

GREENE CENTRAL SCHOOL



**2024–2025
STUDENT HANDBOOK
ATTACHMENT**

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Greene Central School
41 Main Street
Greene, ME 04236
(207) 946-5681 (Phone) (207) 946-3281 (Fax)

August 28, 2024

Dear Greene Central School Students, Guardians, and Parents:

Welcome to the 2024-2025 school year! This GCS Student Handbook Attachment is designed to provide valuable information for you and your child(ren). We ask you to review it carefully to become familiar with the school rules and expectations. This Greene Central School Handbook Attachment offers building-specific information in addition to the MSAD 52 Parent-Student Handbook that covers district-wide policies. All MSAD 52 policies can be accessed online on the district website or in paper form at each school. If you have any questions, please feel free to reach out. Clear communication and understanding are key to a successful school year and strong collaboration.

At Greene Central School, we follow the PBIS (Positive Behavior Interventions & Supports) framework. Our students are taught to embody safe, responsible, and respectful behavior, which is essential for a positive learning experience. Our commitment is to provide a safe, supportive, and caring environment where all students can achieve high levels of learning. Should you have any questions, please don't hesitate to call or email us.

Your partners in learning,

Doug Parker and Megan Mercier
Greene Central School Administrative Team

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.

POLICIES, PROCEDURES & EXPECTATIONS

Greene Central School Operations:

DAILY SCHEDULE:

8:40 a.m.	Student arrival time. Breakfast served until 9:00 a.m.
8:50 a.m.	Attendance taken (Tardy after 8:50 a.m.)
11:00–1:15 p.m.	Lunches and Recess (Pre-K through Grade 6)
3:00–3:05 p.m.	Prepare for bus dismissal/General announcements
3:05 p.m.	Dismissal begins. Parents pick up and buses are called. Students wait quietly in classrooms or in the gym.
3:05 p.m.	Parents will line up along Main Street to pick up students via the vehicle pick-up line or ride the bus. When applicable, walkers & bikers will be dismissed after all buses and student pick-ups have left school grounds.

ARRIVAL AND DISMISSAL PROCEDURES, GCS SPECIFIC:

Student drop-off and pick-up

Student drop-off and pick-up by parents is done **only** in the upper parking lot. Staff is on duty to supervise students at 8:40 a.m. and unavailable any earlier. Buses unload and student drop-off begins at 8:40 a.m. Bus dismissal begins at 3:05 p.m. Parents line up along Main Street and the side of the building. Parents are to remain in their cars, and students will be escorted to the line. For both drop-off and pickup, staff will let parents know when students can exit or enter vehicles. In the event of an emergency and you need to pick your child up during school hours, please plan to pick up your child at a different time than the bus drop-off or pick-up time. Please observe all procedures, traffic flow signage, and directions from staff in order keep these processes safe and orderly for students, staff, and families.

Transportation Changes:

Any changes to your child(ren)'s transportation **must go through our main office (207-946-5681). Requests for such changes must be made before 2:30 p.m. Dismissal time is very busy, and requests for dismissal changes made after 2:30 p.m. cannot be guaranteed.**

If, for any reason, a parent or child needs special consideration, please speak with a building administrator. Parents are responsible for students who have missed the bus.

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. GCS administration reserves the right to deny walking or bicycling requests/permission if the situation is deemed to be potentially dangerous.

ABSENCES FROM SCHOOL, ADDITIONAL INFORMATION:

Each week, content and skills are carefully planned and often build off of the learning from previous weeks. When a student is absent for multiple days, they miss key learning opportunities and can result in a substantial loss. Duplicating the classroom learning experience is next to impossible. Teachers are not required to prepare/provide school work prior to student absences.

CHANGE OF FAMILY INFORMATION/SITUATION:

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, GCS SPECIFIC:

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, mittens and snow gear to minimize loss.

ELECTRONIC DEVICES, GCS SPECIFIC:

"Electronic devices" include, but are not limited to: cell phones, tablets, smartwatches, stand-alone music players (MP3, MP4, Mighty, etc.), Bluetooth or wired headphones or earbuds, electronic, or battery-operated toys/games, etc. 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 OFF and remain inside the student's school bag or secured in a device storage container (as directed by the classroom teacher) for the entire school day. Teachers and staff may collect your child's electronic device(s) during the school day. If your child repeatedly uses their device, a parent will need to come pick it up in the office and create a plan with administration. On occasion, there may be a special event, such as a celebration or project, when these devices may be permitted. In this case, permission must be obtained from the teacher and principal beforehand.

