



Greenland Central School

**2020-2021**

**Student/Parent Handbook**

# GREENLAND SCHOOL DISTRICT

## 2020-21 School Calendar

AUGUST						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	W	W	W	X	29
30	X					

FEBRUARY						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	RHD	6
7	8	9	10	11	RHD	13
14	15	16	17	18	RHD	20
21	X	X	X	X	X	27
28						

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
		W*	W*	W*	X	5
6	X	X	9	10	RHD	12
13	14	15	16	17	RHD	19
20	21	22	23	24	RHD	26
27	28	29	30			

MARCH						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	RHD	6
7	8	R	10	11	RHD	13
14	15	16	17	18	RHD	20
21	22	23	24	25	RHD	27
28	29	30	31			

OCTOBER						
Su	M	Tu	W	Th	F	Sa
				1	RHD	3
4	5	6	7	8	RHD	10
11	X	13	14	15	RHD	17
18	19	20	21	22	RHD	24
25	26	27	28	29	RHD	31

APRIL						
Su	M	Tu	W	Th	F	Sa
				1	RHD	3
4	5	6	7	8	RHD	10
11	12	13	14	15	RHD	17
18	19	20	21	22	RHD	24
25	X	X	X	X	X	

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
1	2	R	4	5	RHD	7
8	9	10	X	12	RHD	14
15	16	17	18	19	RHD	21
22	23	24	E	X	X	28
29	30					

MAY						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	RHD	8
9	10	11	12	13	RHD	15
16	17	18	19	20	RHD	22
23	24	25	26	27	RHD	29
30	X					

DECEMBER						
Su	M	Tu	W	Th	F	Sa
		1	2	3	RHD	5
6	7	8	9	10	RHD	12
13	14	15	16	17	RHD	19
20	21	22	E	X	X	26
27	X	X	X	X		

JUNE						
Su	M	Tu	W	Th	F	Sa
		1	2	3	RHD	5
6	7	8	9	10	RHD	12
13	14	15	16	17	E	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	RHD	9
10	11	12	13	14	RHD	16
17	X	19	20	21	RHD	23
24	25	26	27	28	RHD	30
31						

<b>Key:</b>
X: No School Day
W*: Teacher Work day *No School
RHD: Remote Learning Half Day

August 24: New Staff Orientation  
 August 25 - 27: Teacher Work Days  
 September 1-3: Teacher Work Days  
 September 4-7: Labor Day Recess  
 September 8: Primary Election Day  
 September 9: First Day for Students  
 September 15: First Day for Kindergarten Students  
 October 12: Columbus Day  
 November 3: Voting Day/Remote Day for Students  
 November 11: Veterans Day  
 November 25: Early Release  
 November 26-27: Thanksgiving Recess  
 December 23: Early Release  
 December 24-January 1: Holiday Recess  
 January 18: Martin Luther King, Jr. Day  
 February 22-26: Winter Recess  
 March 9: Voting Day/Remote Day for Students  
 April 26-30: Spring Recess  
 May 31: Memorial Day  
 June 18: Last Day  
 June 21-25: School Cancellation Make Up Days

180 Student Days  
 189 Teacher Days  
 \*2 Floating Days for Class Set Up, 1 Team Day

 School Administrative Unit 50  
 Approved by Greenland School Board on 2/17/20  
 Revised 4/2/20; Revised 8/4/2020

## **MISSION STATEMENT**

The mission of the Greenland School District is to enable every student to acquire and demonstrate the essential skills, knowledge, and problem solving abilities needed to become thinking, considerate, open minded, responsible citizens and family members who value learning throughout their lives.

The mission statement of SAU50 for the 20-21 school year is “Meet the physical, mental, and emotional safety and well-being of students so meaningful learning can continue.”

## **CORE VALUES AND BELIEFS**

1. Respect for self and others, dignity, and trust lay the groundwork for quality learning while creating a safe, supportive, secure environment where students embrace mistakes in order to learn and grow.
2. Effective partnerships among staff, families, and the community is vital for the success of our school.
3. Develop a core of essential skills which is achieved through healthy risk taking, flexibility, and growth mindset.
4. Each student is entitled to an education that fosters the development of the individual and is respectful of learning pace and progression.
5. Students will be active participants in their own learning and assume responsibility for their own actions.

## **ACADEMIC AND SOCIAL EXPECTATIONS**

The following are important expectations that pertain to all Greenland students grades K-8. These expectations are established in concert with our school's Core Values and Beliefs toward the end of accomplishing our school's mission on behalf of every student. These expectations are over-arching given the range of grades served at our school. They are, however, supported more specifically through our ongoing Greenland Educational Improvement Plan (G.E.I.P.) initiatives, grade and house level curriculum, and the academic, co-curricular, and behavioral standards and expectations set out in our Parent/Student Handbook. These expectations pertain to students, but require investment by all members of our school community.

1. Students will participate fully in their grade level program and satisfactorily complete the annual prescribed body of work.
2. Students will attain or show progress towards proficiency on standards-based assessments.
3. Students will engage daily in cooperative and reflective activities both in and outside of the classroom.
4. Students will take an active, peaceful, and non-aggressive role in resolving interpersonal difficulties.
5. Students will have frequent opportunities to apply their learning and knowledge to "real" life situations.
6. Students will have opportunities to interact and share with their parents and community members in the context of school activities and events.

**Mrs. Tamara Hallee**  
**Principal**  
**(603)431-6723**



**Greenland Central School**  
**70 Post Road**  
**Greenland, NH 03840**

Dear Greenland Parents/Guardians,

Welcome to the 2020-21 school year at the Greenland Central School. This year is sure to be unique due to the pandemic that we continue to face. Know that we will work hard to maintain an enjoyable and rewarding educational experience for all of our students, and a positive and satisfying one for parents as well. As always, I look forward to working with you and your student(s)!

The quality of the educational experience for each student is greatly enhanced when the school, the parents, and the student have a mutually supportive and cooperative working relationship. Towards that end, I would ask that you thoroughly review this handbook and other materials that come home this year. These guidelines have been developed in an effort to provide all students with a safe and appropriate environment for learning. Our year may pose challenges due to COVID-19. It is important that we have open communication. Please do not hesitate to reach out to myself and my secretary if you have any questions.

At the start of the year, teachers and staff will be reviewing expectations with the children. In addition, administration will be providing a video to share with our student community in order to welcome everyone back and discuss what school will look like this year.

I encourage all parents to be active and well informed about school through avenues such as attending our **School Board meetings**, the [Greenland Parent Organization](#), **parent conferences**, and **reviewing classroom overviews**, my **monthly newsletter**, the [school website](#), and our **News from the School Office** that will be sent out with important information.

