive at school at 8:40 a.m. and ends by 9:00 a.m. A menu for breakfast and lunch is sent home monthly. Breakfast and lunch money are collected on the first day of each week. It is helpful if money is sent weekly or monthly. Paying by check is preferred! An over-payment at the end of the week or month will be credited to the next week or month. Online payment for school lunches is now available through the District's website, www.rsu52.us. Just click on the AndroPay link on the home page and follow the step by step directions. Please see the district handbook regarding language around outstanding lunch balances.

Regular Breakfast	\$1.00	Reduced Breakfast	FREE	Juice	\$.25
Regular School Lunch	\$2.50	Reduced Lunch	\$.40	Milk	\$.50

Children in grades K-6 may bring a lunch and purchase milk or bring their own beverage. No carbonated beverages or glass containers, please!

Snacks:

- Most classrooms provide a time during the day for snacks.
- Please consider providing healthy snacks such as fruit, vegetables or crackers and cheese.
- Milk may be purchased for snack time.

Cafeteria Rules:

- Polite manners and quiet voices will be used at all times.
- Trading or sharing food is not allowed.
- Children will remain seated until dismissed.

BUS ASSIGNMENTS:

Students are assigned buses according to area of residence. Please watch the Sun-Journal or check the district website for an August posting of buses, bus routes, and bus drivers for your particular neighborhood. If you have any questions about transportation, please direct your calls to the Transportation Department at 225-1000, option 5. Please refer to the District Handbook for complete details on the transportation program and behavioral expectations.

BUS PASSES:

Students needing to be dropped off at a different location than their regularly assigned route will need a note signed by the parent stating the date and the exact (full name and address, parent name) location of drop-off. The bus change can be made if seating is available. Buses cannot be used for transportation to after school activities. We appreciate your compliance and cooperation with this procedure. Please call in any changes for bus passes by 2:45 each day.

CHANGE OF ADDRESS AND FAMILY STATUS:

Your family's status might undergo changes after the year has begun. Some of these might include change of address, telephone number, or custody. If this occurs, please notify the office immediately so that we may update our files. If your telephone number is unlisted, or if you have special instructions involving the safety of your child, please know that special care will be taken to maintain confidentiality in these areas.

DRESS CODE:

Parents are asked to use good judgment in selecting or guiding their child's choice of apparel to make certain it is appropriate for school. Please refer to the District Handbook for a detailed description of the Board's policy. It is the school's expectation that students dress in a way that does not detract from the process of education. Full-length shirts must be worn at all times. Clothing which is suggestive, obscene, or contradictory to school health teachings or rules is not allowed. Articles advertising alcoholic beverages, cigarettes, or tobacco products, illegal drugs or aggressive behavior are not permitted in school. Outerwear and footwear should match weather conditions, as all students are expected to be outdoors during recess unless determined otherwise by school staff. Slippers are not allowed except for special, school-wide events (i.e. Pajama Day). Sneakers with retractable wheels are not allowed for safety reasons during the school day or after school hours. Hats are not permitted in the building (including evening school-sponsored events) as a sign of courtesy and to avoid obstruction of vision. Students must remove their hats as they prepare to enter the school building. We ask that parents assist us as role models by also removing their hats when in the building. An exception will be made on occasions such as "Hat Day". It is a good idea to label all outerwear including boots, shoes, hats and mittens and snow gear to prevent loss.

ELECTRONIC DEVICES:

"Electronic devices" include, but are not limited to: iPods, MP3 Players, CD players, electronic, or battery-operated toys/games, and cell phones. We ask that such devices remain at home, as they distract from the goals of the school. If bus drivers allow these items, they must be checked in and out at the office on a daily basis, or with the classroom teacher. On occasion there may be a special event, such as a celebration or project, when these devices would be permitted. In this case, permission must be obtained from the teacher and principal beforehand.

EMERGENCY SHEET:

On the first day of school, your child will bring home an emergency sheet for you to complete or update. It contains valuable information that we need in the event of an emergency. Please review the information that is on the sheet and update or add information as necessary. It is imperative that you record the names of two individuals

and telephone numbers where they can be reached during school hours in the event we cannot reach parents. Be certain to obtain their permission beforehand. Inform the office of any changes throughout the school year, with particular attention to custody, residency, workplace and telephone numbers. Thanks for your help.

