

GEORGE STEVENS ACADEMY

2022-2023 Student-Parent Handbook

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

New England Association of Schools & Colleges report, April 2011

GEORGE STEVENS ACADEMY

*Timothy J. Seeley, Head of School
Rebecca Gratz, Assistant Head of School*

Our mission says broadly who we are and what we do. Our vision sets out our bold goals for the future. We are well on our way to accomplishing some of these. Others will take longer. All are attainable with community support.

Our Mission

George Stevens Academy is a town academy on the coast of Maine. Founded in 1852, we are the high school for nearly all students from the seven towns in our rural community. We also enroll private-pay day and boarding students from around the world. Our students' interests, talents, and aspirations reflect the diversity of the communities from which they come.

GSA provides a comprehensive and challenging education for all students, for those who will build futures in surrounding communities and for those who will make lives elsewhere in the world. Our many academic and experiential programs foster a love of knowledge, inspire creativity, instill self-confidence, encourage good character, and prepare each graduate for a purposeful life in a changing world.

Our Vision

We will be a vibrant learning community that proudly reflects the diversity of students from our surrounding towns, as well as those from elsewhere in the world, enabling them to thrive now and in the future.

We will provide all GSA students with an education that helps them pursue whatever jobs and career paths they choose, so that when they succeed, they and their communities will be the better for it.

We recognize that a GSA education is not just a matter of cultivating intellectual and creative strengths but also requires caring for students' physical and emotional needs. Everything we do will be stamped with this conviction.

We will be seen as a community resource, in the belief that schools and their communities make each other stronger. We will expand school-community partnerships and real-world learning opportunities that engage students and community members in shared activities and projects for the benefit of both.

We will have a safe, attractive, functional, and cost-efficient facility that supports our current programming well and has the flexibility to adapt to changing needs in the future.

We will be financially sustainable, with the resources we need to maintain GSA's facilities and provide for every GSA student's needs. We will grow our endowment, meet more ambitious annual GSA Fund goals, and benefit from the support of sending towns that recognize the indispensable value of a strong high school in their community.

GSA's mission and vision were approved by the Board of Trustees on April 25, 2019.

GSA students come from dozens of towns and cities in Maine and other nations, and they bring with them different interests, talents, aspirations, experiences, and expectations of what a school community should be. Even while we nurture the individuality of each student as they strive to be the best possible version of themselves, we also aspire to create a strong sense of connection for all who choose to join our community. To that end, we present our Statement of Community and Community Values.

Our Statement of Community

George Stevens Academy is dedicated to providing a safe, equitable environment for all community members, one free from discrimination and all forms of bullying and harassment. We strive to create programs and services which result in an environment that welcomes and celebrates every member of our community, provides opportunities for all to contribute, and provides for the civil rights of all.

Our Community Values

We value inclusivity: Our students and staff come from different social, economic, cultural, political, ethnic, and linguistic backgrounds. We have different interests, talents, and aspirations. We embrace the opportunity to learn about our differences. Doing so enriches each of us and strengthens our community as a whole.

We value empathy: To better understand the members of our diverse community, we are patient, we listen, we find a connection, and we help, not harm.

We value respect: When differences of opinion arise within our learning community, we assume that everyone is acting from good intentions, we treat each other respectfully, and we avoid speaking or acting from anger.

Handbook Statement of Purpose

The purpose of the George Stevens Academy Student-Parent Handbook is to communicate the values, beliefs, and expectations for all members of our community. We value each member of our community and want to ensure that the rights and responsibilities of all are articulated clearly, as we are all accountable for creating a positive learning environment. This handbook is about who we are and what we do living into our values every day. We are committed to applying the expectations stated in this handbook with integrity and fidelity through the lens of humanity, learning, and growth for all.

This handbook is not a contract. The statements and policies herein are subject to change. This handbook, including any revisions or updates, is available in the Documents channel at www.georgestevensacademy.org.

Dec. 7, 2022

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George Stevens Academy is accredited by the New England Association of Schools & Colleges (NEASC). GSA is a member of the Maine Department of Educational and Cultural Services. GSA is a member of the National Association of Independent Schools (NAIS) and the Association of Independent Schools in New England (AISNE).