If you have questions at any time, please don't hesitate to contact the school office, any staff member or me directly at 431-6723.

Sincerely,

*Tamara Hallee*  
Principal

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***A Special Note for the 2020-2021 School Year***

*At the time of publication of this 20-21 handbook, New Hampshire is in the midst of the COVID-19 pandemic. Greenland Central School Administration has worked hard to create a Re-entry Plan that promotes the safety and well-being of GCS students and staff. This Re-entry Plan contains the most up-to-date policies and procedures related to the pandemic. Wherever relevant, the policies and procedures outlined in the Re-entry Plan supersede any policies and procedures contained herein. Inability or refusal to adhere to the safety protocols outlined in the Re-Entry Plan may result in the student being switched to a full time remote cohort.*

*The most recent version of the plan can be found on the GCS School website under the COVID-19 tab.*

## GREENLAND CENTRAL SCHOOL STAFF

### **Superintendent of Schools**

Mr. Salvatore Petralia

### **Assistant Superintendent of Schools**

Kelli Killen

### **Special Education Director**

Sarah Reinhardt

### **Business Administrator**

Mindy Ryan

### **Principal**

Ms. Tamara Hallee

### **Assistant Principal**

Ms. Lauren Teeden

### **Special Ed Coordinator**

Shonda Thibeault

### **Director of Technology**

Brian Grattan

### **School Board**

Ms. Maria Emory, Chair

Mr. Randy Bunnell

Mr. John Balboni

Ms. Talley Westerberg

Mr. Pat Walsh

Kindergarten- Ms. Kara Barnes

Kindergarten – Ms. Emily Davis

Grade 1 - Ms. Jacqueline Jorgensen

Grade 1 - Mrs. Nancy Emerson

Grade 1 - Ms. Susan Hett

Grade 1 – Ms. Maria Frangione

Grade 2 - Ms. Meg Bowersox

Grade 2 - Ms. Jennifer Tilden

Grade 2 - Ms. Chrissy Vogel

Grade 3 - Ms. Abby Normandeau

Grade 3 – Mrs. Maggie Johnston

Grade 3 - Ms. Kate Simons

Grade 4 – Ms. Alyssa Givens

Grade 4 - Ms. Lorie Bromley

Grade 4 - Ms. Stephanie Downing

Grade 4 - Ms. Gabrielle Raymond

Grade 5.- Mr. Jonathan Dowling

Grade 5 – Ms. Casey Jurevic

Grade 5 – Mr. Randy Weld

Grade 6 – Ms. Ashley Nason

Grade 6 – Ms. Tracy Sherrill

Grade 6 - Mr. Eric Martens

Gr. 7/8 Science - Mr. Richard Bzdafka

Gr. 7/8 Social Studies - Ms. Lynne Guyre

Gr. 7/8 Math – Mr. Wyatt Gantenbein

Gr. 7/8 Language Arts - Ms. Andrea Prieto

Gr. 7/8 PBL - Ms. Jennifer Haight

Spanish Gr. 6-8 – Sra. Cynthia Frizzle

P.E. and Health – Ms. Stacey Gosselin

General Music – Mr. Jacob Brownell

Art - Ms. Mary Dank

Instrumental Music – Mr. Gene Guth

Technology Coordinator – Mr. Steve Bailey

Media – Open Position

Special Education – Ms. Carole Ryan

Special Education - Ms. Corinne Sinclair

Special Education - Ms. Suzanne Cohoon

Special Education – Ms. Melissa Haynes

Speech – Ms. Hannah Lee

Speech - Ms. Jennifer Holly

O.T. - Ms. Jodi Fletcher

BCBA- Ms. Kelly Winfrey

Psychologist – Ms. Lana Hoyt

Reading Specialist/Title I Coord. – Ms. Vickie Canner

Math Specialist - Ms. Monica Randall-Getchell

ESOL - Ms. Hulya Varlikli

Counselor - Ms. Sheila Cleary

Nurse - Ms. Kelly Paul

Secretary - Ms. Jessica Friedman

Receptionist – Ms. Lynne Cheney

Athletic Director - Ms. Nicole Connelly

School Resource Officer - Nick Drew

Remote K/1 Teacher - Ms. Michelle Greve

Remote 2/3 Teacher - Ms. Kayla Dustin

Remote 4/5 Teacher - Ms. Erin Mack

Remote 6-8 Teacher - Ms. Susan Bacon

Building Substitute - Ms. Serina Hughes

Reading and Math Support Paraprofessionals– Ms. Mary Mitchell, Ms. Alanna Morron, and Betsy Smith  
 Special Education Paraprofessionals- Ms. Julie Buckley, Ms. Meredith Ferris, Ms. Polly Flagg Ms. Andrea  
 Gordon, Ms. Erin Killen, Ms. Kristin Moaratty, Ms. Oxana Sabalaxkov, Ms. Barbara Simeone, Ms. Amanda Stiles,  
 Ms. Cassidy St. Pierre, Ms. Tami Rand, Ms. Effie Wyman  
 Educational Aide and Special Education Secretary – Ms. Nicole Connelly  
 Kindergarten Paraprofessionals – Ms. Stephanie Sluder, Ms. Sylvia Drapeau  
 Media Center Paraprofessional – Ms. Janice Pitts  
 Head Custodian – Mr. Warren Ducharme  
 Custodial Staff – Mr. Steve Guerrero, Mr. Bill Bonacci, Mr. David Curtis, Open position  
 Food Service Company- Cafe Services  
 Food Service Staff – Mr. Carl Anderson and Ms. Elizabeth Smith

**SCHOOL SCHEDULE**

7:15-7:35	Bus Arrivals
7:35-7:55	Car Arrivals
1:45	Bus Students Dismissed
1:55	Walkers/Car Pick-ups Dismissed

## **FOREWORD**

This handbook provides an overview of school operation at Greenland Central School and it is important that students and parents read its contents. The information and procedures in this handbook are approved annually by the Greenland School Board. If you have any questions, please don't hesitate to speak with your child's teacher(s) or Mrs. Hallee. **Important and additional information is sent home via email such as, News From the Front Office and the Principal's Newsletter.**

**Please Note:** The full text of policies referenced in this handbook can be found by going to the "About us" tab on the GCS website and then to School Board and Policies.

## **NONDISCRIMINATION**

The School Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, handicapping condition and marital status.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The board encourages its staff to promote positive human relations within the school and to establish channels through which citizens can communicate any human relations concerns to the administration and the board.

