

# GEORGE STEVENS ACADEMY

## *Student - Parent Handbook*

2011 – 2012

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## GEORGE STEVENS ACADEMY

is an independent high school located on the coast of Maine. Grounded in its traditions and commitment to the area's small towns, the Academy is a caring educational community invested in meeting the needs of each student. The Academy offers a challenging, comprehensive program of studies that fosters intellectual inquiry and the pursuit of knowledge, inspires creativity, develops self-reliance, and prepares its graduates for a purposeful life in an ever-changing world.

*(Mission, approved by the Board of Trustees in 2007)*

George Stevens Academy is accredited by the New England Association of Schools & Colleges (NEAS&C). The Academy is also a member of the Maine Department of Educational and Cultural Services.

This Handbook is not a contract. The statements and policies herein are subject to change. This Handbook, including any revisions or updates, is available on the school's website at [georgestevensacademy.org](http://georgestevensacademy.org).

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“George Stevens Academy has accomplished what many schools dream of—authentic community that unites all members sincerely in a single purpose: student success.”

*From the NEASC accreditation report, April 2011*

# I.

## CONTACT INFORMATION

### ADMINISTRATION & STAFF

**Paul B. Perkinson** Head of School  
**Gail Strehan** Executive Assistant to the Head of School  
**Jane O'Connor** Assistant Head of School

**Libby Rosemeier** Dean of Students  
**Martha Garfield**  
Director of College & Vocational Counseling  
**Debbie Davis** Attendance and Main Office  
**Vicki Doolittle** Registrar and Assistant to Student Services  
**Shelley Small** Special Education  
**Libby Irwin** Director of Admissions  
**Polly Monroe** Assistant Cultural Liaison  
**Kathy Pelletier** Director of Residence Life

**Rada Starkey** Director of Development  
**Trudy Bell** Director of Annual Giving  
**Maggie Overton**  
Associate in Development and Communications

**Liffey Thorpe** Director of Publications & Communications  
**Fred Heilner** Business Manager  
**Jim Murphy** Athletic Director  
**Lisa Theoharidis** Nurse  
**Larry Gray** Technology  
**Bill Gray** Director of Maintenance  
**Jack Hand**, Director of Food Services

#### *Telephone & Fax*

The school's telephone number is (207) 374-2808 (Main Office). Your call can be directed to an extension or to a voice-mailbox. The school fax number is (207) 374-2982.

#### *E-mail*

E-mail addresses for GSA staff follow this pattern: *firstname initial, dot, full last name, @georgestevevs.org*. For example, Paul Perkinson's address is *p.perkinson@georgestevevs.org*. A few teachers prefer to use personal e-mail addresses, so if you experience trouble sending e-mail to a teacher, please check the department page on GSA's website, or call the Main Office.

#### *The Website <[www.georgestevevsacademy.org](http://www.georgestevevsacademy.org)>*

GSA's website is increasingly a resource for all kinds of information and announcements. Handbooks, mailings from Student Services, forms, and bell schedules are all posted on the website, as are athletics calendars and scores. Many teachers link to their own "wikis" from department pages to post class information, assignments, and useful internet links for classes.

#### *PowerSchool*

Parents and guardians have access to their child's grades through PowerSchool. There is a link to PowerSchool on the home page of GSA's website. If you need to sign up to use PowerSchool, or if you are experiencing difficulties using PowerSchool, contact **Larry Gray**.

#### *No Internet Access?*

Although the majority of GSA families have internet access from home or work, we recognize that some do not. Please let the Main Office know if you would prefer to have midterm reports and other electronic information mailed to your home.

#### *Teachers & Advisors*

For questions or concerns about a class your child is enrolled in, including questions about assignments, grades, or your child's performance, you should first contact your child's teacher by e-mail or by telephone. It may also be useful to contact (or copy in) your child's advisor as well. Most teachers do not have telephones in their classrooms; however, every teacher has voicemail. Telephone the Main Office and ask for a teacher's voicemail. If you feel that you are not getting the information or help you need from a teacher or advisor, contact **Libby Rosemeier, Dean of Students**.

#### *Attendance*

To report your child's absence, or for early dismissal, call **Debbie Davis, Attendance Officer**, in the Main Office (374-2808). For attendance questions, including unexcused absences and attendance-related detention, contact **Jane O'Connor, Assistant Head of School**.

### *Admissions*

For local, domestic boarding, or international student admissions, enrollment, and course registration, contact **Libby Irwin, Director of Admissions**.

### *Athletics*

For questions about your child's athletic program, contact the team coach, either by e-mail or by phone, or contact **Jim Murphy, Athletic Director**.

### *Class Schedules*

For class schedules or to discuss your child's academic schedule, contact **Libby Rosemeier, Dean of Students**, or **Martha Garfield, Director of College and Vocational Counseling**.

### *College & Vocational Counseling*

For questions about college or vocational counseling, contact **Martha Garfield, Director of College and Vocational Counseling**.

### *Cooperative & Alternative Education*

Contact **Libby Rosemeier, Dean of Students**.

### *Discipline*

For questions about disciplinary decisions, contact **Jane O'Connor, Assistant Head of School**.

### *Facilities Use*

Contact **Gail Strehan, Executive Assistant to the Head of School**.

### *Fundraising & Development*

For questions about fundraising and how to help the development effort, contact **Rada Starkey, Director of Development**, or **Trudy Bell, Director of Annual Giving**.

### *Independent Study*

For questions about Independent Study, contact **Libby Rosemeier, Dean of Students**.

### *Infirmary & Medications*

For questions or concerns about your child's physical or emotional health, contact **Lisa Theoharidis, School Nurse**.

### *Parent Association*

Contact **Prudy Heilner or Maria Matthews**, co-facilitators of the Parent Association (PA).

### *Residential Life*

For questions about host parenting, or about relief work in the dormitories, contact **Kathy Pelletier, Director of Residence Life**.

### *Special Education*

For questions about special education services, IEP's, and PET conferences, contact **Shelley Small, Special Education Teacher**.

### *Volunteering*

To learn how you can volunteer at GSA, contact **Trudy Bell, Director of Annual Giving, in the Development Office**.

### *Website, Publications & Communications*

For questions about the website, publications, or other communications, contact **Liffey Thorpe, Director of Publications & Communications**.

## II.

# ACADEMIC POLICIES & INFORMATION

### *A GSA Education*

George Stevens Academy is an independent high school offering exceptional educational experiences to prepare students for post-graduate choices, whether to pursue college or other educational programs, or to enter the workforce directly out of high school. A GSA diploma meets and exceeds all course requirements established by the State of Maine.

### *The GSA Diploma*

Students are encouraged to challenge themselves throughout their GSA career by taking a rigorous course of study. Faculty advisors and Student Services help students develop programs of studies that best serve their individual needs.

George Stevens Academy confers the diploma on students who have satisfactorily met the requirements described below at the time of graduation. Participation in graduation ceremonies is reserved for those students who have completed all requirements at the time of graduation, but all members of a class may participate in Class Night.

### *Course & Credit Requirements*

Most year-long courses at GSA earn one (1) credit. Semester-long courses earn ½ credit. To receive a GSA diploma students must earn a minimum number of credits in the following study areas:

- 4 English credits (*must include Senior English*)
- 3 Mathematics credits (*with the Class of 2011, must include Geometry and two years of Algebra*)
- 3 Science credits (*must include one lab science*)
- 3 Social Science credits (*must include U.S. History*)
- 1 Physical Education credit
- 1 Fine Arts credit
- ½ Health credit
- 6 ½ elective credits

**Total: 22 credits plus demonstrated computer proficiency.**

All students are required to carry a minimum of six (6) courses each semester.

### *Special Course Options*

To appear on the GSA transcript, Alternative Course Contracts, Independent Study courses, online courses, or courses taken for credit at another institution must be approved in advance by the Head of School.

With advance approval from the Head of School, GSA may also award credit for:

- One semester of work at a non-traditional limited purpose private school approved by the State Department of Education.
- An American Field Service (AFS) experience. Students may receive two credits (one Social Studies and one World language) for a full-year program, and one credit for a half-year program. It is the responsibility of the student to provide academic documentation for any additional credits.
- Correspondence or online courses as make-up work for failed courses for a maximum of two credits.
- Correspondence or online courses, whether taken to complete a requirement, or for enrichment purposes, must be taken as an Alternative Course Contract.

No course taken outside George Stevens Academy can be counted for credit toward a GSA diploma if the content or intent of the course is essentially the same as another course for which graduation credit has been received.

No credit will be awarded for courses taken outside GSA until the entire course is completed and an official transcript has been received by GSA.

### *Home School Courses*

Credits for home schooled applicants are evaluated and determined on a case by case basis in consultation with the Dean of Students and the Head of School.

### *Promotion to Next Grade Level*

Ninth graders must earn five (5) credits in the freshman year to achieve sophomore standing. In addition, a 9<sup>th</sup> grader must pass courses in English and mathematics before taking 10<sup>th</sup> grade classes in these subjects. Students who fall short of this benchmark must either repeat the 9<sup>th</sup> grade course, or take and pass a summer school or correspondence class to make up the deficit before the next level course can be taken. (*Note: Students cannot concurrently enroll in English 9 and English 10, or in Algebra I and Geometry.*) Students who do not advance to the next grade level by successfully earning the required number of credits retain the privileges that correspond to their earned

credit level. However, they will continue to have their current advisors. At the end of the first semester, the student may be a sophomore if a total of seven and one-half (7½) credits have been earned.

Tenth graders must have earned a total of ten (10) credits by the end of their sophomore year in order to be a junior. In addition, a 10<sup>th</sup> grader must pass his or her courses in English and mathematics before he or she can take 11<sup>th</sup> grade classes in these subjects. Students who fall short of this benchmark must either repeat the 10<sup>th</sup> grade course, or take and pass a summer school and/or correspondence class to make up the deficit before the next level course can be taken. (*Note: Students cannot concurrently enroll in English 9 and English 10, or in Algebra I and Geometry.*) At the end of the first semester, the student may be a junior if a total of thirteen (13) credits have been earned.

Eleventh graders must have earned a total of fifteen (15) credits by the end of the junior year in order to be a senior. At the end of the first semester, the student may be a senior if a total of eighteen (18) credits have been earned.

To summarize:

- Sophomore standing requires a minimum of 5 credits
- Junior standing requires a minimum of 10 credits
- Senior standing requires a minimum of 15 credits

All Maine Department of Education mandated testing will be given based upon year in school rather than earned credit level.

### ***Transfer & International Students Requirements***

A transfer student is a student who has attended another high school and is seeking admission to GSA for the first time. A student who has attended GSA and has taken an approved leave is not a “transfer student,” but a “returning student.” Returning students are held to the graduation standards that were in effect when they left.

Transfer students, regardless of grade level, must earn 4 credits in English, 3 credits in Mathematics, 3 credits in Social Studies (one of which must be U.S. History), 3 credits in Science, 1 credit in Physical Education, ½ credit in Health, 1 credit in Fine Arts, and must demonstrate computer proficiency, in order to receive a GSA diploma.