HALLWAY PASSAGE AND SUPERVISION:

For the safety and well-being of all students, it is essential that students walk calmly, slowly, and quietly through the halls at all times. This ensures a safe environment, prevents accidents, and minimizes disruptions to classrooms and other learning areas. Adhering to these expectations is a critical part of maintaining a respectful and orderly school environment.

HOMEWORK:

It is important that homework be a valuable 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 generally 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.

Please see School Board policy IKB for more information.

MEALS AND SNACKS:

Thanks to a USDA waiver, all Maine students eat school breakfast and lunch at NO CHARGE! However, if your child is bringing a cold lunch and they want a milk, there is a \$0.50 charge. **Even with this waiver in place, we ask ALL families to please complete the Alternate Economic Form.** The data on this form impacts much of our school funding and support services to students, such as our Title One staff.

Snacks:

Most classrooms have a designated time for snacks during the day. Please encourage healthy options such as fruits, vegetables, or crackers and cheese.

Cafeteria Rules:

- Students are expected to use polite manners and keep their voices at a quiet level (Levels 0-1) at all times.
- Trading or sharing food is not permitted.
- Students must follow all cafeteria expectations and listen to staff instructions.
- Children should remain seated until they are dismissed.

MEDIA GUIDELINES (MSAD 52):

As part of your child's educational program, they may have the opportunity to have a class project or school event broadcast on television, published on the Internet, or reported in local newspapers. These are exciting and enriching opportunities for our students. Your child will be considered eligible to participate in these opportunities *unless otherwise indicated on their Student Information Sheet.*

MSAD 52 Television/Recording Guidelines:

- Only official functions and activities can be recorded/broadcast.

- Recorded/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.

PERSONAL PROPERTY, ADDITIONAL INFORMATION, GCS SPECIFIC:

Lost and Found

Lost articles found around the school are stored in a shelving unit just inside the front door. We encourage 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.

PARENT CONCERNS AND QUESTIONS:

Parents are asked 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 facilitator at such meetings. The superintendent's office will be notified if the concern remains unresolved.

PARKING:

As you know, safety is always of 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 do 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.

PLACEMENT ADDITIONAL INFORMATION, GCS SPECIFIC:

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 this 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 and 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 teachers and students for the coming year.

PLAYGROUND USE:

The GCS playground is designated for daily recess for each grade level, weather permitting. At least three adults will provide supervision during this time. Outdoor recess offers children a chance to engage in games that develop gross motor skills and provides a fun outlet for their energy.

In addition to the regular recess schedule, teachers may plan extra outdoor activities with their classes, following CDC guidelines and district procedures. The playground rules are as follows:

- Children must play safely within the designated area at all times.
- Inappropriate language and rough play, such as hitting, pushing, tripping, and throwing objects (other than balls), are strictly prohibited.
- Teachers will model the correct use of playground equipment, and each child's teacher will review the [GCS Playground Procedures](#) and reinforce these rules. Proper use of playground equipment is expected from all students.

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.

REPORT CARDS:

Report cards are issued after the end of each trimester: 1st trimester/November 26, 2024, 2nd trimester/March 13, 2025 and 3rd trimester/June 9, 2025.

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, they should stay at home.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS):

One of the most important goals for our community is the direct teaching and development of self-discipline. MSAD 52 has adopted a PBIS Framework. **PBIS** is a positive, proactive approach to addressing social-emotional needs of students. Students are provided clear expectations for the classroom and common areas. These expectations are taught and practiced throughout the school year. Our three expectations for all students, staff and visitors are: Be Safe, Be Respectful, Be Responsible.

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 (MSAD 52 Parent and Student Handbook Addendum). As always, parents are encouraged to talk with a child's teacher when a question or concern arises.

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.

STUDENT INFORMATION (BEGINNING OF YEAR):

On the first day of school, your child will bring home a number of forms and letters that require your attention. They include:

- **Student Information Sheet:** This sheet 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. **Please return by September 6, 2024.**
- **Transportation Expectations Letter:** This letter outlines bus behavioral expectations and accompanying consequences. This is for all students, even if they do not ride the bus

to/from school, as they may attend a field trip. **Please sign and return by September 6, 2024.**