See RSA 354-A:7.  
(Reference School Board Policy AC)

## **504 POLICY AND PROCEDURES**

It is the policy of SAU #50 not to discriminate on the basis of handicap in its educational programs or employment practices, as required by Title IX of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

SAU #50 does not discriminate in admissions, access, treatment, or employment, in its programs and activities. (Reference School Board Policy ACE)

## **STATEMENT OF NONDISCRIMINATION AND GRIEVANCE PROCEDURE**

School Administrative Unit 50 observes the following form of notice: "It is the policy of School Administrative Unit 50 not to discriminate on the basis of race, color, national origin, age, sex, or disability in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Equal Pay Act of 1963,

Civil Rights Restoration Act of 1991, Title IX of the Educational Amendment of 1972, the Education of All Handicapped Children Act of 1990, and the Americans with Disabilities Act of 1991. Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of discrimination Section 504 or Title IX. Inquiries regarding nondiscrimination may be directed to Superintendent of Schools, 48 Post Road, Greenland, NH 03840. (Reference School Board Policy ACE)

### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access. Parents of eligible students should submit to the Building Administrator or his/her designee, a written request that identifies the record(s) they wish to inspect. The Building Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate or misleading. They should write the Building Administrator or his/her designee, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading.

If the School District decides not to amend the record as requested by the parent or eligible student, the School district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District, as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School District School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, an auditor, consultant, expert, or therapist), a parent or student serving on an official committee such as disciplinary or grievance committee, or assisting

another school official in performing his or her tasks; or the School District's insurance carrier.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The School District may disclose without consent directory information, which is information not generally considered harmful or an invasion of privacy if disclosed, which may include:

- Name and address of the student,
- Field of study,
- Weight and height of the athletes,
- Most recent previous schools attended,
- Date and place of birth,
- Participation in officially recognized activities or sports,
- Date of attendance, degrees, awards.

Parents, within 15 days after notification of rights, may request in writing the removal of all or part of the information on their child they do not wish to be made available to the public.

Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independent Avenue SW

Washington, D.C. 20202-4605

(Reference School Board policy JRA)

## **GREENLAND SCHOOL DISTRICT POLICIES AND PROCEDURES**

### ***Residency Policy***

No person shall attend school or send a pupil to the school, in any district of which s/he is not a legal resident, without the consent of the district or of the school board. Refer to Greenland School Board Policy JFA.

### ***Sexual Harassment***

The Greenland School Board has adopted a clearly defined policy regarding sexual harassment. Anyone who suspects an incident of sexual harassment or violence within the school community should refer to school board policy GBAA and/or contact the Assistant Superintendent or Superintendent who oversee all such reports.

### ***Safety and Violence Prevention (Bullying)***

As of March 11, 2010 HB 1523 amends RSA 193-F:2-7 (the Pupil Safety and Violence Prevention Statute). Under the provisions of this House Bill and Greenland School Board Policy JICK, the School Board is committed to providing all pupils with a safe school environment in which all members of the school community are treated with respect.

Bullying may be a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which physically harms a pupil or damages the pupil's property, causes emotional distress, interferes with a pupil's educational opportunities, creates a hostile educational environment or substantially disrupts the orderly operation of school.

Bullying shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors or beliefs.

If an investigation of any such incident concludes that a pupil engaged in bullying conduct prohibited by Policy JICK, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable School Board policy and legal requirements to include the right to appeal to the Greenland School Board and/or NH State Board of Education. (The full text, and reporting information of policy JICK can be found on the GCS website)

### ***Computer, Email and Internet Communications***

The school district has established a computer security policy with regard to access and disclosure of electronic data composed, stored, sent or received by employees or students using the school district's computer system. This policy is designed to protect the safety and security of the school district's computer systems including email and Internet use. In essence the policy states that computer hardware, software, and email systems are owned by the school district and that all messages and data composed, stored, sent or received

using this system are also property of the school district. All computer systems are to be used for authorized school business only and that the school district reserves the right to read, review, audit, intercept, access or disclose any and all information on employees' or students' computer systems. Employees or students should refer to School Board policy EHAA for the complete text and details of this policy.

### ***Responsible Use Policy for Computer Users***

School Board policy JICL regarding internet access for students requires that procedures and Code of Conduct with regard to student computer use and internet access be sent home and signed by parents and students. Copies of the responsible use policy for computer users can be obtained at any time by contacting the school office, school media generalist, or the school technology coordinator.

### ***Controlled Substances***

Possession, use, or distribution of a controlled substance (i.e., alcohol, tobacco and drugs, vaping on school property or at any school event is a most serious violation of the law and school policy.

Such activity is subject to consequences including up to 10 days suspension or expulsion from school. Referral to local law enforcement officials is also mandated.

The school, in conjunction with the offender's parent(s)/guardian(s) will also call upon available resources to explore possible chemical dependency and treatment thereof.

All substance use and abuse issues will be handled in accordance with the *Greenland School District policy on Student Drug & Alcohol Abuse (JICH)*.

### ***Safe Schools Act***

Under the provisions of RSA 193-D (Safe Schools Act) any act of theft, destruction or violence requires the school to file a written report with the local law enforcement agency. Students and parents must be aware that such acts may result in prosecution and court action (**Please refer to Guidelines for Student Behavior section of this handbook for further definition**). (Reference School Board policy JICD)

### ***Concussions and Head Injuries***

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the district will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. To ensure the safety of student-athletes, this policy will apply to competitive athletic activities as identified by the administration.

Greenland School Board Policy JLCJ addresses procedures and protocols relative to concussions or head injuries and highlights the responsibilities of coaches, parents, and

school personnel with regard to training, reporting, and follow-up procedures. Please refer to policy JLCJ for full text and details.

### ***Dangerous Weapons on School Property (JICI)***

Dangerous weapons, such as, but not limited to, firearms, explosives, knives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, in school vehicles, or at school-sponsored activities. Students knowingly violating this policy will be subject to both school disciplinary action and notification to the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable laws.

Any student who aids and/or abets or otherwise assists another student(s) in possessing, bringing, or concealing any dangerous weapon into any school, school sponsored activity, or school property including buses, will be immediately suspended from school and required to appear before the School Board before reinstatement.

Weapons under control of law enforcement personnel are permitted.

Procedures for staff members to deal with dangerous weapons will be contained in the School District's "Crisis Management Plan." The information above serves as annual written notice of this policy.