Transfer students must earn a minimum number of GSA and transferred credits in order to receive a GSA diploma. In order to graduate from GSA, a transfer student who

- enters Grade 9, needs 22 GSA credits to graduate
- enters Grade 10, needs 16 ½ GSA credits and at least 5 transferred credits

- enters Grade 11, needs 11 GSA credits and at least 10 transferred credits
- enters Grade 12, needs 5 GSA credits and at least 15 transferred credits

Requirements for transfer students made during the school year will be based upon the next year in the table. A student who enters GSA in the middle of the senior year will work with Student Services to find the most appropriate available course schedule to complete high school.

International students, regardless of grade level, must take designated English proficiency tests when they arrive on campus. Based on the results of those tests, they will be placed in ESL I, II, or III, or into mainstream English courses. They must take and pass 1/2 credit of ESL or mainstream English for every semester of attendance up to the standard four-year English requirement, and they must take Senior English in order to graduate.

AFS students attend GSA as juniors and are not eligible to graduate.

### ***Accelerated Graduation***

George Stevens Academy encourages all students to take full advantage of our four-year program. However, we understand that some students may wish to graduate in fewer than four years. Requests for accelerated graduation will be granted on an individual basis. The following protocol applies:

- In the spring of the student’s sophomore year (grade 10), the student and parent(s) or guardian must notify Student Services in writing of the wish to complete high school requirements at the conclusion of the junior year.
- After notifying the school of the request, and before registering for courses for the junior year, the student and parent or guardian will have a conference with a committee that includes the Assistant Head of School, the Dean of Students, the student’s advisor, and all of the student’s current teachers. This committee will make a recommendation to the Head of School who will then decide whether to grant the request.
- If approved for accelerated graduation, the student will receive a diploma only if all graduation requirements are successfully completed.

### ***Graduation Honor Parts***

To be awarded an honor part for graduation, a student must have attended GSA for a minimum of two (2) full semesters. For the purpose of graduation, the parts of valedictorian and the salutatorian are determined using weighted grades. All other honor parts are determined by using unweighted grades.

## Grades & Performance Standards

### Grades

George Stevens Academy uses numerical grades:

90 – 100	(equivalent of an A)
80 – 89	(equivalent of a B)
70 – 79	(equivalent of a C)
Below 70	(equivalent of an F/No credit)

### Grade Point Average & Rank in Class

Grade point average (GPA) and rank in class (RIC) are determined using George Stevens Academy credits only. Unweighted GPA is computed by counting equally all subjects taken at GSA. GPA is computed using the numerical end-of-course grades. Averages are rounded to the nearest tenth and ties are retained. GPA and RIC are officially calculated after the completion of a student's 11<sup>th</sup> grade year. A student's final GPA and RIC will be calculated again at the end of the first semester of the senior year. We do not rank 9<sup>th</sup> and 10<sup>th</sup> grade students.

### Weighted Grades

For post-secondary (college) admission purposes, and for selection of valedictorian and salutatorian, the calculation of GPA and RIC is based on weighted grades. Weighted grades are calculated by adding 10% to all honors and AP course grades. Individual grades are not weighted on student transcripts, but are reflected when GPA and RIC are calculated.

### Honor Roll

Honor rolls are announced at the end of each quarter. To be eligible for honor roll inclusion, students must carry five full credits each term and earn honors grades *in all classes*. Honor rolls are published quarterly in local papers.

High Honors:	90 – 100 <i>in all subjects</i>
Honors:	80 – 100 <i>in all subjects</i>

### Academic Probation

Students who do not make acceptable academic progress for two consecutive quarters will be placed on academic probation. Probation means that one's status as a student at George Stevens Academy is "on monitor," and that, if the failure to make academic progress persists, the student may be asked to withdraw from GSA. Academic probation will be determined on the basis of grades, attendance records, behavioral referrals, and credits earned by the end of each semester. Probation will be reviewed at the conclusion of each semester.

Criteria for being placed on academic probation include, but are not limited, to the following:

- A failing grade in more than one class for the semester.

- More than ten absences in a single quarter.
- Fewer credits than expected for grade level, or insufficient progress toward graduation.
- Ten or more discipline referrals in a single semester, or one or more major disciplinary incidents or suspensions during the semester.
- Cheating or plagiarism.

Students on academic probation, and their parents or guardians, are encouraged to contact the student's advisor and Student Services to arrange a conference with teachers. Student Services will work with each student to create academic support strategies to help the student become academically successful.

### Grades Online

Since the fall of 2009, parents and students have been able to access grades online through PowerSchool. The aim is to keep families better informed of their student's academic progress and performance, particularly when a student may be having difficulty in a class, or is neglecting to complete assignments. Parents can communicate with teachers as soon as problems appear. (*Be aware that grades may not be updated more than once every two weeks.*) Any questions about individual assignments or assignment grades should be directed to the class teacher either by e-mail or a phone call. Questions or concerns about report card grades should be addressed to Student Services.

Since a student's grades can be checked throughout the year, GSA will no longer routinely mail home mid-quarter academic notices or progress reports. However, parents who wish to have a progress report mailed home may request this by contacting Student Services.

Grades and course information viewed online or printed off the website are for the convenience of parents and students, but *are not necessarily final and are not official*. Official quarterly report cards will continue to be mailed home. Official transcripts can *only* be issued by the school through Student Services.

### Report Cards

Report cards are distributed to students, and mailed home, four times a year, at the end of each quarter. Parents and students are asked to review report cards and to speak with their advisor or Student Services if they have questions.

### Incomplete Grades

The deadline for making up any incomplete work is five school days after the close of the academic quarter. Students and parents may request an extension of the incomplete make-up period by obtaining approval from both the teacher and the Head of School. Prolonged absence due to sickness, family or

personal problems, death in the family, or illness of a family member may be reasons for granting an extension. All incomplete extensions must be approved by the Head of School, using a form issued by Student Services.

### ***Maine Learning Results (MLR)***

The State of Maine assesses juniors on standards in English and Language Arts, Mathematics, and Science using the SAT's and Math/Science Augmentation Assessment.

### ***Extracurricular Eligibility & Ineligibility***

Extracurricular activities are those school-recognized and supported events or activities that fall outside the scope of graded academic class work. Extracurricular activities contribute significantly to a student's emotional, spiritual, physical, and social growth. We encourage all students to participate in extracurricular activities during their GSA career.

Most students successfully balance their academic work and extracurricular commitments. However, students who do not achieve and maintain satisfactory academic standing will not be allowed to participate in extracurricular activities that require significant and sustained time commitments, until there is clear evidence of academic improvement. These activities are jazz band and combo, drama, and competitive interscholastic activities such as athletics, Chess team, Math team, and Model U.N. Activities or events required for an academic class, such as field trips and band performances, or clubs such as the Environmental Action Club and the International Cooking Club, are not subject to ineligibility criteria, because they meet less frequently. Ineligibility begins as soon as quarter grades are posted.

The following criteria determine eligibility or ineligibility for time-intensive extracurriculars:

- A student must be enrolled in a minimum of six (6) courses at GSA or an approved institution in a semester in order to participate in extracurricular activities.
- A student who fails more than one academic course at the end of any quarter will be ineligible to participate in time-intensive extracurricular activities during the entire next quarter the student attends GSA.
- A student who fails more than one academic course in the last (fourth) quarter of the academic year will be ineligible to participate in extracurricular activities during the next quarter that the student attends GSA.
- Ineligibility is based on quarter grades, not on semester averages or year-long grades. Even if a student passes a course for a semester or for the year, two or more failing quarter grades will make the student ineligible.
- A student or parent may appeal a case of ineligibility. The appeal must be made in writing and submitted to the Head of School.

If the administration believes that there is compelling evidence of extenuating circumstances contributing to the student's loss of eligibility, it may submit the appeal to the Board of Trustees for consideration.

### ***Course Registration***

The school administration is responsible for making sure that students are taking appropriate courses and making adequate progress towards graduation, and also that individual classes are not over-enrolled. Student Services and the student's advisor must approve all course registrations and schedule changes. A parent's signature is also required for a student who wishes to drop a core academic class.

### ***Adding & Dropping Classes***

The first five academic days of the fall semester is an open add-drop period. Schedule changes made during this period will not affect student transcripts. The first five academic days of the second semester is also an open add-drop period for one-semester courses.

### ***Withdrawing from a Class***

After the open add-drop periods, students may withdraw from semester courses until the last day of the first and third quarter, and from year-long courses until the last day of the second quarter (i.e. the last day of the first semester).

Students who withdraw from a class after the end of the open add-drop period will receive a grade of WP ("withdrew passing") if the course work to date was passing, and a WF ("withdrew failing") for failing work. These grades will not count toward a student's grade point average; however, a WF will be treated as a failing grade that could affect eligibility for extracurricular activities. Notations of WF and WP will *not* be recorded for transfers between sections of equivalent courses, such as when a student changes from an honors section of a course to a college prep (CP) section of the same course.

Schedule changes after these deadlines can be made only in special cases, and must be approved by the Head of School. Once a senior's grades have been submitted to a college, Student Services will promptly send the college a revised transcript reflecting any significant change in the student's schedule and grades.

### ***Senior Mid-Year Course Withdrawal***

Seniors are expected to remain in full-year courses as represented on their college applications. A senior who chooses to drop a full-year course after the 1<sup>st</sup> semester should know the following:

- First semester grades will not be calculated in their GPA and RIC.
- They will receive no credit for work done in the first semester.

- Mid-year reports sent to colleges will reflect the change as a “withdrew passing” (WP) or “withdrew failing” (WF).

### ***Alternative Course Contracts (ACC)***

An Alternative Course Contract (ACC) provides an opportunity for a student to take a course not offered in GSA’s regular curriculum. A student, in consultation with Student Services and a member of the GSA faculty, may design the curriculum and write a course proposal that includes a description of the course, its goals and objectives, and the amount of credit it will earn. Alternative course contracts are usually taken in addition to six academic credits, and must be started no later than the third week into a semester. Students may earn up to two (2) ACC credits while at GSA. The Head of School must approve all Alternative Course Contract requests in advance.

### ***Honors Courses***

Most departments at GSA offer courses designated as “Honors.” Honors courses challenge students to pursue a subject more deeply, more intensively, and more rigorously than is usually possible in a College Prep (CP) course. For this reason, Honors course grades are “weighted” during the calculation of weighted GPA and RIC by adding 10% to the final grade.

Honors course enrollment policies are as follows:

- New (entering) students should consult with Student Services about the appropriateness of an Honors course in their Personal Learning Plan.
- A student who is enrolled in an Honors course must achieve a final grade of 80 or better in order to enroll in the next appropriate Honors course in that department. (Exception: If the next appropriate course is an Honors level course and no alternative non-Honors course is available, a student may enroll in the Honors course without having achieved a grade of 80 or better.)
- A student who earns a final grade of 90 or better in a college prep (CP) course may enroll in an Honors course in the next appropriate course in that department.
- A student who was eligible to take an Honors course, but who began the year in a non-Honors course, may, during the first semester and with the teacher’s recommendation and administrative approval, move into the corresponding Honors course.