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CONTACT US

Main Office: 207-374-2808 **Fax:** 207-374-2982

Advancement Office: 207-374-2800 **Business Office:** 207-374-5081

Timothy J. Seeley, Head of School, t.seeley@georgestevevs.org

Rebecca Gratz, Assistant Head of School, r.gratz@georgestevevs.org

Gail Strehan, Executive Assistant to the Head of School, g.strehan@georgestevevs.org

Lydia Gray '10, Front Office Receptionist, ly.gray@georgestevevs.org

Visit www.georgestevevsacademy.org/directory for a list of faculty and staff.

For profiles of many faculty and staff, visit www.georgestevevsacademy.org/profiles.

WHO CAN HELP WITH ... ?

504 Plans: Contact 504 Coordinator Lila Gilbert at 207-374-2808 or

l.gilbert@georgestevens.org.

Admissions: For local day admissions, contact Director of Day Admissions Jane O'Connor at 207-374-2808 or at j.oconnor@georgestevens.org. For domestic boarding or international student admissions, contact Director of Boarding Admissions Bob Slayton at 207-374-2808 or b.slayton@georgestevens.org.

Advisory Program: Contact Assistant Head of School Rebecca Gratz at 207-374-2808 or r.gratz@georgestevens.org.

Athletics: Contact Athletic Director Billie L'Heureux at 207-374-2808 or b.lheureux@georgestevens.org.

Attendance: After reviewing the attendance policy on page 14, contact Attendance Clerk Lydia Gray at 207-374-2808 or l.gray@georgestevens.org.

Business Office: Contact Director of Finance and Operations Brock Muir at 207-374-5081 or b.muir@georgestevens.org; or contact Assistant to the DFO Christie A. Snow '90 at 207-374-5081 or c.snow@georgestevens.org.

Classes: Questions or concerns about a class in which your child is enrolled, including questions about assignments, grades, or your child's performance, should be directed to your child's teacher or advisor by email or telephone.

For class schedules, to discuss your child's academic schedule, or for information about alternative courses, contact Dean of Curriculum and Instruction David Stearns at 207-374-2808 or d.stearns@georgestevens.org.

College and Career Counseling: Contact Director of College and Career Counseling Peter Goss at 207-374-2120 or p.goss@georgestevens.org.

Community, Equity, and Inclusion: Contact Head of School Rebecca Gratz at 207-374-2808 or r.gratz@georgestevens.org.

Discipline: Contact Dean of Students Todd Eckenfelder at 207-374-2808 or t.eckenfelder@georgestevens.org.

Facilities Use: To reserve campus space for activities and meetings, contact Executive Assistant to the Head of School Gail Strehan at 207-374-2808 or g.strehan@georgestevens.org.

Food Services: Contact Director of Food Services Kristyn LaPlante at 207-374-2808 or k.laplante@georgestevens.org.

Fundraising and Development: Student-parent fundraising on behalf of clubs, sports, and special events, such as bottle drives and bake sales, does not require special administrative approval. However, fundraising initiatives that involve asking for money or for significant material donations must be coordinated through Director of Advancement Rada Starkey at 207-374-2800 or r.starkey@georgestevens.org.

Hancock County Technical Center (HCTC): If you have questions about HCTC programs, contact Amy Boles at aboles@ellsworthschools.org.

Health and Medications: Questions or concerns about your child’s physical or emotional health should be directed to School Nurse Katharine Fodnaess at 207-374-2808 or k.fodnaess@georgestevens.org.

Independent Study and Internship (ISIP): Contact Assistant Head of School Rebecca Gratz or Dean of Curriculum and Instruction David Stearns at 207-374-2808 or via email at r.gratz@georgestevens.org or d.stearns@georgestevens.org.

Library: Contact Librarian Libby Edwardson at 207-374-2808 or l.edwardson@georgestevens.org.

Residential Life: Contact Director of Residential Life Todd Eckenfelder at 207-374-2808 or t.eckenfelder@georgestevens.org.

Special Education: Questions about special education services, IEPs, and IEP meetings should be directed to Lead Special Ed Teacher Lori Wessel at 207-374-2808 or l.wessel@georgestevens.org.

Website, Publications, and Communications: Contact Director of Communications Mark Messer at 207-374-2800 or m.messer@georgestevens.org.