### **ATTENDANCE**

Regular attendance is required by law (Policy JH). It is essential that a child attend school regularly in order to gain the most benefit from his/her education. If school officials become concerned about a child's absences, the child's parents will be contacted and may be required to meet with school personnel. Excessive absenteeism may be referred to the Greenland Juvenile Officer. The principal has the authority to excuse children for absence due to illness, avoidance of exposure to severe weather, and compliance with the established ordinances for religious observance. A student who is excused must, however, still fulfill the school's requirements for advancement.

A student who arrives at school after 7:55 a.m. is tardy. Tardy students must report to the school office upon arrival. Occasional tardiness may be unavoidable, but **excessive tardiness is a serious problem and cannot be excused.**

## CALL-IN PROCEDURE

We are concerned for the safety of all Greenland students. In order to assure that all students arrive at school safely, or are home or at a location known to a parent or guardian, the following procedures are used. Parents must notify (call 431-6723 or email [gcsattendance@sau50.org](mailto:gcsattendance@sau50.org) the school between 7:15 a.m. and 7:45 a.m). if their child is to be absent or tardy on a given school day. Following the taking of attendance by the classroom teachers, a comparison of names is made to determine the absent pupils whose parents have not called. For pupils who are absent and have not been reported by the parent, an automated call will be made between 9am and 10am to the parent's home number requesting that they call or email the school to verify the absence. If a student is absent and the school does not hear back from the parent, a wellness check may be conducted by the police. Your help in faithfully contacting the school office when your child is absent will help save the school unnecessary calling and would help us to more quickly identify an emergency involving a missing child.

Note: In accordance with state statute and Greenland School Board policy JH, a student absence that is not conveyed by parents to the school via phone, email, note or direct discussion, will be considered unexcused. Unexcused absence can result in administrative action.

**Remote Student Attendance-** Remote learners are expected to follow a similar school day schedule as our in school learners. It is important for us to account for our remote learners' attendance. If your student(s) will not be able to attend their remote school day due, please contact the office in office (call 431-6723 or email [gcsattendance@sau50.org](mailto:gcsattendance@sau50.org) the school between 7:15 a.m. and 7:45 a.m)

## DISMISSAL

For safety reasons, a parent or guardian who wishes to dismiss his or her child from school before 1:45 PM (first bell) or is changing their child's dismissal plan must send an email to [gcsattendance@sau50.org](mailto:gcsattendance@sau50.org). The email should state the child's **full name**, the **date and time of the dismissal and the change in dismissal** (*including the full name of the person who will pick up the child if applicable*). *If dismissal plans change after 12:00pm, please call the office at 431-6723 to ensure your message is received.*

If being dismissed early, all children will be dismissed via the office, and the person picking up the child must sign the Dismissal Log located in the vestibule.. Students not dismissed before 1:45 PM will be dismissed to parents after 1:55 PM, when walkers (and car pickup students are dismissed).

If you will be picking up your child via the "car parent pick up line", please request that your child(ren) receive a car visor identification sign that displays the child's name. This sign must be visible in the car visor as you pull into the loading zones. Please have the car visor identification sign attached to the sun visor or on the dash of your vehicle. Visibility of the sign will assist us in providing a safe and smooth process.

### **PLANNED STUDENT ABSENCES**

The Greenland School Board recognizes that school attendance is an important factor in the success of the teaching/learning process. The policy of the Greenland Central School is to expect regular school attendance.

Parents are discouraged from removing children from school for personal reasons such as family trips and/or vacations. Parents are strongly urged to schedule such events during school vacations.

On those occasions when it is necessary for a child to be out for an extended amount of time other than for illness, prior notice is always helpful. Teachers will do their best to generate school work that will be missed, but it is often not possible and feasible to expect extensive assignments up front, given the day to day preparation and the difficulty in supplementing the classroom component. It is the obligation of the student and/or parent to also follow-up upon their return and request any and all make-up work.

### **NO SCHOOL - DELAYED OPENING**

When it is necessary to cancel school or have a delayed opening, the announcement will be made by 6:30 a.m. over the following radio and television stations, via the School Messenger Remote Telephone Access System, the school's community email, and web site.

<b>WTSN</b>	Dover	AM 1270	<b>WCSH TV</b>	Channel 6
<b>WOKQ</b>	Dover	FM 97.4	<b>WMUR TV</b>	Channel 9
<b>WERZ</b>	Exeter	FM 107.1		
<b>WBZ</b>	Boston, MA	AM 1030		
<b>WMUR Web</b>		wmur.com		

In the event of a **delayed opening**, all bus schedules will run two hours later than usual. In some cases in which a delayed opening is called, school may still be canceled if conditions do not improve. If this proves necessary, such information will be announced over the radio, television, and email by 8:30 a.m.

### **EARLY RELEASE**

On scheduled "Early Release Days" students will be dismissed at 11:45 a.m. Lunch will be served.

### **SCHOOL VISITORS**

All visitors during the school day must be "buzzed" in through the locked main entrance and must report to the main office before interacting with students or staff. Visitors must sign the office log and obtain a visitor pass upon arrival at school (Policy KI). Students who wish to visit from other schools need prior permission from the principal before spending the day.

## VOLUNTEERS

We greatly value volunteer service provided by parents or other community members. The talent and support provided by school volunteers can certainly make our school a more dynamic and successful educational setting. Due to the COVID-19 pandemic, we will be temporarily suspending having volunteers in the building.

Any non-employee who wishes to volunteer/chaperone in any capacity (i.e. classroom, library/media, field trip, athletic team assistant, etc.), **must complete a criminal background check and finger-printing process** (Policy GBCDA) **and have on file at school, a current signed Volunteer Application Form** (Policy IJOC). These forms can be obtained from the GCS Main Office.

## SCHOOL TELEPHONE USE

Children will be allowed to use the telephone for **emergency calls only**. Important telephone messages from parents will be passed on to the student from the school office. It should not be expected that students or teachers will be called to the telephone from their classroom. Students are **not permitted to use cell phones** during the school day. Please do not contact your child via his/her cell phone during school hours. See additional information regarding cell phones on pages 29 & 30.

## FACILITY GUIDELINES

Students must be in their assigned areas and under adult supervision or direction at all times when in the school building or attending any school function on school property.

(NOTE: Students are not to be in the building after school unless attending a school/supervised activity and students must not arrive at school prior to the start of school unless attending a supervised before school activity.)

Food or beverage must be consumed in the cafeteria. Teachers may grant exceptions to this for special events or circumstances.

**All entry to the building will be through the designated grade level doors.** Students arriving by car in the morning are to be dropped off at the sidewalk nearest the youngest child's entrance. They are to proceed down the sidewalk to the designated points of entry.