### ***Withdrawing from GSA***

The administrative office should be informed when a student intends to transfer to another school. A withdrawal form must be signed by classroom teachers, the Librarian, the advisor, Student Services, the Business Manager, and the Director of Admissions. Student records will be released only with parental permission.

## ***Exams & Testing***

### ***Course Exams***

Preparing for and taking exams during high school is an important part of the educational experience at GSA. All courses, whether semester or year-long, are required to have a final exam, project, or culminating experience as a way to assess a student’s understanding of the course material. Final exams or projects count for 20% of the final grade for both semester and year-long courses.

### ***Senior Exam Exemption Policy***

Seniors who are ending year-long courses (not semester courses) with an average of 90 or above are exempt from taking a final exam. If, however, the final assessment in a year-long course is an individual or group project, or is an assignment that started prior to the exam period itself, the exemption does not apply. Seniors should check with their teachers to see if they are eligible for this exemption.

### ***Standardized Tests***

All students should expect to take national standardized tests—the PSAT and the SAT, for example—while at GSA. Most colleges and universities require the SAT or the ACT as a component in application materials. In the fall of 10<sup>th</sup> and 11<sup>th</sup> grades, all students are required to take the PSAT, which is administered at GSA. The PSAT is a practice (preliminary) test for the SAT’s which all juniors are required (by Maine) to take in May.

The SAT is one of two principal national tests used as part of the college admission process, assessing a student’s college readiness in critical reading, math, and writing. The SAT is referred to as “reasoning” test, which not only asks students to recall information, but to apply reasoning skills in certain ways. GSA students are encouraged to take the SAT at least twice, since colleges look at a student’s best score. In place of the SAT, the ACT is accepted by many colleges. The ACT tests one’s reading, writing, math, and science abilities and is an achievement test; it mirrors one’s high school curriculum more closely than the SAT. We encourage students to take the ACT after they have taken the SAT. Both the SAT and the ACT are administered several times a year, either at GSA or other area schools. A student can choose to send either the SAT or ACT scores to colleges.

### ***Advanced Placement Exams***

GSA offers Advanced Placement (AP) courses and exams in seven courses: English Literature, U.S. History, Environmental Science, Statistics, Calculus AB/BC, Human Geography, and Studio Art. AP exams are administered at GSA in May. Students may sign up to take AP exams at GSA in any of the twenty-six subject areas, even when GSA does not offer an AP

course in the subject. (For example, a student could take the AP Spanish test even though GSA does not offer an AP Spanish course.)

All students who enroll in AP courses are required to take the AP exam. Preparing for an external examination is an important part of the AP course. At the discretion of the teacher, students who choose not to take the AP exam may be required to take a major cumulative assessment at the time of the AP exam, take a final exam during finals week (not required of students who took the AP exam); or any other reasonable consequence determined by the teacher. Portfolio-based AP courses may have specific exam requirements.

## ***Classroom Expectations***

### ***Academic Integrity***

Each student's education is the product of his or her own effort and participation in the process of learning. Therefore, it is a violation of school rules and personal responsibility to submit work that is not your own or to interfere with the participation of others in the learning process. Two of the most serious forms of academic dishonesty are cheating and plagiarism.

### ***Cheating***

Cheating is an attempt to get credit for work you have not done yourself. It includes the unapproved use of notes or answers during tests; giving or receiving unauthorized help on homework or other assignments; submitting someone else's work (paper, lab report or other assignment) as if it were your own. Helping your friends cheat is also cheating. It is cheating to write your friends' papers for them, do their assignments, or share test answers with them. The consequences of helping others cheat may be as serious as for cheaters themselves.

### ***Plagiarism***

Plagiarism is making substantial use of someone else's words or ideas without acknowledging the true sources by using proper citation. We misrepresent ourselves as being the author of words or ideas when in fact we are not. Plagiarism is intellectual deception. It is a form of cheating, and it is as wrong as smuggling notes into an exam or copying from someone else's test. It is wrong even if the author has given you permission to use his or her work without attribution.

It is important to learn the difference between appropriate help and collaboration and the dishonest use of others' work. Students are encouraged to ask teachers for help in learning proper citation practices.

The consequences of academic dishonesty at George Stevens Academy are serious and become a permanent part of a student's GSA record. When a student is discovered to have cheat-

ed or plagiarized, the following protocol will be followed:

- The Assistant Head of School will be notified.
- The teacher will make the first call to parents, notifying them of the issue, with a follow up call from the Assistant Head of School to arrange a meeting between the student, parents, teacher and Assistant Head of School.
- The student who cheated or plagiarized will receive a zero on the assignment or test.
- A record of the incident will be kept on file for future reference and a copy will be sent to the Assistant Head of School and to the student's advisor.
- Repeated offenses will result in suspension and the student will be placed on academic probation.

### ***Attendance Policy***

The connection between school attendance and academic achievement is simple: if you are not in school, you cannot expect to learn. Every missed class is a missed learning opportunity. High-achieving, successful students rarely miss school; conversely, students who are chronically absent, no matter what the reason, cannot expect to perform well in their classes and be academically successful. Every student will occasionally have a compelling reason for missing school or for being late, but absence or tardiness should be the exception, not the rule. Although some absences may be justified, all absences, no matter the reason, weaken a student's ability to do well in school and may lead to academic failure.

Classes are in session from 8:00 A.M. to 2:35 P.M. Students may not leave campus during the school day without permission from the Main Office. Students who leave campus for personal reasons must have parental permission before being excused by the administrative office and signing out.

George Stevens Academy has adopted the following attendance policies:

Students should be at school, on time, every day, unless there is a compelling reason for being absent. Excused absences are determined *by the school*—not by the parents—based on the following five criteria: (1) medical appointment, (2) religious holiday, (3) illness, (4) extended family vacation (with prior notification), and (5) family emergency. (*Note: We strongly urge families to respect the school's vacation calendar and avoid encroaching on school days for early flights.*)

- A parent or guardian should notify the school office by calling the attendance supervisor as soon as it is clear that the student will not be in school.
- Students who miss a class for any reason are responsible for finding out what they have missed and for arranging to make up all missed work: homework, assignments, quizzes, tests and other

material covered in the class.

- Students, parents, or guardians who foresee an extended absence, whether for medical or other reasons, should formally notify the Main Office in writing and discuss the situation with Student Services and advisors as soon as possible.
- Students must complete a planned absence form for all planned absences including extended family vacations and college visits. These forms are available in the Main Office.
- The administration—not the parents—determines whether an absence is “excused.”
- Only a parent or guardian may authorize a student’s early dismissal from school.
- The administration will track student absences and arrange to meet with any student who is persistently absent or tardy, and will expect assistance from the student’s parents or guardians in solving attendance problems.

### ***Lateness Policy***

- First late: discussion with teacher
- Second late: discussion with Assistant Head and possible detention
- Third late: student accrues an Unexcused Absence

Excused lates do not count, but if they become frequent (more than 3 in any class), a conversation with the family is required to discuss the situation.

### ***Absence Policy***

#### Unexcused Absences

The penalties for unexcused class absences are:

- One unexcused class absence: Meeting with Assistant Head of School and 2 detentions.
- Two unexcused class absences: An in-school suspension.
- Three unexcused class absences: 2 day in-school suspension and meeting with the parents.
- Four unexcused class absences: 3 day in school suspension and a meeting with parents.
- If a student accrues excessive unexcused absences, he/she will need to meet with the Head of School, Assistant Head, and Dean of Students to determine next steps.

If a student skips an entire day of school he or she will automatically be placed on the “Four unexcused absence” tier.

#### ***Excused Absences***

We know, of course, that illness and emergencies happen, and that there are occasionally other compelling reasons for parents to keep a student out of school. But even unavoidable absences, especially if they are frequent, will jeopardize a student’s ability to learn and benefit from the classroom ex-

perience. Thus even “excused” absences can adversely affect a student’s academic performance and can trigger negative consequences.

Excused absences are determined by the school, and include:

- Medical appointment
- Religious holiday
- Illness
- Extended family vacation (with prior notification)
- Family emergency

Having an excused absence does not mean that a student is excused from doing the work for the class they’ve missed. Students are responsible for all work they have missed even during excused absences.

### ***Homework***

“Homework” refers to assignments that students work on outside of class. Homework may be done at home or elsewhere after school, or in school during study halls, in the library, or during free time. In some cases “homework” may mean making up class work a student missed while absent.

Homework has several purposes:

- to reinforce skills and concepts introduced in a class;
- to introduce students to a new skill or concept before it is presented in class;
- to extend a student’s knowledge of a subject through additional reading and research;
- to encourage intellectual initiative and provide opportunities for creativity;
- to prepare for a test, quiz, or other in-class assessment.

Doing homework conscientiously has added benefits as well. Students develop habits of responsibility that include

- keeping track of assignments and due dates;
- managing their time in working on and completing assignments;
- holding themselves to high performance standards as they study and learn independently.

Teachers expect students to complete homework assignments, and most teachers “count” homework as part of a student’s quarterly grade. Teachers expect students to complete homework on time.

- When their child cannot be in school, parents or guardians can telephone the Main Office and arrange to pick up homework assignments.
- Several teachers now post homework assignments on the GSA website or on a “wiki,” making it easier to find out what a student has missed.

How much homework should a student expect? This will vary from student to student, and from class to class.

- Students should expect to have some homework most nights for most classes.
- Students in Honors and AP courses should expect demanding assignments that require more time to complete than CP assignments would.
- Some homework takes the form of projects that students have several days or even weeks to complete, and students need to plan their time accordingly.

Students are responsible for

- keeping track of what their teachers assign.
- completing assignments when they are due.
- finding out what homework they missed while absent; “being absent” is a reason for finding out what one has missed; it is not an excuse for coming to class unprepared.
- making up missed homework assignments.
- talking to teachers about missed work and ways to make it up.

### ***Classroom Conduct***

Student learning is greatly influenced by classroom environment. For that reason, positive classroom conduct is expected of all students.

- Students should come prepared to learn every day and with all class materials.
- Students should actively participate in classroom activities and discussions.
- Students should not interfere with the learning of others.
- Teachers should be addressed as Mr., Mrs., or Ms. unless they explicitly request an alternative.
- Appropriate language is expected at all times: no profanity, obscene gestures, or other disruptive behavior will be tolerated.
- Devious actions, deceptive words, omission of facts, forgeries, plagiarism have no place in the classroom.
- Students may leave the classroom—one at a time—*only* with the teacher’s permission.

### ***Classroom Sign-out Procedure***

The daily schedule includes a 15-minute break between periods 1 and 2, a 5-minute break between periods 2 and 3, and a lunch break before period 4. The need for a student to leave a class for food, drink, or to use the rest room should be a rare occasion. (Of course, if a student is ill or is called to the office, it is appropriate for a student to sign out.) Students who absolutely must leave a classroom should follow these rules:

- Ask the teacher for permission to leave the classroom. (Students do not have an absolute right to leave the classroom; it is a teacher’s call.)

- Only one student may be excused from a classroom at a time.
- Sign out in the classroom sign-out book legibly, marking the date and time you leave and return.
- Use the nearest bathroom facility, and report directly back to the classroom.
- Open and shut classroom doors quietly.