HOW GSA COMMUNICATES

Canvas: Parents and guardians can access their child’s current grades and assignments through the online course management system Canvas. A link to Canvas is in the [Useful Links](#) section and on the front page of our website. If you need information on setting up your Canvas account, or are experiencing difficulty using Canvas, contact Registrar Debbie Davis at d.davis@georgestevens.org.

Announcements to students are made via the Canvas Global Announcement feature.

Email: Most GSA staff email addresses follow this pattern: first name initial, dot, full last name, @georgestevens.org, for example, m.messer@georgestevens.org. Most email addresses are online at www.georgestevensacademy.org/directory. If you cannot contact someone by email, call the Front Office.

Every GSA student is given a GSA email address on enrolling. We expect students to check their email regularly.

Emergency Alerts: We use the SwiftReach system to give notice about school closings and other emergencies. This system sends SMS text and email messages to students and parents/guardians using contact information from our Emergency Contact form. The SwiftReach system pulls information directly from PowerSchool. Please make sure information is up to date. Alerts are also posted on the front of our website and on Facebook.

GSA News/Social Media: We share news about GSA, the school community, our alumni, and more on Facebook ([George Stevens Academy](#)) and Instagram ([george.stevens.academy.gsa](#)). Many of these stories also are shared on the GSA News page (www.georgestevensacademy.org/News).

Parent/Guardian Bulletin: Our bulletin of news, events, and more for is emailed most Fridays during the school year. A link to sign up was included with the back-to-school forms. You also may email Mark Messer at m.messer@georgestevens.org to sign up.

PowerSchool: Parents and guardians can access their child's current attendance records, as well as grades from completed terms, through PowerSchool. A link to PowerSchool is in the [Useful Links](#) section and on the front page of our website. PowerSchool access information was mailed home in August and is necessary for filling out back-to-school forms online. If you need that access information again or are experiencing difficulties using PowerSchool, contact Registrar Debbie Davis at d.davis@georgestevens.org.

Website: Visit www.georgestevensacademy.org for info about upcoming events, recent emails for families, links to recent publications, emergency alerts, and more. Visit www.georgestevensacademy.org/profiles to find out more about our faculty and staff. Explore our About Us, Academics, Athletics, Arts, Alumni, Documents, Boarding, Day, Student Life, Community, Giving, and Useful Links channels.

No Internet Access? Contact Registrar Debbie Davis at 207-374-2808 to arrange an alternate way to receive the Parent/Guardian Bulletin or other materials.

GENERAL INFORMATION

School Hours: The school day is from 7:30 A.M. until 2:30 P.M. Prior to 7:50, students must report to the cafeteria. Classes begin at 8 A.M. and end at 2:30 P.M. Students may not leave campus during class hours without permission from the Front Office. Merrill and Hinckley (M&H) is located on the GSA campus and students may go there during break and lunch. Students may not go to M&H during classes. Parent permission is required for the Front Office to dismiss a student.

The Front Office is open during the school year from 7:30 A.M. until 4 P.M., Monday through Friday. The school library is open to students until 3 P.M.

Bus Trips: Daily bus transportation is arranged by towns/school unions. All other transportation is arranged by GSA. Students must travel to all off-campus school activities by an approved school bus except when the Assistant Head of School has given prior approval for alternative transportation. Students are expected to return from school activities on the bus, with their own parent or guardian, or with a faculty member. Any other arrangements must be made with the Assistant Head of School's approval prior to the activity. Guidelines and protocols for bus trips also apply to all activities sponsored by the boarding program.

Contacting Students during School Hours: Parents who need to speak with a student during the school day should contact the Front Office; they should not phone or text the student.

Dormitories: The dormitories are closed to all students from 8 A.M. until 2:30 P.M. Dorm residents who need to return to a dorm during the school day must receive permission from the Front Office and from the dorm parent on duty or the Dean of Students.

Emergencies & Illness: Any accident or serious illness should be reported immediately to the Front Office. Students who are too sick to attend class should report to the Nurse's

Office or to the Front Office. Students will be sent home once parent 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, 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 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

Food and Drinks

- Drinks and food may be consumed only during break and during lunch unless allowed by the classroom teacher.
- Students with certain medical conditions may be allowed to eat in classrooms. Permission requires the prior approval of the School Nurse.
- Students serving a lunch detention may eat in the detention classroom.
- Food that is not being eaten must be stored out of sight, e.g. in backpacks or lockers.
- Students are responsible for busing their dishes and cleaning tables, floors, and other areas after they finish eating. This includes collecting and disposing of all recycling and trash. Keepin our campus clean is a collective responsibility. Please do your part!