HALLWAY PASSAGE AND SUPERVISION:

Due to safety issues, we expect students to walk slowly and quietly through the halls. This also applies to evening events. Parents are asked to supervise their children at all times while attending extracurricular and school-sponsored events.

HOMEWORK:

It is important that homework be a peaceful and productive time for everyone involved. We recommend setting a consistent time and place for your child to complete homework each day. The amount of homework is expected to increase as students progress throughout the grades. Board policy suggests no homework on weekends for grades K-4. Generally, you can expect about 10 minutes of homework per grade level. Below are the guidelines we follow for assigning homework:

Kindergarten:	Occasional homework of 10-15 minutes.
Grades 1 & 2:	Up to 20 minutes, no more than four days per week.
Grade 3:	Up to 30 minutes, no more than four days per week.
Grade 4:	Up to 40 minutes, no more than four days per week.
Grades 5 & 6:	Up to 60 minutes, no more than five days per week.

LOST AND FOUND:

In the cafeteria we store lost articles found around the school. We encourage you and your child to search through these articles once a month to see if something you own may be there. Please be advised that, on the last Friday of each month, we will dispose of any unclaimed articles, as we have no storage space.

MAIN LOBBY:

All visitors, volunteers, and substitutes are asked to enter and exit the building by the main lobby during school hours. Please pick up a visitor badge in the office. Safety is of utmost concern to us and we need to be able to identify visitors. Thank you for your cooperation.

MEDICATIONS:

All prescription and non-prescription medications must be brought to the main office or health office by a parent or guardian. Students who require medication during the school day must have a medication permission form completed by a

parent/guardian. All medication will arrive in the original container and will be properly labeled with the following information:

1. Student name
2. Name of medication
3. Exact dosage and time medication is to be administered
4. Name of prescribing physician
5. Expiration date of medication will be clearly visible

All medication will be stored in the health office in a designated and secure cabinet. All medication will be administered to students in the health office except in an emergency.

PARENT CONCERNS AND QUESTIONS:

Parents are encouraged to contact the teacher directly when they have a concern. If the parent contacts the principal prior to contacting the teacher, the principal will refer the parent to the teacher. If the parent meets with the teacher and still has unresolved concerns, the parent will contact the principal to arrange a meeting with the parent, teacher, and principal. The principal will act as mediator at such meetings. If the parent refuses to meet with the teacher, the principal will try to arrange a meeting with the parent, teacher, and principal so that the parent and teacher can discuss the issue, with principal as mediator. The superintendent's office will be notified if the concern remains unresolved.

PARENT-TEACHER CONFERENCES:

Parents are encouraged to speak with teachers. However, conversations and discussions with teachers need to coincide with the teacher's preparation/planning schedule. This time is typically one half hour before and after school. Please call the school to schedule a mutually convenient time to meet with your child's teacher. Scheduled parent-teacher conferences are held in the fall for all grades. You will have the opportunity to meet with your child's teacher at the end of the first ranking period. You will receive notification from the teacher requesting a time and date which will be convenient for both of you. You are encouraged to make every effort to attend. While report cards give valuable information, in summary form, they can never take the place of the personal contact with your child's teacher. Only in a conference situation can the many aspects of your child's educational development and growth be fully explained and discussed between or among the people who know the child best. In addition, we are willing to schedule a conference at other times during the year as the need arises. Please phone the school's office if you wish to schedule a conference at any other time during the year.

PARENT VISITS:

We welcome visitors to our school and classrooms. Please keep in mind our need to minimize distractions that interfere with productive learning and teaching. Also, please keep in mind the issue of safety, and our need to know who is in the building at all times. Whenever you wish to visit your child's classroom, please make arrangements beforehand with the classroom teacher. When you visit or chaperone a field trip or other school-sponsored event, please check in at the office to announce your arrival and pick up your visitor badge. Thank you for helping us with this important safety issue.

PARKING:

As you know, safety is always of a great concern to us. Please be sure to park in areas designated for visitors, leaving any area where the bus picks up or drops off students free from obstructions. It is imperative that vehicles park in the designated areas and that they not park in any area marked with NO PARKING signs. Please do not park along any sidewalks as these are used for both buses and fire equipment, if necessary.