### ***Academic Support***

#### ***Advisor Program***

Every student is assigned an advisor when enrolling at GSA. Faculty members and some administrators serve as advisors to 12 to 15 students to assist them in their academic, social and emotional development. Advisors meet with students each week and help with scheduling, parent communication, and planning the academic program. Strong student-teacher relationships are built through the advisor system, which is coordinated by the Dean of Students.

#### ***Personal Learning Plans (PLP)***

A Personal Learning Plan (PLP) is an evolving “road map” to assist each student in planning a course of study with long and short-term goals over four years. GSA graduation requirements establish standards that each student needs to achieve to earn a GSA diploma. The PLP is planned with the assistance of a student’s parents, advisor and Student Services and incorporates these requirements and personal preferences as a student moves through GSA.

#### ***Family Connection and Naviance Succeed***

Student Services uses the Family Connection website to facilitate personal learning plans, course planning and post-graduation planning. Family Connection is a comprehensive website that helps in making plans about courses, colleges and careers. In addition, college-bound 12th graders will use the site to submit college applications. Family Connection is linked with Naviance Succeed, a service that Student Services uses to track and analyze data about college and career plans, as well as to submit transcripts and recommendations to colleges that students apply to.

#### ***Special Education Services***

George Stevens Academy serves special education students who can, with support, function and learn in regular academic classes. These students have disabilities identified by a Pupil Evaluation Team (PET) consisting of parents, classroom teachers, our Special Education teacher, the Assistant Head of School, and the Special Education Director from the school union. The PET team meets annually to develop or revise each student’s Individual Education Plan (IEP) or 504 Plan.

GSA strives to provide support for each student in the least re-

strictive environment appropriate for that student as required by special education regulations. Our services include: direct English/Language Arts and math instruction, guided resource room support, classroom modifications, one-on-one support, standardized test modifications, and parent/guardian involvement. For further information on our special education services, please contact Student Services.

### ***ESL***

GSA offers English as a Second Language (ESL) for students whose first language is not English. The aim of this program is to help students understand and communicate in English, support them in their regular content courses, and prepare them for the TOEFL. Placement at a specific ESL level is based on a student's designated English proficiency test scores.

### ***Summer School***

GSA offers summer make-up classes for English 9 and English 10, Algebra I, and Geometry. These courses focus on essential core content and skill development so that students who pass will, at a minimum, be prepared to advance to the next level in September. As a guideline, students who achieve a year-end minimum average of 55% in these courses qualify for summer make-up classes. Students bear the cost of make-up courses.

Students who successfully make up a course during summer school will receive a grade of 70 on their GSA transcripts; the original failing grade will, however, continue to be part of the official transcript and will be included in the calculation of GPA and RIC.

Students whose year-end grade falls below this threshold will probably need to repeat the entire course.

Students may, with permission from Student Services, enroll in summer school programs at other schools for courses GSA does not offer.

### ***Independent Study & Internship Program (ISIP)***

Independent Study and Internship Program (ISIP) is a distinct part of the GSA experience and offers every eligible junior and senior the opportunity to explore an academic or vocational interest through a self-designed, two- or three-week course of study. ISIP encourages interdisciplinary skills and connected knowledge as students investigate a specialized area of interest with the assistance of an ISIP advisor and an off-campus advisor (for off campus projects). A full description of ISIP is given to students in the fall, and also published on the website. Participation in ISIP requires parent consent.

### ***ISIP Eligibility***

Students who are failing more than one course at the end of the first semester (and are therefore on academic probation during the second semester) will not be permitted to participate in ISIP. Students who do not participate in ISIP must continue to come to school and to attend all regularly scheduled classes.

### ***Arts Festival***

For the past thirty years, GSA has celebrated its commitment to the arts by hosting a week long "festival" of arts activities in May. Organized by the Art Department, artists from the Blue Hill peninsula and beyond come to GSA to offer a wide variety of arts and crafts workshops.

Arts Fest takes place alongside regular academic classes. Teachers recognize that Arts Fest will take students out of regular classes, and expect students to keep up with all required course work.

### ***Study Hall***

All students are assigned to a study hall period whenever they are not scheduled for an academic class. Study halls provide students with an opportunity to work on class assignments, independent research, projects, and recreational reading. The intended purpose of study hall is academic more than social, but group study and quiet conversation is generally permitted. However, there are study halls rules regarding excessive noise, food and drink consumption, playing games, and inappropriate use of technology, including cell phones, MP3 players, iPhones, Kindles, BlackBerry smartphones, and the like. Students with an appropriate pass may sign out of study hall to go to a classroom, the library, the computer lab, the gymnasium, the weight room, the band room, or other on-campus locations. Students who wish to go to the parking lot, to a residence hall, or to an off-campus location must get permission from an administrator and sign out from the office. The same attendance rules that apply to an academic classroom apply to study hall.

### ***Student Services***

Home to the Director of College and Vocational Counseling, the Dean of Students, and the Registrar, the Student Services provides academic and social guidance and expertise as a student progresses through the grades. Student Services, in consultation with a student's advisor, helps students decide which classes to enroll in and make adjustments in class schedules through the add/drop process. Student Services also tracks each student's progress in meeting graduation requirements, and tries to ensure that students are following an appropriate course of study to best achieve their college or work aspirations.

Student Services provides information about the following:

- ❑ Personal Learning Plans/Family Connection
- ❑ Career and vocational opportunities.
- ❑ American Field Study (AFS) and other alternative educational and cultural opportunities.
- ❑ College search and application process.
- ❑ Standardized testing, such as the PSAT and the SAT.
- ❑ “Gap year” opportunities for students who wish to take a planned year off before beginning college.
- ❑ Independent Study and Internship Program (ISIP).
- ❑ Summer School and other enrichment offerings.
- ❑ Work study and community partnerships for course credit.
- ❑ Alternative Course Contracts.

# III.

## GENERAL INFORMATION

### ***All-School Meeting, Assemblies & Performances***

All-school meeting, assemblies and performances are part of GSA's educational program. Attendance at the weekly school meeting and other scheduled gatherings is mandatory, and students are expected to behave in a respectful and polite manner. No food or drink other than water is permitted at any all-school meeting, assembly, or performance unless it is part of the production performance.

### ***Announcements***

General school announcements are kept to a minimum when classes are in session, but are made at morning break, before lunch, and at the end of the day. The Daily Bulletin is accessible from the website and is read at morning advisory. Parents may access the Daily Bulletin through PowerSchool. The GSA website is also updated regularly and posts announcements during the week. Parent may also sign up to receive Friday *eNews* by e-mail.

### ***Backpacks***

Backpacks should not be left in school hallways unattended during school because they obstruct traffic and pose a hazard. Unattended backpacks will be confiscated. Student who repeatedly leave their backpacks unattended will receive detention.

### ***Building Hours***

The Main Office is open during the school year from 7:30 A.M. until 4:00 P.M., Monday through Friday. Students who participate in afternoon extracurricular activities must be under the supervision of a member of the GSA staff. The school library is usually open to students after the day's last class from 3:00 P.M. until 5:00 P.M. (staffed by parent volunteers). Facility use is coordinated through the Head of School's office.

### ***Bus Trips***

Students must travel to all off-campus school activities by bus except when an administrator has given prior approval for alternative transportation. Students are expected to return from

school activities on the bus or with a parent or guardian or faculty member. Any other arrangements must be made with the Head of School's office prior to the activity. Guidelines and protocols for bus trips also apply to all activities sponsored by the International Student Program.

### ***Cell Phone Technology***

George Stevens Academy supports a learning environment free from distractions and disruptions. The use of cell phone technology at GSA (including cell phones, iPhones, and BlackBerry smartphones) must follow these guidelines:

- Cell phone technology use is prohibited during the school day except during morning break and lunch period. During break and lunch, cell phone use is restricted to corridors, hallways, the cafeteria, or authorized outdoor locations.
- Cell phone technology must be kept in backpacks or lockers except when in use during authorized times.
- Cell phone ringers must be turned off at all times.
- Student use of cell phone technologies during participation in field trips, school-sponsored class trips, athletic matches or other extracurricular activities will be at the discretion of the GSA administration or supervising faculty member.
- For security and safety reasons, the Head of School will determine all use of cell phone technologies during emergency or crisis situations.
- Cell phone technology will be confiscated if used inappropriately (1st offense – one day, 2nd offense – one day plus detention, 3rd offense – technology handed over to parents).
- Parents are reminded to contact the office if there is a need to speak with a child during the regular school day. We will give the message to the student as soon as possible or, in an emergency, get the student from his or her class.

### ***Closed Campus***

GSA is a closed campus for all students except those with senior release and National Honor Society members. All other students are required to remain on campus during the school day, including during non-class periods, unless they have specific permission from a parent or guardian as well as from a school administrator. Even with permission, students must sign out in the Main Office before leaving school.

### ***Visitors***

All visitors to GSA are required to sign in and out of the Main Office, and may only be on school grounds with administrative permission.

GSA students who wish to invite a student visitor (one per semester) to spend a day or a portion of the day with them at GSA must make arrangements at least three days in advance of the planned visit by completing a Student Visitor Permission

Slip obtained from the office. Students who are on suspension from other schools may not visit. The Student Visitor Permission Slip includes:

- Written permission from the parent/guardian to host a student.
- Written permission from each teacher of classes to be visited.
- The visiting student name, written permission from his or her parent or guardian, home phone number, and the reason for the visit.

### ***Permission to Leave Campus***

Permission to leave campus may be given in one of three ways. Parents may send a note to the school, speak with someone in the Main Office, or come to the Main Office to have a student dismissed. Students may not call parents to ask to be dismissed and then sign out of school without Main Office staff or administrator making contact with a parent. Only legal guardians or emergency contact designates may dismiss a student from school.

### ***Merrill & Hinckley***

Students may go to Merrill & Hinckley for snacks or for lunch during designated break and lunch periods. Students may not go to Merrill & Hinckley at any other time during school hours. Violations will result in detention.

### ***Dormitories***

The dormitories are closed to ALL students during school hours (usually 8:00 A.M. until 2:35 P.M.). Dorm residents who need to return to a dorm during the school day must receive permission from the Main Office *and* from the dorm parent on duty or the Residential Life Director.

### ***The Blue Hill Public Library***

The Blue Hill Library is available to students during study halls or class time with teacher permission. Students must have a parent's permission to leave campus, and must sign in and out in the Main Office.

### ***Crisis Response Plan***

The school has a Crisis Response Plan. This document is updated annually and is on file in the Main Office.

### ***Emergencies & Illness***

All accidents or serious illness should be reported immediately to the administrative office. Any time a student is sick and cannot continue to attend class, the student should report to the nurse's office or to the administrative office. No student will be sent home unless parental or guardian permission has been obtained. In an emergency, students will be transported to the hospital without a parent or guardian's permission. A parent or guardian or other person designated on the GSA

Emergency Card will be notified as soon as possible.

### ***FERPA***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational 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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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 parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

***Fire Drills***

Fire drills are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone responds promptly and clears the building, as directed, until the signal is given to return.