**Parents are reminded that it is unlawful to operate a vehicle in the vicinity of school buses displaying red flashing lights or an open stop sign on the driver's side of the vehicle.** All pedestrians are reminded to use sidewalks and crosswalks, and not to walk across lawn or landscaped areas. **Students and adults are to use extreme care when walking or driving in our busy parking lot.**

**The front lobby doors of the school will be locked at all times.** All visitors will be required to ring the bell to gain entry into the school during regular hours of 7am – 3pm. **After 3pm, visitors will not gain entry into the building without prior consent.**

**For dismissal, parents/guardians** may drive to the front of the building at 1:56 pm, or after the last bus leaves the parking lot, students will be dismissed to you by a staff member.

If children are participating in an afterschool activity, parents can meet their children outside the front entry at the completion of their activity.

**To pick up students from PEAK,** please drive to the back of the building by the dumpster and walk up the path to use the exterior cafeteria door.

Students must be familiar with the **emergency evacuation routes** from each room they visit. The routes and procedures are posted throughout the building and classroom teachers will review these with each class.

### **SCHOOL LUNCH PROGRAM**

Cafe Services will be providing our school lunches. Lunch and milk are available in the cafeteria from food service personnel. Lunches may be purchased for \$2.75/day (including milk) or milk can be purchased for \$.50. Parents are encouraged to set up an **account** with the cafeteria, utilizing fewer, but larger payments. Parents may apply for **free and reduced** rate lunches. The 2020-21 application, instructions and chart are all on GCS website under "for parents".

### **BICYCLES**

Students in the fourth grade and above are allowed to ride their bicycles to school. Students who ride a bicycle to school must operate in a safe manner and park their bike in the designated area. Students should not ride their bikes through the parking lot. **A reminder that bicycle helmets are required by law, for all children under age 16.**

### **REPORT CARDS/PARENT CONFERENCES**

**Report cards are issued three times a year - usually in December, March, and June.** Parent conferences are typically scheduled in November for all parents. Conferences at other times of the year are scheduled as needed.

Teachers of students in grades K-8 will report on students' Habits of Work and Learning (HOWLs):

- Perseverance: Takes initiative and responsibility for learning and persists when challenges arise
- Collaboration: Communicates effectively and contributes to achieve group goals

- Organization: Independently manages time, tools, and resources to demonstrate learning

Academic achievement in K-5, as well as HOWLs and Unified Arts grades in K-8, will be reported using the 4-point scale below to indicate progress.

<b>Explanation of Progress Indicator Scores</b>	
Student shows a lack of understanding of the concepts and does not demonstrate the skill.	<b>1</b>
Student shows partial understanding of concepts and skills and applies them inconsistently.	<b>2</b>
Student shows a complete understanding of concepts and skills; applies them with consistency and independence. <b>*Meets grade level expectations*</b>	<b>3</b>
Student extends understanding beyond the expectations.	<b>4</b>
Not assessed	<b>N/A</b>

Students in grades 6-8 will continue to receive traditional letter grades to indicate their academic achievement in Math, ELA, Social Studies, Science, and Spanish. In grades 6-8 the marking system is as follows:

A+ = 97-100 A= 93-96 A- = 90-92 B+ = 87-89 B= 83-86 B- = 80-82 C+= 77-79  
 C= 73-76 C- = 70-72 D+ = 67-69 D = 63-66 D- = 60-62 P= Pass F= Fail I=Incomplete

### **HONOR ROLL**

Honor roll status applies to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. In determining the honor roll, grades from core classes are considered.

High Honors                      ~ ~      All As  
 Honors                                ~ ~      As and Bs in any combination

### **LOST AND FOUND**

Misplaced articles quickly accumulate in our Lost and Found. We attempt periodically to connect lost items with their owners. **Parents are encouraged to label their child's items to help ensure their return if lost.** This is particularly helpful with regard to outerwear (i.e. jacket, sweatshirt) and lunch boxes. The lost and found can be found under the community bulletin board in the front lobby. We urge parents and/ or students to check it regularly, as items will be donated at the end of each month. A reminder will be sent out one week prior to the remaining items being donated.

## **GREENLAND PARENT ORGANIZATION (GPO)**

The *Greenland Parent Organization (GPO)* is made up of all parents and guardians of Greenland Central School students. Its purpose is to coordinate fundraising events for programs and monies that will enrich the school and its students.

These programs/monies include:

- GPO Golf Tournament which funds the GPO Scholarship for graduating HS seniors from GCS
- Reading Carnival
- Scholastic Book Fair which supports the Media Center, Title One Summer Backpack program & Summer Reading Assignments for all GCS students
- Providing additional funding for GCS needs (small grants for teachers for classroom enrichment, assisting the school with purchasing products & programs, etc)

Meetings are generally held on the second Tuesday of each month from 6:00 to 8:00 p.m. in the Media Center, and are open to all. **This year, meetings will likely be held remotely.** \*Please note that the day/time is subject to change. The GPO officers may be contacted by emailing [GreenlandNHParentsOrg@gmail.com](mailto:GreenlandNHParentsOrg@gmail.com) or by leaving a message in the GPO mailbox at the school office.

### **2020-2021 GPO Board**

Jennifer Walsh, President  
Alanna Wilde-Schreck, Vice President  
Linya Call, Treasurer  
Carol Stella, Secretary  
Jenna Raizes, Marketing  
Oxana Sabalakov, Program Manager

### **PROMOTION**

Our goal is that each pupil shall advance through school at a rate which is commensurate with his/her intellectual development as determined by standardized testing and teacher assessment. Social adjustment and physical and emotional well-being are also important considerations in student promotion.

The following factors will be considered by the professional staff:

- achievement
- age
- progress in relation to ability
- attendance
- past progress
- physical maturity
- aptitude
- social and emotional development

**Process:**

- Teachers review the above factors early during the second semester, in assessing any students who may benefit from retention.
- The teacher(s), principal and other appropriate professionals confer and notify the parent regarding the potential of retention.
- Students who have been identified for potential retention will be closely monitored through the remainder of the year and a final decision will be reached no later than June 30, unless the impact of summer programming and support is being considered.
- The Principal will then mail home a letter of retention notification and a copy of the same will be placed in the student’s school file.

**EXTRA-CURRICULAR ACTIVITIES**

The Greenland Central School offers a variety of extra-curricular activities. Students are encouraged to participate in these activities, but are also reminded, along with their parent(s), of the need for commitment with regard to regular attendance and to being picked up promptly at the conclusion of each session.