Health Insurance: Students may purchase school medical health insurance with 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 boarding students must have health insurance either by private arrangement, through their educational consultant, or through GSA.

Immunization Policy: Regarding student immunizations, GSA follows the policies set forth by the Maine Department of Education. Visit www.georgestevensacademy.org/Policies to read that policy.

Laptop Computers: Every GSA student receives a MacBook Air laptop for use at school and at home. Parents and students are required to sign the GSA Student Use Policy and pay the “shared risk” fee before students can receive their MacBook Air laptops. Copies of the policy may be picked up in the Front Office or downloaded from our website [Back-to-School](#) page.

Library: The library collection includes 14,000 books, magazines, DVDs, videotapes, and CD-ROMs. Interlibrary loan is 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 P.M.

Locker Rooms

- Students may request locks for gym lockers at the beginning of Physical Education classes or at the beginning of a sports season.

- Students may not use their own locks; they will be removed and discarded.
- Belongings are to be placed and locked in an assigned locker.
- The school is not responsible for lost or stolen property anywhere, including in the locker room.

Students may enter the locker room only at designated times, namely,

- at the beginning and end of their scheduled Physical Education class,
- before the first bell of the school day,
- after the last bell of the school day,
- at the time of early release from school for a scheduled athletic event.

At all other times, the locker rooms will remain locked. Students may request access to the locker room if necessary.

Lunch: During lunch, students may eat only in the cafeteria, outside on campus, in the locker and trophy case hallways, or in a classroom that is supervised by a teacher. Students may go to Merrill & Hinckley during lunch but must return to class on time. Students are responsible for their own trash. Students may also go to the tennis courts/field across Union Street to play frisbee and other games. Students MAY NOT go to their cars without permission, and MAY NOT leave campus during lunch.

Medical Forms: A parent or guardian must complete GSA's medical form every year and notify the school when a student needs to take medication during the school day. All forms must be provided through the Ecollect system

Prescription medication to be used by students during the school day must be brought to the School Nurse at the start of the school day. Students may bring to school only enough medication to meet their needs during the school day for one week at a time. A signature by the prescribing healthcare provider is required for long-term medications and for any nonprescription 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 healthcare 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 and acetaminophen are available at the Nurse's Office or in the Front Office if parental permission to dispense is noted on the student's Emergency Contact form.

Non-Discrimination Policy: George Stevens Academy does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information, or veteran's status in employment, education, and all other programs and activities. Head

of School Tim Seeley has been designated to handle inquiries regarding nondiscrimination policies.

Parking Lot and Vehicles: Parking facilities at GSA are for the use of GSA students, staff, volunteers, and authorized visitors only.

- Vehicles must be registered with the school using the form on the Ecollect system.
- GSA has the authority to deny the use of parking facilities to any individual.
- During the school day, students may park only in the designated student parking lot.
- Students may not park their vehicles anywhere else on campus property.
- The school parking lot may be used between 8 P.M. and 6 A.M. for school activities only.
- Students may not return to their cars during the school day without written permission from the Front Office.

Students who drive irresponsibly on or near campus risk losing use of the school parking lot.

Restraint and Seclusion Policy: GSA follows Maine Department of Education policies governing physical restraint and seclusion. To read that policy, visit www.georgestevensacademy.org/Policies.

School Closings: We use the SwiftReach system to give notice about school closings and other emergencies. This system sends SMS text and email messages to students and parents/guardians using contact information from our Emergency Contact form.

School-Sponsored Trips: All school trips must be approved by the administration. While on school trips, students must observe the rules and policies in this handbook. 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.

Searching Vehicles: 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 search student vehicles parked on school premises at any time for the purpose of enforcing school rules.

Senior Privilege: Seniors who maintain an average of 70 or better in all classes and who are in good standing may leave campus during their Study Hall. To maintain this privilege, students must be on time when they return to campus. Seniors must always sign in and out at the Front Office.