***Food & Drinks***

No soft drinks or energy drinks will be allowed on campus during regular school hours (7:30 A.M. until 4:00 P.M.). Other drinks are permitted but must be in the smallest packaging available. Food and drinks such as juice and water may be brought from home, or purchased in the cafeteria or at Merrill & Hinckley during lunch or break. Students may eat only in designated areas: the cafeteria or directly outside the cafeteria, including the trophy area and down the senior corridor. Food is not allowed in the other academic buildings unless specific teacher permission is given. Students are responsible for cleaning up after themselves when they are finished eating.

***Fundraising***

GSA depends on fundraising efforts such as Annual Giving to support our unusually rich array of programs and activities. Student and parent fundraising efforts (such as bottle drives and bake sales) on behalf of clubs, sports, the Rec Center, and special events, do not require special administrative approval. However, any fundraising initiative that involves asking for money, or for significant material donations from people in the larger community, *must* be coordinated through GSA's Development Office.

***Internet & Computer Technology Use***

The GSA campus supports a wireless Internet network for use by students, faculty, and staff. The school also has many desktop and laptop computers for educational use by students. Personal computers must be registered with the school in order to join the school's network. Students who use their personal computers at school are expected to follow all rules regarding appropriate technology use.

Internet access through GSA's network is a privilege. Students who abuse the privilege risk losing it. All Internet and computer technology use at GSA must be consistent with and in support of the school's educational objectives. This includes desktop computers, lap tops, notebooks, netbooks, cell phones, and "personal digital assistants" or other cellular devices, including iPods, iPhones, BlackBerry smartphones and the like. The policy applies to both school-owned as well as personal computers or other devices that access the school's wireless or landline Internet network.

For specific expectations regarding appropriate and inappropriate use of the Internet and other technologies, see Section III of this Handbook.

Students are expected to sign GSA's *Technology Acceptable Use Form*. Failure to follow its rules can result in being denied the opportunity to use the school's computers, access the school network with a personal computer, and may incur disciplinary action ranging from detention to expulsion.

***Locker Rooms***

Students may receive locks for gym lockers at the beginning of Physical Education classes or at the beginning of a sport season. Belongings are to be placed and locked in an assigned locker. Students may not use their own locks; they will be removed and discarded. Students should not enter the locker room in between classes for any reason. The school is not responsible for lost or stolen property anywhere, including in the locker room.

***Library***

The library collection includes 14,000 books, magazines, DVDs, videotapes, and CD-ROMs. Desktop and laptop computers are available with Internet access. Interlibrary loan available. There are no fines charged for overdue books, but replacement costs will be assessed for lost books. Most items are available for loan for three week periods, with renewals available as long as there is no hold on the item.

The library is open from 7:45 A.M. until 3:00 P.M. most school days. Parent volunteers usually keep the library open until 5

P.M. Monday through Thursday. Classes that use the library with teachers as a part of class work have priority over other use. Students may study in the library during study hall with specific permission. Students may also go to the Blue Hill Public Library during the school day with parental permission. Students must sign out in the Main Office before leaving and on returning from the Public Library.

### ***Medical Health Insurance***

Students have an opportunity to purchase school medical/health insurance with a broad coverage and at a very small cost. School medical health insurance or its equivalent insurance is mandatory for participation on an athletic team. All international students must have health insurance either by private arrangement, through the educational consultant, or through GSA.

### ***Medication***

A parent or guardian must complete GSA's medical form and notify the school when a student needs to take medication during the school day.

Prescription medication to be used by students during the school day must be brought to the Main Office at the start of the school day. Students may bring to school only enough medication to meet his or her needs during the school day for one week at a time. A signature by the prescribing health care provider is required for long-term medications and for any non-prescription medications. All medication should arrive at school in the original prescription container. Short-term medications contained in a prescription container do not require the prescribing health care provider's signature.

Over-the-counter medication should be brought to the nurse's office with a parent's note explaining when it should be taken, the time frame for taking the medication, and the proper dosage. *Note: Individuals with asthma may carry inhalers.*

Ibuprofen or acetaminophen is available at the nurse's office or in the Main Office if parental permission to dispense is noted on the student's emergency contact form.

### ***National Honor Society***

The National Honor Society (NHS) recognizes student achievement in four areas: academics, leadership, community service, and character. Students with an unweighted 90% GPA are invited to apply for membership during the fall or spring of their junior year, or the fall of their senior year. Students complete an application that is reviewed by a five member faculty advisory council who then vote on acceptance. Members of NHS serve their school and community while at GSA. Senior NHS members may be released during lunch, break, and

study halls without parental permission. (They must follow all other guidelines for signing in and out of school.)

### ***Parent Association***

The Parent Association focuses on providing parent support to the school and school functions, for example, by finding chaperones for events, staffing the library for after-school study hours, hosting international students, assisting in back-to-school nights, and helping with mailings. Meetings are held monthly.

### ***Parking Lot & Vehicles***

George Stevens Academy recognizes the need for defined and secure parking spaces for its students, staff, volunteers, and visitors. The following rules must be observed:

- ❑ Parking facilities at GSA are for the use of GSA students, staff, volunteers, and authorized visitors only. During the school day, students must park in the student parking lot, not behind the gymnasium.
- ❑ The GSA Board of Trustees grants the administration the authority to deny the use of parking facilities to any individual.
- ❑ All student vehicles must be registered with the administrative office.
- ❑ Courtesy and safety must be maintained at all times. Illegal or unsafe driving practices (for example, speeding, "burning" tires, carrying passengers without seat belts, carrying passengers in the back of pick-up trucks) are prohibited.
- ❑ Irresponsible behavior with an automobile by any student will result in losing the privilege to bring a vehicle to school.
- ❑ Once students arrive at school and vehicles are parked, they must report to school and not return to their cars during the school day without written permission from the administrative office.
- ❑ All school rules concerning possession of illegal or inappropriate materials including drugs, weapons, firearms, and other prohibited items apply to vehicles parked on school property. The administration may inspect or search student vehicles parked on school premises at any time for the purpose of enforcing school rules.
- ❑ The school parking lot may be used between 8 P.M. and 6 A.M. for school activities only.

International Student Program rules prohibit the use of any motorized vehicle by international students, except in the course of a licensed and bonded driver education class or driving examination through the Maine Bureau of Motor Vehicles for the purpose of obtaining a license. International students may not take part in such a class until their second semester at GSA and then only with the written permission of their natural parents, host parents (if any), and the Director of Residential Life. International students who violate this policy may be expelled from GSA.

## ***Pets***

Pets may not be brought to school without explicit administrative permission.

## ***Publicity***

George Stevens Academy collects photographs of and stories about students engaged in school activities for use in print and electronic publications, including the school website, *GSA Matters*, and brochures. Photographs of students are often included in press releases to local papers announcing events, awards, accomplishments, and other school-related activities (and, of course, local newspapers often take their own photographs at GSA events, e.g. sports games and music competitions). GSA never publishes a student's private telephone number or e-mail address or provides details about a student's daily schedule. Parents who would prefer that their child's photograph not appear on our website should contact the Director of Communications in writing at the beginning of the school year.

## ***School Closings***

In case of severe weather or other emergencies, the official announcement for school closings will be posted on GSA's website or may be heard on WABI, WDEA, WQCB, WWFX, WWMJ, and WZON.

## ***School-sponsored Trips***

School-sponsored trips enrich and enhance the classroom curriculum. All school trips must be approved by the administration. Students on school trips should understand that all school rules and regulations apply while they are on the trip. Students who miss other classes in order to participate in a school trip are responsible for completing all work missed during their absence. Students must have a signed permission slip on record and use transportation provided by GSA.

## ***Senior Release***

Senior release is a privilege. It is not effective until announced by the Head of School. Seniors who maintain a 70% or better in all classes, and who have the last period(s) or the first period(s) of the day in study hall may be allowed to go home or to work with written permission from parents or guardians. Students must attend all required activities: advisor meetings, school meetings, and special programs. Seniors must always sign in and out at the Main Office when arriving to or leaving school early.

Seniors who are residential students may have senior release privileges but should be aware that the dorms will remain closed and will not be available during release time. Students will need to leave the dorms in the morning and will not be permitted to return until 2:35 pm.

## ***Student Council***

The Student Council plays an important role in the life and vitality of GSA. With two faculty advisors, student representatives from each grade level (5 per grade) are elected by their classmates to represent their class in a variety of ways. Typically, student council members are called upon to discuss student concerns, plan activities, and serve as ambassadors for GSA at Open Houses and other public events. Juniors who are elected to the Student Council serve through their senior year. The President of the Student Council runs the school's weekly school meeting.

## ***Student Records***

The school maintains official records for each student. Transcripts are released only with authorized permission. Students and parents should refer to the Family Educational Rights and Privacy Act (FERPA) on page 17 for further details regarding personal school records.

Grades and course information from a website should not be used in place of an official transcript. An official GSA transcript may be obtained only through Student Services.

## ***Textbooks & Return Policy***

Textbooks do not belong to students; they are loaned to students for use in classes. Students are expected to keep textbooks clean, unmarked, and covered. The market replacement cost for a lost or badly damaged textbook will be charged to a student's family through the Business Office. Bills must be paid by the last day of school. Seniors must have all materials returned before graduation.



## IV.

# CAMPUS CONDUCT

### ***Assault & Battery***

Threatening physical harm (assault) and doing deliberate physical harm (battery) are unacceptable behaviors. A student who assaults or commits battery on another student, or on any person while on school property or during school events, will be suspended from school and may face expulsion.

### ***Appropriate Attire***

George Stevens Academy expects students to dress modestly and appropriately. Clothing should be clean and mended. Clothing may not bear advertisements for alcohol, tobacco products, or drugs, or display sexually suggestive material or profanity, or contain any other messages inappropriate in a school setting. Sunglasses may not be worn indoors during the school day. Generally, dress that attracts negative or undue attention, or exposes the body in an inappropriate manner, or infringes upon the values of other individuals is not acceptable. Underwear should not be visible. Hats should not be worn at assemblies, and may be worn in classrooms only with the permission of the teacher. Students who are inappropriately dressed will be asked to change clothes, or may be sent home from school.

### ***Damage to School Property & Vandalism***

The willful or careless destruction or damage of school property, including graffiti, or any intentional act that results in damage to school property, is prohibited. Students are responsible for repairing or replacing any property they have damaged or destroyed, and may be assessed reasonable costs. Students will also face disciplinary action from detention through suspension. The school may also notify law enforcement agencies of property damage or vandalism.

### ***Detention***

Detention is part of GSA's discipline program. Detentions usually occur after school, but may also be assigned during lunch or as work-service detentions during study hall. Detentions may be assigned by classroom teachers to be served with them in their classroom, or by the administration at a designated

location with a specific teacher. Parents will be given 24 hours notification for all after-school detentions. It is the responsibility of the student to coordinate transportation home from a detention. Failure to have adequate transportation home does NOT excuse the student from detention. Students who are assigned detention by the administration or a teacher must observe the following guidelines:

General detention begins at 2:45 P.M. and ends at 3:45 P.M. and consists of supervised study hall or activity.