**Note:** If a student is absent for the entire day due to illness, they may not participate in any after school event on that day (i.e. sports, clubs, dances, etc.)

Historically, the following activities are offered each year. *Please refer to the GCS Re-Entry Plan and upcoming Principal’s Newsletters for up-to-date guidance on extra-curriculars.*

**Sports**

Field Hockey	Grades 6-8	Basketball	Grades 7-8
Soccer	Grades 7-8	Volleyball	Grades 6-8
Track	Grades 4-8	Baseball	Grades 7-8
		Softball	Grades 7-8

**\*Note:** During some seasons, when space on team rosters permits, 6<sup>th</sup> graders may be included on the teams above, that are designated for grade 7 & 8.

**Yearbook - Grade 7&8**

A yearbook is published every year by a yearbook staff of middle school students and staff advisor(s).

**Greenland Student Council - Grades 5-8**

Members of the student council are elected each year in grades 5-8. The function of the council is to represent the upper elementary and middle school student body in planning functions, initiatives, and civic activities.

### **Recycling Club**

This year long service activity is available to 8<sup>th</sup> graders.

### **GUIDANCE SERVICES**

The Greenland Central School employs a full time guidance counselor. Services are provided to all students on an as needed basis. Parents may contact the guidance office at 431-6723 or students with permission from their teacher may contact the counselor directly.

Our counselor is also responsible for classroom instruction including health and behavioral topics, as well as, organization of paperwork for admittance to private schools, grade 8 transition to high school, and much more.

### **HEALTH SERVICES**

Health care at Greenland Central School is provided by a certified full time school nurse. The goal of the health care program is to maintain and strengthen the educational potential of students by helping them to improve or adapt to their health status. To accomplish this goal our Health Services subscribe to the following objectives.

- a. Promote wellness and disease prevention by encouraging the use of positive health habits.
- b. Interpret medical findings relevant to a student's individual educational program and make recommendations to the professional staff directly involved.
- c. Attend to the students who become ill or injured at school and help set up and maintain standards of emergency care to minimize effects of accidents and illness at school.
- d. Assist in the early identification of health problems that may interfere with learning.
- e. Be supportive of, and cooperate with family members in meeting a student's health needs.
- f. Conduct screening for vision, hearing, height, and weight.
- g. Provide appropriate health services and coordinate physical exams as needed.

## **PHYSICAL EDUCATION**

Physical education is provided and required for all students. The program emphasizes "*personal best*" in focusing on lifelong fitness and the pursuit of leisure and sport activities.

All students must wear sneakers to class. Junior high students are encouraged to change for physical education class, into appropriate activewear (i.e., t-shirt, shorts, sweats, etc.).

Should a student need to be excused from physical education (for an extended period) for health reasons, a signed note detailing the reasons must be received from the parent and/or physician.

## **MEDIA EDUCATION**

Media instruction in grades k-1 exposes students to library (print media). Media classes in grades 2-8 expose students to library (print media) and technology (computer) skills and resources. Media skills are integrated with classroom content and objectives whenever possible. The media center is open to students and teachers when scheduled classes are not in session.

## **TITLE I**

Title I is a federally funded program designed to help children succeed at school. Title I services are provided to Greenland students who qualify, on the basis of standardized assessment. Services are provided by instructional tutors who provide help primarily in the areas of math and language arts.

## **SPECIAL EDUCATION**

The Greenland School District is responsible for developing and implementing programs for identified individuals who may be educationally handicapped between the ages of 0-22. Greenland also has the responsibility of providing a free and appropriate public education to the educationally handicapped students aged 3-21. (Refer to Greenland School District Policy ACE)

A student suspected of being educationally handicapped is referred to the pupil placement team. The team coordinates, reviews, and evaluates all available information, concerning the student, in order to determine if she/he meets the eligibility requirements for special education.

An evaluation process is utilized in order to determine if a student suspected of an educationally handicapping condition requires a special education program. If a placement is to be appropriate in meeting the needs of an educationally handicapped student, the evaluation must be complete and accurate. Students and parents are afforded rights throughout the evaluation process designed to protect their interests.

***School District Criteria for Special Education Evaluations (Policy IHBAB)***

The State and Federal special education laws require that the school district evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a reevaluation.

The district is committed to ensuring that each student's IEP team bases its decision on high quality, reliable and educationally sound special education evaluations.

As a result, the district has established the following list of criteria for all special education evaluations the district conducts, obtains or funds.

1. The evaluation must comply with the relevant provisions of the State and Federal special education laws, including 34 C.F.R. §§ 300.301–300.311, and N.H. Code of Administrative Rules Ed 1107.
2. The evaluation must be conducted in New Hampshire, by an evaluator whose principal office is located in New Hampshire, unless there is no qualified evaluator in New Hampshire.
3. The evaluator must hold a valid license from the State of New Hampshire in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no “applicable license” exists, the district must be satisfied that the evaluator has extensive training and experience related to the known or suspected disability.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations.
5. The school district will not pay for the evaluation until it receives the evaluator's report.
6. The evaluator must review relevant educational records.
7. Unless otherwise determined by the members of the student's IEP team, the evaluator must either: a) observe the student in one or more educational settings; or b) make at least one contact with the student's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.

8. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the district's special education director, and the director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the district's special education director, and the director's designees.
9. The district shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties. However, those records will not be deemed accessible to any school district personnel other than the evaluator, unless and until the district exercises its right to inspect or obtain copies of those records from the evaluator.

Unique circumstances may justify deviation from these criteria. If a parent or district staff member is aware of such unique circumstances, they should inform the student's case manager or the district's special education director immediately.

Legal References:

NH Code of Administrative Rules, Section Ed., 1107.02(b), *Evaluation Requirements for Children with Specific Learning Disabilities*

Adopted 2011

### **DRESS CODE**

The challenge of defining appropriate dress for school is always difficult given changing styles and societal norms. The onset of warmer weather always compounds this issue and oftentimes places the adults here at school in the position of having to make judgments about the acceptability of an individual student's attire (Policy JICA).

We ask parents to assist us in monitoring your child's dress to insure that it is appropriate for school and will not contribute to distractions, and that undergarments and mid sections are not exposed. We realize that defining the width of a t-shirt strap or the length of a pair of shorts may not be consistent with the styles and fashions available in the stores. We do, however, ask that all shorts and skirts/dresses have a discernible inseam of at least 3 inches. Tight fitting leggings, spandex, or yoga pants require an over garment such as a long shirt, skirt or dress. Halter tops, strapless tops or shirts with spaghetti straps are not allowed. Additionally, we ask that sleeveless t-shirts for boys and girls do not have gaping or plunging arm holes or necklines such that they are in any way revealing. As always, t-shirts or other articles of clothing that display offensive or inappropriate messages, or graphic illustrations will not be permitted at school. Coats and other outerwear as well as hats, bandanas, etc. are not to be worn in the building. Except for special occasions, flannel type pajama bottoms and tops, bedroom slippers, as well as any other clothing article that clearly resembles sleepwear are not to be worn at school.