- **MSAD 52 Student Handbook, GCS Handbook Attachment, and Acknowledgement Form:** The MSAD 52 Student Handbook provides general information about our district policies and procedures. The GCS Handbook Attachment provides more specific information for GCS students and families. The full handbook and attachment will be shared with families through School Messenger. The Acknowledgement Form is on page 13 of the GCS Handbook Attachment, and will also be printed and provided with the first day materials. **Please review, sign, and return the Acknowledgement Form by September 6, 2024.**
- **MSAD 52 Annual Health Update Form:** This important sheet provides our school nurse with all pertinent health information for your child(ren). **Please complete, sign, and return by September 6, 2024.**
- **Dental Hygiene Clinic Form:** Please complete this form if your child(ren) do(es) not currently have a dentist.
- **GCS Nurse Letter**
- **GCS Discipline Process Parent Letter**
- **Greene Weekend Backpack Food Program:** Please complete this form if your family is in need of assistance.
- **MSAD 52 School Year Calendar**
- **MSAD 52 Food Service Department Director's Letter**

STUDENT PICK-UP - SPECIAL SITUATIONS:

Occasionally, your child may need to serve an after-school detention or participate in an extracurricular activity. 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 contact the GCS office.

SUSPENSION OF STUDENTS, ADDITIONAL INFORMATION:

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.

ACADEMIC PROGRAMMING:

ART:

Art classes are an essential part of the curriculum for all students in grades K-6, with classes held weekly. These classes are designed to foster creativity, self-expression, and an appreciation for visual arts. At the end of each trimester, students earn a grade based on their attendance, participation, effort, creativity, and habits of work.

FIELD TRIPS:

Field trips provide students with 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 MSAD 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.

HEALTH TOPICS/SCHOOL NURSE:

Melissa Delehanty is our school nurse. She is available in the health office every day during school hours. She can be reached at (207) 946-5681 or melissa.delehanty@msad52.org. Unlicensed personnel are available to assist your child in the event the nurse is not in the building or assisting other students. 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, sore throat, or cough. All requests for a student to leave school due to illness or injury are to be managed directly through the nurse/school office. 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, offering a welcoming environment where students can explore books, conduct research, and learn about the library. Pre-K, Kindergarten, and first graders can check out one book per week, while second through sixth graders may borrow two books. Books are due every two weeks, and students must return previously borrowed books before checking out new ones. We encourage weekly returns to maintain a steady reading habit. At the end of the year, parents will be held responsible for any unreturned books. At the end of each trimester, students earn a grade based on habits of work.

MUSIC:

Music classes provide students with the chance to perform, describe, interpret, and nurture their creativity. All students participate in weekly music sessions and receive a grade at the end of each trimester. We expect full engagement from students in the music program, whether through a performance or a project that is agreed upon by the teacher, student, and parent. At the end of each trimester, students earn a grade based on their attendance, participation, effort, performance, and habits of work.

PHYSICAL EDUCATION:

Physical Education classes are designed to develop students' motor skills, coordination, and physical fitness from K through sixth grade. Proper attire is crucial for students to safely and effectively participate in Physical Education. On P.E. days, students should wear socks, sneakers, and either pants or shorts. At the end of each trimester, students earn a grade based on their attendance, participation, effort, and habits of work.

SCHOOL COUNSELOR:

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. Students who participated in guidance classes during each trimester earn a grade based on habits of work.

TECHNOLOGY:

Technology lessons are tailored to the developmental needs of students from Pre-K through sixth grade. In Pre-K, Kindergarten, and First grade, students are introduced to their devices, learning basic navigation skills, and exploring web pages. In Second and Third grade, the focus shifts to keyboarding, using Google Docs, and developing writing and formatting skills. By fourth, fifth, and sixth grade, students advance to integration skills, creating slideshows, and engaging in computer science topics such as robotics and coding. At the end of each trimester, students earn a grade based on their attendance, participation, effort, products, and habits of work.

*The contents of this handbook addendum are subject to change without notice. *

Please complete the sign-off sheet on page 13 and return it to GCS no later than September 6, 2024.

ACKNOWLEDGEMENTS AND PERMISSIONS FORM

**** PLEASE SIGN & RETURN THIS PAGE NO LATER THAN FRIDAY, SEPTEMBER 6, 2024 ****

We have read **the MSAD 52 Student Handbook and GCS Student Handbook Attachment**. We agree to support the staff and administration at Greene Central School 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 Name: _____

PARENT SIGNATURE: _____

Home Phone Number: _____

Homeroom Teacher: _____

DATE: _____

PREFERENCES

Greene Central School tries to minimize the use of paper by providing electronic notifications/information as much as possible. Please let us know your preference for receiving information.

_____ Please send notifications/information to us electronically as much as possible.

_____ Please send notifications/information to us in paper form.

FIELD TRIP PERMISSION

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.