- ❑ Students must arrive before 2:45 P.M. Students who are late for detention will make up the time at the next scheduled detention.
- ❑ Students must come prepared with academic work or reading material.
- ❑ Students in detention may be asked by the supervising faculty member to do some jobs such as straightening classrooms or the library.
- ❑ Students must not leave the detention room once they arrive.
- ❑ Students are not allowed to use iPods, tape players, CD players, cell phones, or other forms of entertainment while in detention. Lap tops or netbooks are permitted for academic work only.
- ❑ Students are expected to be quiet and not converse with other students during detention.

### ***Displays of Intimacy***

Public displays of intimacy such as kissing and/or intimate touching are not appropriate in a school setting and will not be condoned on school premises or at school functions. Students in violation may receive disciplinary action including notification of parents or guardians, detention, or, in extreme or repeated cases, suspension.

### ***Drugs & Alcohol Policy***

(Approved August 27, 2009)

George Stevens Academy encourages all students to develop safe, healthy behaviors. We know that drug and alcohol abuse by adolescents creates or exacerbates a whole host of behavioral, cognitive and developmental problems that directly and indirectly affect a student's ability to perform well in school. We therefore prohibit recreational drug and alcohol use, not only because it is illegal, but because it is unsafe and unhealthy for teenagers.

### **Rule 1: Violations During the School Day, On School Grounds, or at a School Activity**

Using, selling, possessing, giving away, or smelling of alcohol or drugs, or possessing drug paraphernalia, at any school activity, event, or function, whether on campus or off campus, is prohibited and is a major violation of school rules.

## First Violation of Rule 1

Students who violate Rule 1 for the first time face the following consequences:

- a minimum 5-day suspension from GSA, with homework and assignments provided;
- required participation in a school-sponsored or GSA-approved Drug & Alcohol assessment program.

Students and parents will be asked to sign a waiver allowing the agency conducting the assessment to communicate with the administration the results of the assessment and any further issues involving attendance requirements and compliance imposed by GSA.

In the event that a Drug & Alcohol assessment determines the need for further assessment or counseling, the parents or guardian and the student will meet with the Headmaster to plan for Drug & Alcohol counseling services. If the student stops counseling services prematurely, the Headmaster, student, and at least one parent must meet to discuss continued enrollment at GSA.

## Second Violation of Rule 1

Students who violate Rule 1 for a second time may face expulsion.

## Rule 2: The Extra-curricular penalty

It is a privilege, not a right, for students to participate in an extra-curricular activity in which students represent or are associated with the school in any public forum outside the traditional school day. Students who are enrolled at GSA and who participate in extra-curricular activities, clubs, or teams including (but not limited to) athletic teams, music groups, theatre groups, Model U.N., Chess Team, Student Council, NHS, and the like, may not ILLEGALLY use, buy, sell, possess, or give away alcohol or drugs at any time.

## First Violation of Rule 2

Students involved in an extra-curricular activity, and who violate Rule 2 for a first time must participate in a GSA-approved Drug & Alcohol Assessment Program.

- Students involved in activities that have regular practice sessions will not be allowed to perform or compete until they have completed two assessment sessions. Students will be permitted to fully participate in practices and rehearsals during that time.
- Students involved in non-practice activities will not be allowed to attend meetings or events until they have completed two assessment sessions.
- Students who fail to schedule two Drug & Alcohol assessment sessions, or who miss any scheduled session, will not be allowed to play or to practice until they complete both sessions.
- Students and parents will be asked to sign a waiver allowing the

agency conducting the assessment to communicate with the administration the results of the assessment and any further issues involving attendance requirements and compliance imposed by GSA. Failure to sign a waiver will result in a student's inability to participate in extra-curricular activities until the waiver is signed.

- Students who do not participate in a GSA-approved Drug & Alcohol Awareness Program will be suspended from all participation in extra-curricular activities INCLUDING practices and rehearsals.
- In the event that a Drug & Alcohol assessment determines the need for further assessment or counseling, the parents or guardian and the student will meet with the Headmaster to plan for Drug & Alcohol counseling.
- If the student stops a scheduled course of counseling short of its scheduled conclusion, he or she will not be allowed to participate in any extra-curricular activities until the counseling is completed.
- Students who have violated Rule 2 but who are not currently participating in an extra-curricular activity will be required to schedule and begin attending a Drug & Alcohol assessment program prior to participating in any future extra-curricular activity.

## Second Violation of Rule 2

Students who are involved in an extra-curricular activity and who violate Rule 2 for a second time will not be allowed to participate in any extra-curricular activities for a full calendar year.

## Rule 3: “In the Presence Of”—The Company We Keep

Students who knowingly participate in activities, events, or functions at which others are illegally using, selling, buying, or giving away alcohol and/or drugs will be viewed as supporting and enabling prohibited behavior, and as such may be subject to the same penalties and consequences as if they were themselves using, selling, buying, or giving away alcohol and/or drugs.

- Students who violate Rule 3 by being “in the presence of” these prohibited activities risk suspension as described in Rule 1 (in the case of school-sponsored event) or losing extracurricular privileges as described in Rule 2 (in the case of a non-school-sponsored event).
- Students who are found to be “in the presence of” these prohibited activities are also subject to required Drug & Alcohol assessment and/or counseling sessions based upon the recommendations from the Drug & Alcohol assessment.
- Students who find themselves at an event or in a situation in which there is any illegal use, selling, buying, or giving away of alcohol or drugs should find a safe way to leave immediately. Doing so may mitigate the consequences they face.

## Time Frames for Violations

If, following a first violation of any rule, two full years elapse without another violation of any rule, any subsequent violation will be treated as a first violation.

### ***Hoax Fire Alarms & Bomb Threats***

Threatening the safety of students and faculty at GSA is a major violation of school policy. Making hoax fire alarms, or writing notes threatening the detonation of devices is prohibited. Each event will be investigated and may be reported to the appropriate law-enforcement agency. Disciplinary action may include suspension or expulsion.

### ***Fighting***

Fighting or causing a fight on school property, while in attendance at school or at any school sponsored activity, or at any time or place so as to interfere with the operations, discipline or general welfare of the school is a major violation of school policy. Disciplinary action may include suspension or expulsion.

### ***Harassment & Bullying***

George Stevens Academy recognizes the right of each person to live and work in an environment that is free of intimidation, ridicule, hostility, and offensiveness. Students should not harass or bully other students or faculty. Harassment is abuse based upon race, gender, sexual orientation, religion, age, national origin, or physical or mental disabilities. Disciplinary action may include suspension or expulsion.

Harassment and bullying are determined more by the perception of the victim than by the intent of the person accused of harassing. It is important that all students treat each other and the faculty with respect and dignity. GSA does not tolerate harassment or bullying, whether written, spoken, or drawn. Electronic harassment or bullying (“cyber bullying”) is just as unacceptable, and will incur the same disciplinary responses.

Harassment and bullying behaviors can include some or all of the following:

- Unwelcome sexual advances, gestures, comments, or contact.
- Threats of physical harm are inappropriate in a school setting.
- Offensive jokes.
- Ridicule, slurs, and derogatory actions or remarks.
- Inappropriate text messages or Internet postings.

It is important to let a person know that his or her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. A student who feels uncomfortable confronting someone should speak with a teacher, advisor, or administrator.

Students who believe they are victims of harassment should report occurrences to a school administrator. The school official will advise the alleging victim of the various options available, which can include school intervention and disciplinary action

or the notification to appropriate law-enforcement agencies.

Making a deliberately false accusation of harassment will be treated as harassment.

### ***Lighters, Matches & Arson***

Students are not allowed to possess any type of lighter or matches at school for safety reasons. A student found in possession of a lighter or matches will have the item(s) confiscated. Parents will be notified and the student will face disciplinary action ranging from detention to in-school suspension. The use of a lighter or matches will result in suspension from school. Setting a fire on school grounds or at a school activity is arson and a crime, and will be reported to a law-enforcement agency.

### ***Appropriate Use of Internet & Technology***

Computers, the Internet and other technologies can be important learning tools. Student access to and use of technology is a privilege and is limited to educational use during the school day and on the school network. The use of any electronic device, website, or application for purposes other than learning may result in suspended access to the school network and computers.

The use of GSA’s network is not private. School administrators may examine computer files and hard drives of any computer or other device on campus premises capable of accessing the school’s landline or wireless networks. Administrators will cooperate in providing information and device access to law enforcement authorities when appropriate.

GSA uses filters to block access to websites that are inappropriate for student use. Filters are not always 100% effective. Students are urged to inform a teacher immediately if they access material that appears dangerous, inappropriate, or makes them uncomfortable. Any attempt to bypass filters is prohibited and students are subject to disciplinary actions ranging from detention to suspension.

Students should be aware that sharing personal information over the Internet can be dangerous. They should respect and protect both their own privacy and the privacy of others.

In classrooms and other teaching settings, no form of electronic communication may be used without a supervising teacher’s permission.

Cyberbullying, cybercheating, libelous postings, or copyright infringement, whether done on a school computer or a personal computer used at school, will result in disciplinary action ranging from detention through suspension. Criminal activity may involve the appropriate law-enforcement agency.

## **“Cyberbullying” & Electronic Libel**

Cyberbullying is bullying or harassment conducted electronically, for example, through e-mail or social network websites such as Facebook and MySpace. Posting to, creating, or joining social networking groups to facilitate cyber bullying is a serious violation of school policy. Students who participate in cyberbullying are subject to disciplinary action ranging from detention to expulsion.

Posting comments to, or forming, social networks that seek to demean or damage the reputation and image of the school, its faculty, staff, or school designees, or that negatively affects school climate, and/or disrupts school is also a violation of acceptable computer use subject to disciplinary action, even if the activity took place off campus or outside the school day on a private network.

Students should understand that libel (writing falsehoods about persons) *is not protected speech, and is, in fact, a crime.*

## **“Cybercheating”**

Cybercheating, copyright infringement, plagiarism, hacking, and unauthorized access to any school computer or information system is prohibited. Criminal activity may result in a report to the appropriate law-enforcement agency.

Students are expected to follow procedures and guidelines that are issued to protect the security of the GSA computer system and to respect its resource limits. In particular, computers and related devices brought in by students must be updated with security patches and virus protection. Students may be asked to limit internet usage during times of limited available bandwidth.

When using or accessing the school’s computers:

- No student will deliberately or willfully cause damage to computer equipment or software or assist others in so doing.
- No student will deliberately access inappropriate materials or show others how to do so.
- No student will attempt to bypass the system’s content filters.
- Each student will respect the rights of others to store files on a computer or a disk and will not attempt to view, alter, or damage those files without the owner’s permission.
- Each student will respect and uphold copyright laws.
- Each student will follow any other regulations posted in the computer lab or other room where computers are in use.
- Each student will follow the directions of the person in charge of the computer lab or other room where computers are in use.
- The network administrator or school administrator has the right to inspect any and all files stored on school-owned equipment or on personal student equipment if there is reasonable cause to do so.

## **Personal Property**

Students are responsible for their personal property while at school. Students are discouraged from bringing large amounts of cash or valuable items to school. If it is necessary to bring cash or personal property of value to school, these should be kept locked in a locker or brought to the Main Office for safekeeping.

Backpacks should not be left unattended during the school day, and they should not be left where they obstruct traffic or hinder normal activity or maintenance.