Footwear must be worn at all times while at school, and for safety reasons, we strongly discourage loose fitting sandals, open toed shoes, or shoes with tall heels/soles that are

unsafe for outdoor play. “Flip flop” beach sandals are strongly discouraged given the potential for foot injuries. We acknowledge a different standard for adult footwear given the difference in the type and level of activity.

Students who do not conform to these dress code guidelines may be required to change their attire. We appreciate parental attention to these concerns and standards and hope that you understand the difficulty we face as a school in defining appropriate dress, while at the same time demonstrating sensitivity to comfort and the ever influential fashions of the day.

### **BEHAVIORAL EXPECTATIONS**

The purpose of behavioral plans and procedures at the Greenland Central School is to maintain an orderly and responsible learning environment in which students can learn in a relationship of mutual accord with other students and with the school staff. Students learn best when the school climate is free of unwanted disruption. As the students' behavior reflects the expectations of the administration, faculty, and staff of the building, everyone must work together to be consistent and set a uniform example. While good teaching will prevent many discipline problems, some behavior problems will occasionally occur and must be handled through immediate and effective intervention.

The philosophy for discipline at Greenland Central School is based on the tenets of assertive/dignified discipline through which we, as educators, clearly and consistently communicate our expectations for appropriate behavior to students, and are prepared to reinforce these expectations with appropriate actions or consequences.

### **GUIDELINES FOR STUDENT BEHAVIOR**

The guidelines for student behavior are designed to provide a school environment where effective learning and teaching can take place and where the rights and safety of all students, as well as staff, are protected.

#### ***Responsibilities***

At Greenland Central School we expect the following of both our students and staff:

1. Maintain a safe, clean and healthy school atmosphere.
2. Be respectful of people, their rights and property.
3. Be in assigned area on time and prepared for daily activities.
4. Be involved in safe and appropriate behavior while in school and on school grounds.
5. Be aware of and responsible for one's behavior.

These five rules form the basis for all classroom and building level behavior plans.

### ***Behavior Plans***

At the Greenland Central School "discipline" must be an integral part of the educational program and the responsibility of the entire educational community - students, parents, and staff.

#### a. Classroom Behavior Plans

Each teacher at the Greenland Central School is responsible for developing and implementing classroom rules and procedures which:

- 1) Establish classroom structure and routine that provides an optimum learning environment for the students and teachers;
- 2) Require appropriate behavior from students and encourage positive social and educational development of the child;
- 3) Involve parents, the guidance counselor, and/or the principal or designee when appropriate.

#### b. Cafeteria Behavior Plan

Our cafeteria rules are designed to promote a safe, polite and orderly setting. Cafeteria expectations are posted in the cafeteria and are reviewed annually.

### **SCHOOL WIDE STANDARDS**

To further ensure a school environment that is safe and conducive to learning, the following rules have been established. Detailed expectations for school wide settings such as the playground, cafeteria and hallways are reviewed with students throughout the year and are posted in classrooms and in a matrix below.

1. Students are to enter, leave and move through the building in an orderly and quiet manner. Students are to walk on the right hand side of the hall.
2. No throwing of objects anywhere at school (i.e., rocks, sand, pencils, coins, snowballs, etc.)
3. Eating or drinking is restricted to the cafeteria unless otherwise permitted by an adult. Glass containers are prohibited at school. Candy, soda, caffeinated/energy beverages have little or no nutritional value and therefore are strongly discouraged.
4. Laser lights, electronic games, or other expensive (non-educational) items and excessive cash must not be brought to school.

**Please Note:** If students choose to carry items, such as cell phones or personal audio devices for use during their bus ride, or at their parents direction to make important phone calls after a sports activity, they do so **at their own risk** and at their bus driver’s and coach’s discretion. Student use of cell phones is not permitted during the school day. Any such items (including smart watches) **heard or observed** in the possession of students during the school day (any time between departing the bus upon a.m. arrival or p.m. boarding of the bus), are subject to confiscation and will be returned to parents only. They must be turned off and out of sight, and not used in any way, or at any time, during the school day.

Electronic devices will **not be allowed on field trips** with the exception of a few particularly lengthy ones such as New York City and Nature’s Classroom. In the case of these exceptions, the school’s Responsible Use Policy will be enforced and a reminder to students will be issued.

Any phone calls made by students during the school day are to be made utilizing the school phone system and with the permission of a supervising adult. **Phone texting** is likewise not allowed at school.

**Please Note:** The school district and personnel **will not be responsible for, nor will they take time** to investigate any situations or reports of loss, damage, theft, etc. pertaining to cell phones, audio devices or any of the items noted above.

<b>GCS Behavior Expectations Matrix</b>		
<p><b>GCS Rules</b></p> <ul style="list-style-type: none"> <li>o Be Safe: Stay in assigned area and keep hands and feet to yourself.</li> <li>o Be Respectful: Use positive language: be kind and polite to others.</li> <li>o Be Responsible: Take care of our school and make good choices.</li> <li>o Be Prepared: Arrive on time and ready to work.</li> <li>o Be Calm: Walk through the building appropriately.</li> </ul>		
<b>How that looks in the hall...</b>	<b>How that looks in the cafe’...</b>	<b>How that looks outside...</b>
<ul style="list-style-type: none"> <li>● Walking quietly</li> <li>● Stay to the right side of the hall</li> <li>● Let younger students go first</li> <li>● Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Enter and eat quietly</li> <li>● Once you choose a seat stay there</li> <li>● 8 maximum to a table</li> <li>● Say please and thank you</li> <li>● Food stays on the tray</li> <li>● Clean up after yourself</li> <li>● Leave the café with adult permission only</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in the assigned area in sight of an adult</li> <li>● Ask permission to go to the nurse or bathroom.</li> <li>● Play safely</li> </ul>

<ul style="list-style-type: none"> <li>● Smile and/or greet (silent wave) other students &amp; staff</li> <li>● Be authorized and go directly to destination when leaving assigned area</li> </ul>	<ul style="list-style-type: none"> <li>● Lights out = silent and listen</li> <li>● Arrive prepared (i.e. lunch, outerwear, money)</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the playground with adult permission only</li> <li>● Dress appropriately for the weather</li> <li>● Play safe: no pushing, tackling, etc.</li> <li>● Use equipment correctly</li> <li>● Rocks, sticks, and snow stay on the ground</li> <li>● Enter and exit the building quietly</li> <li>● Line up by your designated door, by homeroom</li> </ul>
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All of the following are suspendable offenses, and the student's parents may be called immediately to remove their child from school.