PLAYGROUND USE:

The GCS playground is used for a daily recess time for each grade level when weather permits. Supervision is provided by at least two adults. The purpose of an outdoor recess is to provide children with an opportunity to play games that require gross motor skills while having a fun outlet for energy. It is also a social time when children can play with children who are in different classrooms. In addition to regularly scheduled recess times, teachers may plan additional outdoor activities with individual classes. The playground rules are as follows:

1. Children are to play safely in the designated area at all times.
2. Inappropriate language and rough play such as hitting, pushing, tripping and throwing objects (other than balls) will not be allowed.
3. Teachers will demonstrate the correct use of playground equipment and each child's teacher will discuss and reinforce the demonstrated rules. Correct use of the playground equipment is expected.

PRE-KINDERGARTEN REGISTRATION AND SCREENING:

Each spring we schedule an orientation event for parents of incoming Pre-K and kindergarten students. At this evening event parents of incoming students will receive registration paperwork and information. During the spring, parents of incoming kindergarten students who are not enrolled in our preschool program will be called and asked to schedule an appointment for their child to be screened in the Spring. Students currently enrolled in our preschool program will be screened by their Preschool teachers during the school day. At the beginning of the new school year, all

preschool students will be scheduled to be screened during the first week of school by their preschool teachers, as preschool students do not attend school until after Labor Day.

RANK CARDS:

Rank cards are issued quarterly, typically during the months of November, January, March and June.

REQUESTS TO LEAVE SCHOOL EARLY:

It is very important for students to attend school consistently. If you need to have your child excused from classes earlier than dismissal time, please send a note to the office that morning. The following information should be included:

1. Student's First and Last Name
2. Teacher's Name
3. Date and Time of Dismissal

REQUESTS TO STAY INDOORS AT RECESS:

All students are expected to go outside for recess. Occasionally, following a long illness or an injury, special arrangements may be made for a child to stay inside during recess. Please send a doctor's note if you require such an arrangement. If your child is not feeling well, s/he should stay at home.

SAFETY:

Our school conducts periodic fire/evacuation and "lockdown" drills. We provide training to staff and students on these procedures. Evacuation patterns are posted throughout the building. We stress the importance of treating each drill as "the real thing". Once again, safety is a high priority at Greene Central School.

SCHOOL CLOSINGS:

An automated announcement will normally notify parents with a phone call in an event of a school cancellation or emergency dismissal. Please be sure that the school office has your current home phone number, which will be used. Also, school cancellations at M.S.A.D. #52 will be announced on all local radio and television stations by 6:00 a.m. Announcements may also be sent via automated services to cell phones, and/or email. Additionally, early emergency dismissals and late arrivals may also occur. Please have a plan for day care if this occurs.

Television Stations:

WCSH-TV
WGME-TV
WMTW-TV

Radio Stations:

WABK/WKCG, WBLM
WKTJ, WLAM
WMTW, WPOR

SMOKING:

Smoking in the school building or on school grounds is against the law and strictly enforced. Thank you for observing this important law!

STUDENT APPOINTMENTS:

We ask that you schedule doctor, dentist, and other appointments outside of school hours whenever possible. If class time is missed, please make arrangements with the teacher to have your child make up incomplete work.

STUDENT BEHAVIOR:

One of the most important goals for our community is the direct teaching and development of self-discipline. Greene Central School community members are expected to show respect for themselves, each other, and property. They are expected to accept responsibility for their actions, reflect on the problem and do whatever is needed to make amends. Staff will address behavior conflicts when they occur. When children break the rules of their school community, least restrictive logical consequences will follow. Logical consequences are those that are directly related to the inappropriate behavior. Some inappropriate behaviors are addressed by district policies that are printed in the district handbook (River Valley MSAD #52 Parent and Student Handbook). As always, parents are encouraged to talk with a child's teacher when a question or concern arises.

STUDENT PICK-UP:

Occasionally, your child may need to serve an after school detention, be tutored, or stay for extracurricular activities. On those occasions, we ask that you pick up your child at the designated time. If unforeseen circumstances keep you from being on time, please phone the office.