## **Searches**

A school administrator who has reason to suspect that a student is in possession of, or under the influence of, an illegal substance or tobacco product, object, or any other prohibited item on school property, may conduct a legal search of bookbags, bags, wallets, lockers, jackets, dorm rooms, or vehicles parked on school property. Students may be asked to empty their pockets and remove their shoes to show reasonable evidence that they are not in possession of any illegal or prohibited items. These searches may be done without prior parental notification or consent; however, parents will be notified after a search is conducted. Refusal to comply with a search will be grounds for suspension. Any prohibited or illegal items found will be confiscated and may be reported to the appropriate law-enforcement agency.

## **Skateboarding**

George Stevens Academy seeks to maintain a safe and orderly school environment. While skateboarding is recognized as a recreational activity, skateboarders must follow these rules:

- Skateboarding is only allowed during designated times (morning break, lunch) and only when there is supervision.
- Skateboarding near classrooms while school is in session is prohibited.
- Skateboarders **MUST** wear securely fastened helmets at all times.
- Authorized skateboarding areas must be cleaned and maintained by participants. These areas are designated by the administration and may be closed at any time.
- The use of railings, stairways, tables or other apparatus is prohibited.
- Skateboarders must assume responsibility for having control over their skateboard at all times. Extreme caution is expected in the proximity of bystanders and pedestrians.
- Skateboarders will be liable for damage or injury.
- Skateboarding inside any GSA building is prohibited.

### ***Skipping Class(es)***

Skipping class (unexcused absence) is a serious violation of school rules. Students skip class when they are in any location other than their assigned classroom without teacher or administrative permission. A student who skips class (or school) will meet with the Assistant Head of School or a member of the administrative team and should expect a detention(s) or suspension, depending on their previous attendance record.

### ***Smoking & Tobacco Use***

GSA is a smoke-free campus. Smoking is not allowed on campus at any time by anyone. Under Maine law, possession, use, or distribution of tobacco products by anyone under eighteen years of age is illegal. A student caught smoking or in possession of tobacco products on school property, during school hours, or at school-sponsored activities will be suspended from school for three days and, if under eighteen, the appropriate law-enforcement agency may be notified. In addition, the student will be referred to a smoking cessation program.

### ***Snowballs***

Throwing snowballs (or any object that can cause injury) is prohibited.

### ***Stealing***

Stealing is a major offense. A student who is caught stealing will be suspended. Parents will be notified and the appropriate law enforcement authority may also be notified. Repeated stealing may result in expulsion from the school.

### ***Suspension***

There are two types of suspensions: out-of-school and in-school.

#### ***Out-of-School Suspension***

- A student receiving out-of-school suspension will be notified by the Head of School or his designate, and a parent or guardian will be called to pick up the student.
- A formal written notice will be mailed to the parent or guardian, and to the superintendent of the school from their sending town, explaining the reasons for the suspension and the terms of the suspension.
- During suspension, the student may not be on school property, and is ineligible to participate in all extracurricular activities.
- Assignments will be provided by teachers during this time and may be picked up in the Main Office.
- Before returning to school, the student and a parent or guardian will make an appointment with the Head of School to review the conditions under which the student will be able to return.

- In certain instances, a disciplinary contract between George Stevens Academy and the student will be requested by the school and signed by all parties.

*Students and parents should be aware that a disciplinary suspension becomes a permanent part of a student's GSA record, and that most colleges require us to report and explain a student's out-of-school suspension as part of the college application process.*

#### ***In-School Suspension***

- A student who receives in-school suspension will be notified by the Head of School or his designate, and a parent or guardian will be notified.
- A written notice will be mailed to the parent or guardian explaining the reasons for the suspension and the term of the suspension.
- Before the end of the suspension period, the student and a parent or guardian may be asked to make an appointment with the Head of School to review the student's behavior and to plan appropriate remediation.
- In certain instances, a disciplinary contract between George Stevens Academy and the student will be requested by the school and signed by all parties.

#### ***Weapons and Violence***

- Possession or use of items commonly used or designed to inflict bodily harm, or to threaten, intimidate, coerce or harass another person, is prohibited. Examples of such items include, but are not limited to firearms, BB guns, pellet guns, airsoft guns, or any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks.
- Use of any object to inflict bodily harm or to threaten, intimidate, coerce or harass another person is not allowed. Examples of such items include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys).
- Violent or threatening behaviors, including but not limited to fighting, assault, battery, taking hostages, threats to commit violence against persons or property (e.g. oral or written death threats), threats of bodily harm, or bomb threats, are not tolerated by GSA.
- Oral or written statements (including those made electronically) which threaten, intimidate, or harass others, or which intend to incite violence or disrupt the school program, are prohibited.
- Willful and malicious damage to school or personal property is prohibited.
- Stealing or attempting to steal school or personal property is prohibited.
- Lewd, indecent or obscene acts or expressions of any kind are prohibited
- Violations of the school's drug & alcohol or tobacco policies will result in disciplinary action.

- ❑ Violations of state and federal laws, and any other conduct that may harm persons or property violate school policy, and/or bringing of firearms to school, will be reported to the appropriate law-enforcement agency
- ❑ The Head of School may request a psychological evaluation of a student who violates this policy to assist in assessing the risk the student poses to school safety. A request may also be made if a student has been identified as posing a substantial risk of violent behavior. All such evaluations will be conducted by a licensed professional and performed at the school's expense. Refusal to comply with this request leaves the Head of School to draw any reasonable inferences from the student's behavior concerning the risk that is posed for purposes of determining appropriate disciplinary action, including suspension or expulsion.

## V.

# ATHLETICS: POLICIES & EXPECTATIONS

GSA offers a rich array of competitive sports at both the varsity and junior varsity levels. Students should understand that like all extra-curricular programs, participation in GSA athletics is a privilege, not a right, and a student may lose that privilege by failing to abide by the policies and expectations outlined in this Handbook, including all rules about drug and alcohol use, tobacco use, and academic probation. Student athletes who are boarding students (whether they reside in a GSA dormitory or in a home-stay) are also expected to abide by all residential life rules and policies. Student athletes (and their parents) should understand that breaking school rules or failing to meet academic requirements can directly affect a student's athletic eligibility.

### *Goals of GSA's Athletic Program*

A properly controlled, well-organized sports program supports students' self-expression, mental alertness, and physical growth, and nurtures and reinforces their personal integrity and sense of fair play. The rules and guidelines in this section of the Handbook are designed to promote a full range of qualities in our student athletes, not only their athletic prowess and talents, but the character and conduct that are the hallmarks of a true champion.

- We encourage our athletes' competitive spirit, but always balanced with a sense of fairness, good sportsmanship, a desire to improve, and an ability to enjoy the game.
- We remind our athletes that their high visibility in the community invites others—particularly younger students—to look up to them as role models, and they will try to emulate not only our students' athletic accomplishments, but their overall behavior.
- The GSA student athlete bears a responsibility not only to his or her teammates, but to the school's reputation as well as to his or her own reputation.

### *Interscholastic Sports*

We offer twelve interscholastic sports: Baseball, Softball, Girls and Boys Basketball, Cheerleading, Girls and Boys Cross Country, Girls and Boys Golf, Girls and Boys Outdoor Track, Girls and Boys Sailing, Girls and Boys Soccer, Girls and Boys Tennis, Girls and Boys Wrestling, and Swimming. Athletes may participate in only one interscholastic sport at a time.

As well as the policies and rules that apply to all GSA students, there are policies, rules, and expectations that pertain specifically to students who are participating in an interscholastic sport, as follows:

### *Dropping or Transferring Sports*

Students who are selected as squad members or managers of an athletic team will be considered members of the team through the end of that regular sports season, unless they are removed for disciplinary reasons, academic ineligibility, or through mutual agreement between player and coach. All squad members who complete the season will participate in Athletic Awards Night. While there is no place in athletics for quitters, there are occasionally good reasons why an athlete will need to drop a sport, or transfer from one sport to another. In such cases, the student should discuss the situation with his or her immediate coach, then with the head coach, and then with the Athletic Director. Students who must drop a sport, or students who are removed from a team, must return all equipment to the coach without delay.

### *Equipment*

School athletic equipment checked out by the student athlete is his or her responsibility. Athletes are expected to keep all equipment clean and in good condition. It is the athlete's responsibility to pay for lost or carelessly damaged equipment.

### *Missing Practice*

Athletes are expected to attend all practices and games, and missing practices or games without a coach's permission will be dealt with by the coach. In case of sudden illness or other emergency, the athlete or the athlete's parents should notify the coach as soon as possible.

### *Travel*

Student athletes must travel to "away functions" on the school activity bus. Students may return home with a parent, guardian, or teacher only if the coach has been notified in writing at the game or meet. Exceptions to this policy may be made only by the Head of School, the Assistant Head of School, or the Athletic Director. Athletes must remain with their team and under the supervision of a coach when attending away contests. Note that all rules about school bus behavior contained in this Handbook pertain to student athletes, includ-

ing rules about food, noise, remaining in seats, and care and respect for equipment. Student athletes who are traveling to an away function should dress appropriately and in good taste (no jeans, t-shirts, or sneakers).

### ***College Recruitment***

A student athlete who is contacted directly by a college recruiter has an obligation to work through his or her GSA coach and the Athletic Department. Inform your coach of such a contact as soon as possible. College recruitment information is in the Athletic Office.

### ***Conflicts with Other Extra-Curricular Activities***

Students who participate in extra-curricular activities will occasionally face a conflict of obligations. GSA's Athletic Department realizes that every student should have the opportunity for a broad range of experiences in the area of extra-curricular activities, and therefore we do our best to schedule athletic events to minimize these conflicts. Students also have a responsibility to try to foresee and avoid continual conflicts, which includes limiting activities to prevent inevitable conflicts. Students are also responsible for notifying extra-curricular faculty advisors immediately when a conflict does arise. Advisors will try to work out a solution so the student does not feel caught in the middle. If a solution cannot be found, then the Head of School will have to make the decision about how to resolve the conflict. A student athlete will not be penalized for acting on this decision.

### ***Absence from School***

A student athlete who is absent from school, either for all or any part of a day, may not participate in the next game or practice without a written explanation from a parent or physician, as well as the full support of the Head of School or Assistant Head of School.

### ***Suspension***

Student-athletes who are suspended from school, including "in-school suspension," will not be allowed to practice or participate in athletics during the period of suspension.

### ***Athletic Eligibility Requirements***

- ❑ Age — An athlete must be under age 20 at the time of participation.
- ❑ Parent permission form — An athlete's parental permission form must be current, signed, and on file in the Athletic Office.
- ❑ Physical Examination — An athlete must have passed a current year physical exam and the exam record must be on file in the Athletic Office.
- ❑ Emergency medical form — An athlete's emergency medical form must be current, signed, and on file in the Athletic Office.

- ❑ Academic standing — An athlete must meet all academic eligibility requirements in order to participate in sports. These requirements are exactly the same as for all students who participate in extra-curricular activities
- ❑ Mandatory pre-season meeting — An athlete must attend the mandatory pre-season meeting in order to participate in a sport.