- Fighting
- Intentionally causing the unwarranted evacuation of the building.
- In the possession of, or under the influence of a controlled drug, tobacco, vaping, or alcoholic substance.
- Igniting, possessing, or transferring an explosive or incendiary device such as a firecracker, smoke bomb, or other dangerous object (including lighter, matches, etc.).
- Willfully causing serious damage to school property.
- Being disrespectful to, or directing abusive language toward a member of the staff. (or in many cases another student)
- Threatening, intimidating, harassing (\*including sexual harassment, bullying and hazing) or assaulting another student or a member of the staff.\*\*
- Pulling down another student's shorts or pants ("pantsing") or any offensive contact with another's clothing.
- Any other behavior that causes a serious threat to the safety of students or staff.
- Being out of an "assigned" area or leaving school grounds without permission.
- Theft of property, regardless of value.

**\*Sexual harassment** means unwanted sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature. Such behavior can interfere with school performance and create an intimidating or offensive environment. Some examples of sexual harassment include: subtle pressure for sexual activity; unwelcome touching or other physical contact (inappropriate intimacy,

grabbing/touching, etc.); spreading sexual rumors including graffiti; sexist remarks about an individual's clothing, ability, body, or sexual activity; teasing about bodily functions, stage of physical development, or one's sex in general; gestures, jokes, pictures and leers. (Refer to School Board policy GBAA)

**Bullying** shall include actions motivated by an imbalance of power based on a pupil's actual or perceived characteristics, behaviors, beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors or beliefs. Bullying may occur electronically via cyberspace. (Refer to School Board policy JICK posted on the GCS Website for full text and reporting information)

**Hazing** is defined as an initiation-related or affiliation-related activity which endangers the mental or physical health or safety of a student. (Refer to School Board policy JICFA)

**\*\*Simple Assault Waiver** – The Greenland School Administration will not be obligated to report cases of “simple assault”, that occur on school grounds, in the manner set out in RSA 193-D, Memorandum of Understanding (MOU). The incident of “simple assault” will be processed through established disciplinary guidelines and the parents of pupils involved will be notified as needed.

### **PLAGIARISM**

The issue of **cheating or plagiarism** arises from time to time. Teachers will take time each year to define these unacceptable behaviors and to make clear that they will not be tolerated both in school and in our larger society. Teachers are expected to carefully review student work (i.e. homework, reports, etc.) to ensure that all submissions are original. Furthermore teachers will take care to ensure that during testing situations or routine class work that cheating or copying does not take place.

### **HOMEWORK**

Homework is a valuable component of the educational program, which is intended to encourage students to practice and expand upon concepts and skills presented in the classroom (Policy IKB). Standards for completion and grading of assignments are determined by a student's individual teacher(s) and are conveyed to the students. Parents can learn more about the requirements and role of homework in their child's program by contacting individual teachers, reading the teacher's classroom overview, or by attending the annual September Open House. The school guidance counselor can also provide parents and students with strategies for managing homework and time.

Parents are encouraged to take an active role in their child's homework by making homework a nightly routine, assisting when appropriate, and by insisting on their child's best efforts.

### **BEHAVIOR GUIDELINES FOR DANCES**

1. Students are to stay in the gymnasium/multi-purpose room throughout the dance with the exception of intermission in the cafeteria. Students are to use the bathrooms located in the gym, or by the cafeteria in the case of the multi-purpose room.
2. Behavior in general must be appropriate, no running, shoving, piggy backing, etc. Students must be in plain view at all times (i.e. not under bleachers, backstage, foyers, etc.).
3. Students must not sit on the bleachers that are in the closed position. Students are not to be kissing or touching/dancing in any overtly intimate way.
4. Students must arrive at the dance on time and cannot leave early unless accompanied by a parent. Students must inform a staff member if they need to depart early, and again **no student is to leave the building before 9 p.m. without permission and a parent.**
5. Intermission is held in the cafeteria where refreshments are served. Students are to be orderly in moving to and from the cafeteria, clean up after themselves and **consume all food in the cafeteria.**
6. With the exception of hats, school dress codes do apply at dances. Students should not wear clothing that is overly revealing, and shoes must be worn at all times.
7. In order to bring a guest, students must complete and turn in a signed guest permission slip two days prior to the dance.

### **BUS RULES FOR PUPILS**

In accordance with School Board Policy EEAEC, students transported in a school bus shall be under the authority of the school district and under the control of the bus driver following Student Handbook guidelines approved by the School Board. Disorderly conduct or persistent refusal to obey the directions of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with School Board policy.

In accordance with policy EEAED, any student intentionally causing damage to a school bus (such as cutting a seat, breaking window, etc.) will have their riding privileges suspended. The student may also be suspended from school if deemed appropriate by the School Board, and/or administration. Compensation for such damage, accidental or intentional will be the responsibility of the student and/or legal guardian(s). The student's riding privileges will remain suspended until total compensation has been remitted to the school district treasurer.

The responsibility for students using school buses rests with the parents until the students actually board the bus for school and after the child gets off the bus on the return trip.

To ensure safety and order on our buses, the following rules have been adopted by the School Board.

1. Pupils will be picked up and discharged only at authorized bus stops. All pupils will be taken directly to school in the morning and directly to the stop nearest their home in the afternoon. No pupil is to be picked up or discharged at any place other

than those noted above, without a note of consent signed by both a parent and school official.

2. Only **authorized** pupils may ride the school bus.
3. Riders must be seated at all times, when the bus is in motion.
4. There will be no eating, drinking, vaping, or smoking on the buses at any time.
5. Pupils are expected to behave in an orderly manner. No loud shouting, use of profanity, throwing things, or other types of misbehavior will be allowed.
6. No one is to touch the emergency exit door except upon instructions from the driver or in the event of an emergency.
7. The driver will report any violations of these rules to the principal.
8. Disciplinary action regarding violation of bus rules is administered by the principal and/or his/her designee after due process. Penalty may include assigned seating or the loss of riding privilege.
9. The building principal and/or his/her designee has been designated in writing by the Superintendent of Schools to administer these rules.