STUDENT RECORDS:

Cumulative records are maintained on each child throughout her/his school life. They include such information as rank cards, informal and standardized assessment results, kindergarten screening data and parent-school letters. These records are housed in fireproof file cabinets in the office. You and your child have the right to inspect these files. Simply phone our office whenever you wish to review them.

SUSPENSIONS:

There are serious situations in which students may be suspended from attending classes. The degree of a suspension is determined by school administration. Some behaviors may constitute an in-school suspension, in which the offending student would spend the day in the office, or another classroom with work provided by

the teacher. Other behaviors may require an out-of-school suspension, in which the student may not attend school for one or more days. Additionally, during suspension, students are not permitted to participate in school-sponsored, extracurricular activities.

TARDINESS:

Any student arriving at school after 8:55 a.m. will be considered tardy and must report to the office upon arrival. Students who arrive following lunch will be counted absent for the morning session.

TELEPHONE:

The school phone is for business purposes. Students with legitimate reasons may use it with the permission of a staff member.

THREATS FROM STUDENTS:

Every precaution is taken to ensure the safety of all students and staff at GCS. Any person who makes a threat against the school or threatens the safety of school personnel will have a consequence related to the severity of the threat; a full investigation will be conducted. Students who threaten school safety, the life of other students, or school personnel may be suspended from school. Conditions for being readmitted to school will be determined based on the outcome of the investigation. Parents are asked to discuss the seriousness of such threats with their child so we can continue to provide a safe learning, and working environment for everyone.

TRUANCY:

A student is considered habitually truant if s/he has attained the equivalent of seven full, or five consecutive days of unexcused absences. These absences must be reported to the Superintendent of Schools, and in many cases the State of Maine.

VANDALISM:

Any damage or defacing of school property will be thoroughly investigated, documented, and reported to parents. After notifying the business manager's department, an estimate will be assessed and charged to the student responsible for the vandalism. We are proud of our school and expect students, staff, and community members to treat the building and grounds with respect.

OTHER M.S.A.D. #52 POLICIES WHICH INFLUENCE STUDENT LEARNING & INSTRUCTION

SCHOOL SYSTEM COMMITMENT TO STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR:

The School Board has adopted policies regarding Student Code of Ethics, Student Rights and Responsibilities, Student Discipline, Hazing, Staff Conduct with Students, Standards for Ethical and Responsible Behavior.

STUDENT-ON-STUDENT HARASSMENT:

It is the policy of M.S.A.D. #52 to provide a learning environment that is free of harassing behaviors.

WEAPONS POLICY:

At no time, nor under any condition, is a student allowed to possess or use a weapon of any kind, including replicas, on school property.

ACADEMIC PROGRAMMING & RELATED TOPICS:

ART:

All students, grade K-6, enjoy art class with the art teacher every week.

COMPUTERS:

Students in grades K-6 attend Computer Lab weekly. The emphasis is on keyboarding, writing process, and the integration of content areas. Students in grades K-6 focus on keyboarding, the writing process, illustrating and integration of content areas.

FRIENDS OF GREENE CENTRAL SCHOOL:

We are tremendously proud and appreciative of our active support group. This organization has significantly impacted the educational process here at Greene Central. Many events, too numerous to mention, are ongoing and effect students, staff, family and community. Officers serve a two-year term and many standing committees are in operation. Meetings are held on the FIRST Tuesday of each month. We welcome and encourage membership at any time.

FIELD TRIPS:

Field trips provide students opportunities for enrichment as well as supporting the curriculum that is taught. In order to provide equitable experiences for all students, we ask that parents and students not purchase items from gift shops on these occasions as it disrupts and compromises the level of equity for students participating. We appreciate parent chaperones on these trips and we also appreciate your sensitivity and understanding to this issue. Parents interested in chaperoning must have a criminal history check performed before chaperoning on any trip. The form can only be filled out for one person and must be completed each year.

GIFTED AND TALENTED:

We offer specific instruction to our identified gifted and talented 4th, 5th, and 6th graders through the M.S.A.D. #52 Gifted/Talented program. The identification process includes analysis of standardized test scores, I.Q. or Educational Ability Score, teacher recommendation and parent referral. Activities are centered around small group, individual, and whole class instruction.