### ***Eliminating (Cutting) Student Athletes from Teams***

Currently, in eight of our sports, student athletes are not eliminated based on specific numbers of participants: Boys and Girls Soccer, Boys and Girls Cross Country, Boys and Girls Indoor Track, Boys and Girls Outdoor Track, Boys and Girls Sailing, Boys and Girls Tennis, Boys and Girls Golf, and Girls and Boys Wrestling. (It may at some future point may become necessary to limit the number of participants on each team.) This means that every student who meets eligibility criteria (see above) and who tries out, automatically becomes a member of one of these teams. (But automatic membership does not alter the obligation of all athletes to follow general training rules and specific rules for that sport prescribed by the coaching staff.)

In the four remaining sports, student athletes can be eliminated or denied the privilege of participation because the sport prescribes a specific number that may participate: Boys and Girls Basketball, Baseball, Softball, and Cheerleading. The number in each sport is prescribed by the coach of that team, with the help of the head coach in that sport, based on many criteria. Among the criteria used to determine the size of the team are: the talent and work ethic of the students trying out; the number of students trying out; the optimum number determined by coach to conduct productive practices and insure adequate substitutes.

Our coaches realize that as difficult it is for them to cut a student, it is much more difficult on the student athletes. We expect coaches to use the opportunity to let these students know that we understand their disappointment, that this is not a personal decision, and that we are supporting them in the future. We ask our coaches to put themselves in the place of the athlete. Coaches are expected to be especially reluctant to eliminate a senior who has been loyal to the program. Coaches are encouraged to involve the parents to help defuse problems that are involved in the "cutting" of student athletes.

Coaches follow these guidelines when eliminating (cutting) student athletes from specific teams.

- ❑ Before the first day of tryouts the coach will provide in writing a list of criteria that student athletes will be judged on, for example, "The student must be able to make lay-ups with either hand."
- ❑ Tryouts must last at least three full practice sessions and the student will be informed of the length of that tryout period in advance.

- ❑ Cut lists should not to be used. Student-athletes should be told by the coach, with as much empathy as possible, the reasons why he or she was eliminated. If large numbers of student are being cut, a group meeting may be arranged, but only with the approval and oversight of the Athletic Director.

### ***Varsity Letter Requirements***

Criteria for earning a letter will be given to each athlete by his or her coach at the preseason meeting.

### ***Risk of Participation***

Athletes and their parents should understand the risk of serious injury resulting from athletic participation. George Stevens Academy takes the following precautions to reduce or eliminate injury:

- ❑ We conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.
- ❑ We require coaches to keep up-to-date on techniques and skills to be taught in their sport.
- ❑ We teach all student athletes about the dangers associated with a particular sport.

### ***Parent-Coach Communications***

The success of our athletics program depends in large measure on the support of our athlete's parents and guardians, and their support, in turn, often depends on good communications with the student's coaches. We offer the following guidelines for parent-coach communications:

*You should expect your child's coach(es) to keep you informed about:*

- ❑ the time and place of practices, matches, and games.
- ❑ the coach's philosophy.
- ❑ what the coach expects of his players, and of your child in particular.
- ❑ participation requirements, including fees, special equipment, and off-season conditioning.
- ❑ any injury your child suffers while participating.
- ❑ any discipline your child receives.

*You are encouraged to talk to your child's coach(es) about:*

- ❑ the treatment of your child, mentally and physically.
- ❑ your child's skill improvement and development.
- ❑ concerns about your child's behavior.

*You should avoid questioning your child's coach(es) about:*

- ❑ playing time.
- ❑ team strategy.
- ❑ play calling.
- ❑ other student athletes.

*Coaches expect you as parents to:*

- ❑ Notify the coach of schedule conflicts well in advance.
- ❑ Support the program!
- ❑ Ensure your child attends all practices on time.
- ❑ Support your child in being well-prepared for games and matches; encourage your child to eat well and get enough sleep before a game.

If you have a concern about a coach, please follow these steps:

- ❑ Speak directly to Jim Murphy, the Athletic Director, at extension 122 about your concern.
- ❑ The Athletic Director may then arrange a meeting with the coach to resolve issues.
- ❑ The Athletic Director will work with you and the coach to find a resolution to issues and concerns.

### ***Summary of Athletic Awards***

- ❑ 9th Grade Team Member Award — Participation Certificate
- ❑ First Junior Varsity Award — Numerals and Certificate
- ❑ Second Junior Varsity Award — Certificate
- ❑ \*First Varsity Letter Award — Letter and/or Certificate
- ❑ Second Varsity Letter Award — Certificate and Pin or Letter
- ❑ Third Varsity Letter Award — Certificate and Pin
- ❑ Fourth Varsity Letter Award — Certificate and Pin

\*Only one chenille letter is received by an athlete. All other letters earned are recognized by certificate or pin.

### ***Season Ticket Prices***

Children who are not yet in first grade may attend GSA athletic events at no charge.

Adults: \$4.00  
Students: \$2.00  
Senior Citizens: \$2.00

### ***Boys and Girls Basketball Season Ticket Prices***

Adults: \$32.00  
Students: \$16.00  
Family: \$84.00  
Senior Citizens: \$16.00

### ***Combination Boys & Girls***

Adults: \$64.00

Students: \$32.00

Family: \$140.00

Senior Citizens: \$30.00

### ***Penobscot Valley Conference Schools***

George Stevens Academy is a member of the Penobscot Valley Conference, a conference rich in academic as well as athletic achievement. The following schools are PVC members:

Bangor Christian

Bangor High School

Brewer High School

Bucksport High School

Caribou High School

Central High School

Deer Isle-Stonington High School

Dexter High School

Ellsworth High School

Fort Kent High School

Foxcroft Academy

George Stevens Academy

Hampden Academy

Hermon High School

Houlton High School

John Bapst High School

Katahdin High School

Lee Academy

Mattanawcook Academy

Mount Desert Island High School

Old Town High School

Orono High School

Penobscot Valley High School

Penquis High School

Piscataquis Community High School

Presque Isle High School

Schenck High School

Searsport High School

Stearns High School

Sumner High School

Washington Academy

## VI.

# DORMITORY POLICIES FOR ALL GSA STUDENTS

GSA's residential life program is designed around the ideals and mission of the school as a whole. Guidelines within the Residence Halls are created to foster an environment of academic success, as well as social responsibility to oneself and others. As GSA students, all residents of the dormitories are expected to adhere to all the rules and standards that are stated in this Handbook.

Day students, faculty, and staff are strongly encouraged to participate in events sponsored by the International Student Program. These events and activities will be overseen using the same regulations as any other school activity.

### *Residence Halls*

Students should have regard for both the spirit and the letter of Residence Hall regulations designed to maintain the quiet conditions essential for study and sleep.

### *Residence Hall Care*

Common spaces are for everyone's use and enjoyment, and students must clean up after themselves when using them. When a student leaves a common room, the room should look the way it did when the student arrived. Students must throw away their trash, put away food and utensils, clean food spills, wash their dishes, and take their personal belongings with them.

Students are also responsible for the general upkeep and cleaning of common spaces. The Dorm Parent will create a chore list that will be posted in the common room; students will be responsible for completing their assigned chores within the allotted time period. Students are expected to keep their rooms, bathrooms, common areas, and other areas of the residence hall neat and clean.

### *Quiet Hours*

Residence Halls house many people in a relatively small space. It is important that students treat one another with respect and courtesy. Quiet hours are a time every night and during exam periods when residents are expected to keep noise to a mini-

mum. Music may be played and the television in the common room may be watched, but the sound must be confined to the room the student is in—if sound can be heard from the room next door, it is too loud. Roommates will decide together what an appropriate level of sound is during Quiet Hours.

Quiet hours are as follows:

- Sunday night through Friday morning: 7:00 P.M. until 8:00 A.M.
- Friday night through Sunday morning: 10:00 P.M. until 10:00 A.M.

Even outside of prescribed Quiet Hours, students need to show courtesy and respect for one another—if a student asks you to turn down your music, or the television, or to lower your voice, you should do your best to comply.

### *Visitors in Residence Halls*

Students are encouraged to invite guests to visit in the Residence Hall, but are responsible for the behavior and actions of their guests, and for following Hall policies regarding visitors.

- All non-residential visitors must sign the Student Log, or inform the Dorm Parent or person on duty, upon arrival and departure. Visitors must also write in the name of the resident he/she is visiting. Visitors will be admitted at the discretion of the residence hall staff.
- No visitors of the opposite sex are permitted in a residential student's room at any time. This will be considered a serious offense. Visitors of the opposite sex are permitted in the common areas only.

When there is no dorm parent or other designated staff person on duty, guests are not permitted in the Residence Hall. This includes dinner and study hall hours. Guests are not permitted in the Residence Hall without a student host, and the host must remain with their guest at all times. Any residential student wishing to bring a guest to dinner must get permission from the Dorm Parent or person on duty a full day in advance. Students should not have guests for dinner on a regular basis.

### *Residence Hall Lounge*

The Residence Hall Common Room is an area for all boarding students and their guests to enjoy. Please show respect for your schoolmates and for the room itself.

- Respect others who are using the Common Room. Do not disturb those doing school work. Maintain the TV and music volumes at respectful levels.
- Don't make others feel left out—use English to communicate with others when in multicultural settings.
- Use the Common Room for quiet indoor activities. Physical activities and sports can be done on the lawn, athletic fields, or in the gym.
- Affectionate behavior should be refined. Holding hands and sit-

ting side by side is acceptable. Sitting on laps, kissing, or assuming prone positions are not.

### ***Signing Out & In***

Students wishing to leave the Residence Hall must sign out in the Student Log or inform the Dorm Parent on duty. Students need not sign out when they are going to class or when they leave the building with the dorm parent, but every other absence from the building must be recorded in the book or told directly to the Dorm Parent on duty, including extracurricular activities such as clubs and sports. Students may only leave the Residence Hall during the following designated sign-out hours unless alternative arrangements have been made with the dorm parents:

Mondays:	2:30 P.M. – 10:00 P.M.
Tuesdays:	2:30 P.M. – 10:00 P.M.
Wednesdays:	2:30 P.M. – 10:00 P.M.
Thursdays:	2:30 P.M. – 10:00 P.M.
Fridays:	2:30 P.M. – 11:30 P.M.
Saturdays:	7:00 A.M. – 11:30 P.M.
Sundays:	7:00 A.M. – 10:00 P.M.

Students who will be away for more than two hours, or who are going to leave Blue Hill must speak to the dorm parent to get permission *before* leaving.

Students who intend to miss dinner must speak to the person on duty as soon as possible.

Students who decide after signing out that they wish to go to another destination, must either return to the Residence Hall to sign out again, or inform the person on duty by telephone of their new plans.

At 10:00 P.M. (or 11:30 P.M. on Fridays and Saturdays) the alarm on all outside Hall doors will be activated. Students who are late will face disciplinary action.

Curfew for any GSA student staying at the dorms will follow sign out and sign in hours. Visiting students must obtain permission from the Dorm Parent in advance if they are planning to stay in the Residence Hall overnight.

### ***Invitations to Dorm Students***

Families or students wishing to invite dorm residents on outings or to their homes should contact either the Dorm Parents or the Director of Residential Life for the most current procedures to follow.

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