Senior privilege is granted by the Assistant Head of School each year, and it is not effective until that announcement is made and papers are signed by the parent/guardian, student, and Assistant Head of School.

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 return all materials before graduation.

Title IX Harassment Policy Behavior of GSA Employees with Students

All GSA employees, including teachers, coaches, counselors, administrators, staff, and volunteers, are expected to maintain the highest professional, moral, and ethical standards in their conduct and relationships with students.

Examples of inappropriate behavior with students include, but are not limited to

- Any type of sexual or sexually suggestive interaction with students, including sexual advances, requests for sexual favors, pressure to engage in sexual activity, physical contact of a sexual nature, and gestures, comments, or other physical, written, or verbal conduct that is sexually explicit.
- Any form of harassment, whether based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment may be written or spoken and may or may not include physical intimidation and/or threats.
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship.
- Sexual banter, allusions, jokes or innuendos with students.
- Asking a student to keep a secret.
- Disclosing one's own personal, sexual, family, or employment concerns to students.
- Addressing students in an overly familiar manner, including the use of terms of endearment and pet names.
- "Friending" students or engaging in any other interactions on social networking sites (outside of any school-approved activity).
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Harassment of students by school employees, including sexual harassment, is grounds for dismissal. The Title IX Coordinator will investigate complaints of harassment.

The Title IX Coordinator is Assistant Head of School Rebecca Gratz.

Visit www.georgestevens.org/Policies to read the complete Student Discrimination and Harassment Policy and Complaint Procedure.

Visitors on Campus: All visitors to GSA are required to sign in and out of the Front Office, where they will receive visitor identification tags. Visitors may be on school grounds only with administrative permission.

ACADEMIC POLICIES AND SERVICES

The GSA Diploma: George Stevens Academy confers the diploma on students who have satisfactorily met the requirements described below at the time of graduation.

Semester-long courses at GSA earn one (1) credit. Quarter-long courses earn ½ credit. All students are required to carry a minimum of three (3) courses each semester. Exceptions are granted on a case-by-case basis.

To receive a GSA diploma, a student must earn a minimum number of credits in the following study areas:

- 4 credits of English (includes Senior English or AP English Language & Composition)
- 3 credits of mathematics (includes Geometry and two years of Algebra)
- 3 credits of science
- 3 credits of social studies (includes U.S. History)
- 1 credit of physical education
- 1 credit of visual and performing arts
- ½ credit of health
- Ninth-Grade Seminar (up to ½ credit)*
- 1 credit of Advisory (¼ credit per year)
- ISIP (½ credit)
- Elective credits to reach total required for graduation

Total (prorated for students who enter after 9th grade)

Class of 2023: 22.25 credits, 10 hours community service

Class of 2024: 22.5 credits, 25 hours community service

Class of 2025: 22.75 credits, 50 hours community service

Class of 2026 (and following): 23 credits, 100 hours of community service

Adding and Dropping Classes: The first three academic days of each quarter are an open add-drop period. Schedule changes made during this period will not affect student transcripts. Schedule changes after the add-drop periods can be made only in special cases, which must be approved by the Dean of Curriculum and Instruction. Seniors must have their spring semester schedules set by Dec. 1.

Advanced Placement Courses and Exams: GSA offers Advanced Placement (AP) courses. AP exams are administered at GSA in May. Students may sign up to take AP exams at GSA in other 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.) GSA is also part of AP4ME, which enables students to take distance-learning AP courses.

Students enrolled in AP courses must take the AP exams.

Advisory Program: Each student is assigned an advisor on enrolling. Faculty members and administrators serve as advisors to 10 to 12 students to assist them in their academic, social, and emotional development. Advisors meet with students two times per week for academic, social-emotional, and peer support. Student-led conferences are coordinated through the student's advisor. Strong student-advisor relationships are built through the advisory program, which is coordinated by the Assistant Head of School.

Alternative Course Contracts: An Alternative Course (AC) provides an opportunity for a student to take a course not offered in GSA's regular curriculum. A student, in consultation with the Dean of Curriculum and Instruction and a member of the GSA faculty, may design the curriculum and write a course proposal that includes a description of the course and its goals and objectives. Alternative courses are usually taken in addition to three other courses

per quarter. Students may earn up to three (3) AC credits while at GSA. AC proposals must be written and approved before the beginning of each new semester. Students and parents must sign an Alternative Course Contract upon approval and enrollment.