GUIDANCE:

Our elementary school counselor is responsible for delivering the developmental guidance curriculum in the classrooms. She also works with students individually and/or in small groups. The counselor seeks to promote positive attitudes and choices while helping students to realize their potential. By consulting with parents, teachers and administrators regarding social, emotional and academic growth of children, the counselor is able to support the students in their school experience.

HEALTH TOPICS/SCHOOL NURSE:

Paula Aldrich is our school nurse. She is available in the health office everyday during school hours. She can be reached at 946-5681 or paula.aldrich@msad52.org. Unlicensed personnel are available to assist your child in the event the nurse is not in the building. Please remember that the health office is primarily utilized for school related injuries and illnesses. In an effort to maintain a healthy place for everyone to work and learn, keep your child at home when ill with a fever, vomiting, diarrhea, or communicable disease. The nurse will review immunization records to ensure that students are up to date on their shot records as required by the Maine Immunization Program. Vision, hearing, height, and weight will be assessed throughout the school year as well. The nurse gives classroom instruction for dental health and puberty.

LIBRARY:

Our library is open every day. Pre-K, Kindergarten and first graders are allowed to check out one book per week. Second through sixth graders may check out two books. Books are due in the library every two weeks. Students will not be allowed to check out additional books if previous ones have not been returned. We encourage students to return their books weekly. At the end of the year, parents must pay for any unreturned books. The goal of our library staff is to make the library a friendly, comfortable place for our students and to make it a place where they can enjoy reading books, use research facilities and learn about the library in general.

MUSIC:

When students participate in music they are learning to perform, describe, interpret and develop creativity. All students participate in classes on a weekly basis. Students earn a grade at the end of 2nd and 4th quarters. Grades are based upon attendance at performances and attitude, appropriate behavior and participation in class and at performances. It is our expectation that students fully participate in the

music program through either a performance or a project that has been predetermined with teacher, student and parent.

OCCUPATIONAL AND PHYSICAL THERAPY (OT/PT):

We provide evaluations and direct service to children who have difficulty with fine and gross motor skills, visual perceptual skills and motor planning skills that may interfere with classroom performance. Our goal is to improve these skills or make adaptations to assist in providing a successful classroom experience.

PHYSICAL EDUCATION:

When students participate in Physical Education, it is very important for their safety and success that they are appropriately dressed. Please be sure that your student has socks and sneakers on Phys. Ed. day. All students are required to wear either pants or shorts on their phys ed. day. Students in grades 1-6 participate twice weekly and kindergarten participates once a week.

PLACEMENT:

During the spring placement process, teachers and specialists work together in an effort to combine children into a learning community - a balanced class that will enhance all students' learning and the teacher's ability to have a collaborative classroom atmosphere. Balanced classrooms have similar student-to-teacher ratios with equal distributions of high, medium, and low achieving students. Balanced classrooms also have equal numbers of students with particular learning styles, behavior issues, and gender.

Based on the previously mentioned placement process, individual teacher requests will not be accepted. Parents and families are urged to submit in writing the environment in which they feel their child will learn best. This information will be used in placing students. Administration will make final decisions regarding student placements after all information has been taken into consideration. The procedures for placement are as follows:

1. The current year teacher identifies each student's educational, social strengths and needs and considers feedback from parents as to how the present year has been for the child.
2. Current year teacher creates balanced groups of students based on strengths and needs identified above.
3. Grade level teams, specialists, and administrators meet to create classes of balanced groups of students for the next year.
4. The principal and assistant principal assign each class to a given teacher.
5. The receiving teacher reviews the class list and may consult with the current teacher.
6. Step-up day introduces teacher and students for the coming year.

TITLE ONE:

Title I is a federally-funded program designed to help our K - 3rd grade students who are in need of extra support in reading and writing. Students become eligible

through screening and teacher recommendation. Title I is designed to support the student's classroom reading program.

SPECIAL EDUCATION AND SPEECH/LANGUAGE:

Special Education and Speech and Language services are provided for K-6th graders who have been identified through the IEP process. Programs are delivered in individual and small group settings in Resource Rooms, and in Self Contained or Consulting (Inclusion) Models. (Pre-Kindergarten students are serviced by Child Development Services when in need of speech or special education services)

STUDENT "STAFFING" MEETINGS:

Student staffings are held on an as needed basis for those students who may be at risk of not succeeding in school either academically, emotionally or socially. Teachers and Administrators work with parents to find successful strategies for helping these students.

VOLUNTEERS:

We welcome volunteers! Upon entering the building, one will see the faces of parents, grandparents, aunts, uncles and friends who are here to assist us in the educational process. Volunteers work at home as well as in the school setting. There are many jobs to be done and we are always looking for people to do them. Those interested in volunteering simply need to phone the office or inform your child's teacher. We ask that you make plans for your preschool children and that you call if you are unable to keep a commitment. Please remember to sign our volunteer book and wear a volunteer badge.

For safety reasons, we do ask that all of our volunteers fill out and return the volunteer paperwork that is issued at the start of each school year. If you intend to volunteer as a chaperone on a field trip, please know that the volunteer background check must be completed prior to being allowed to chaperone a field trip.

MSAD #52 MEDIA GUIDELINES:

Dear Parent/Guardian:

As part of your daughter/son's educational program, (s) he may have the opportunity to have a class project or school event broadcast on television, published on the Internet, or reported in local newspapers. We think these are exciting and enriching opportunities for our students. Your child will be considered eligible to participate in these opportunities as indicated on their emergency card.

Thank you for your cooperation.

MSAD #52 Television/Videotape Guidelines:

- Only official functions and activities can be videotaped/broadcast.
- Videotaped/live broadcast performances must conform to school board policies and established guidelines.

MSAD #52 Photo Guidelines:

- Only official school functions and activities can be photographed.
- Student name and school will be used.

MSAD #52 Internet Publishing Guidelines:

- Published documents may not include a child's last name, phone number, address or the names of other family members.
- Documents may not include any information that indicates the physical location of a student at any given time other than attendance at a particular school or participation in a school activity.
- Documents must conform to school board policies and established school guidelines.

PLEASE INDICATE YOUR PREFERENCE FOR MEDIA ON YOUR DAUGHTER OR SON'S EMERGENCY SHEET.

MSAD #52 EDUCATIONAL POLICIES

Please refer to the District's *Parent and Student Handbook* and the District website at <http://www.msad52.org/home> for MSAD #52 district policies. The *Parent and Student Handbook* is distributed one per household unless otherwise requested. The following policies should be reviewed by families each year. Policies are listed by identification code:

- [ACAA](#) *
- [ACAD](#) *
- [EBCC](#) *
- [EEAEF](#)
- [EEAEFA](#) & [EEAEFA-R](#)
- [GBEBB](#)
- [IJNDB](#) & [IJNDB-R](#) *
- [ILD](#)
- [JICA](#) *
- [JICC](#) *
- [JICH](#)
- [JICK](#) & [JICK-R](#) *
- [JCAA](#) & [JCAA-R](#) *
- [KE](#)

(* = Linked to District web site & appropriate policies.)

We have read **Greene Central School's** *Parent-Student Handbook*. We agree to support the staff and administration at Greene Central in their efforts to provide a safe, respectful, responsible, and caring school environment for all students and adults by complying with the policies, procedures and guidelines described within.

We understand that the behavior expectations and associated behavior consequences will be followed for each student to help ensure the safety of everyone in the school community.

STUDENT NAME: _____

Student Signature: _____

PARENT SIGNATURE: _____

Home Phone Number: _____

HOMEROOM TEACHER: _____

DATE: _____

PERMISSIONS

Field Trip Permission:

_____ During the school year, some classes take local field trips. I give permission for my child to attend with the understanding that I will be informed of the event prior to its taking place.

Classroom Helper:

_____ I agree / disagree (circle one) that my name and phone number can be included in the parent list given to the homeroom parent so that I may be called once in a while to help with classroom activities.

Yearbook Permission:

_____ I do / do not (circle one) give permission for my child's picture to appear in the yearbook.

**** PLEASE SIGN & RETURN THIS PAGE AS SOON
AS POSSIBLE ****