Alternative Courses may include

- self-designed courses,
- online courses,
- AP4ME courses or courses taken through college programs such as Explor EC.
- one semester of work at a nontraditional limited purpose private school approved by the Maine Department of Education.

Attendance Policy: The purpose of the GSA attendance policy and review process is to ensure that students attend school regularly and consistently. There is a great deal that happens each day—both in and outside the classroom—to nurture and support our students. As we learned in the 2020-2021 school year, there is truly no substitute for the daily in-person interactions we share in school. Individualized Education (IEP) and 504 Plans will be taken into consideration in the implementation of this attendance policy.

In order to best support students who are absent from school, we have established an Attendance Review Committee. This committee, led by the Assistant Head of School, will meet bi-weekly to review student attendance. Students who have been absent for four (4) or more school days each quarter will meet with the Assistant Head of School and parents will be notified. If a student continues to be absent after the initial meeting and contact, the parents and student will meet with the Assistant Head of School and one or more members of the Attendance Review Committee with the goal of getting the student to school every day.

Students who are absent from school (for a non-school reason) are ineligible for extracurricular activities for that day.

If a student is in quarantine for COVID-19, those absences will NOT count toward their cumulative total. The teachers will work with the student and the family to ensure that learning continues throughout the term of absence.

GSA's Communicable Disease Policy is included in the handbook as [Appendix D](#).

Attendance Committee Review: At the end of each semester, if a student has missed more than eight (8) school days, there will be no grade penalty, but the student may not receive credit for the courses they have taken and will need to repeat the courses. Students in this situation will meet at the end of the semester with the Attendance Review Committee with their parent or guardian present, to determine whether credit will be granted. Attendance documentation, student grades and conduct, along with parent communication and other mitigating factors that impacted the student's attendance, will be reviewed and will factor into the determination to withhold or issue credit for the course. The student's teachers will also be consulted as part of the review process. It is our expectation that early intervention and frequent communication will prevent most students reaching this point.

For purposes of this policy, all absences, no matter the reasons, count toward the absence limits stated above except for classes missed for an approved school activity (field trip, sports dismissal, visits to colleges/on campus college programs, etc.); these do not count towards the absence limits.

Absence Documentation: When a student is absent from school or tardy for any reason, parents should notify the school on the day of the absence and then provide written follow-up on the day the student returns to school.

Absences due to Illness: GSA encourages students who are sick to stay home, rest, and get necessary medical attention. Absences due to illness also include those due to the student's mental health. Parents should notify the school about the absence and follow up with a written note on the student's return. Parents should provide a doctor's note or other documentation about the absence, illness, appointment, etc.

For minor illnesses, a medical note may not be necessary. However, if a student is frequently absent for reasons of illness, parents should be in communication with the student's healthcare provider and the School Nurse, who can help manage the student's physical or mental health.

Planned Absences: Students who plan to be absent from school (like for family vacation) should complete the planned absence form as soon as possible before missing school. Students must collect work from their teachers and complete their missed work and learning promptly. Please note that planned absences count towards the absence limits, but documentation, preparation, and follow-up will be reviewed if there is a hearing.

Skipped Classes Policy: GSA students are expected to attend all classes while on campus. If a student skips class, their absence will be recorded as such and reported as part of the attendance process. The classroom teacher, advisor, and parent will be informed when a student skips the class. Students who skip classes more than once will be referred to the Dean of Students and Assistant Head of School, who will follow up with the student and the family to determine consequences.

College and Career Counseling: George Stevens provides a challenging and multifaceted academic program designed to prepare all students for college, specialized training, or entry into the workforce or military service.

Juniors and seniors have the opportunity to explore a particular career interest through the Independent Study and Internship Program (ISIP), which runs for two weeks after February vacation and culminates in an evening display of every student's project or internship.

Throughout 11th and 12th grades, students meet frequently with the Director of College and Career Counseling to formulate a post-graduation plan. For most students at GSA, this means applying to college and seeking financial support to attend; thus, a great deal of time is spent junior and senior year exploring college options and completing the necessary application forms for admission and financial aid. Each of these steps requires experienced and knowledgeable counsel, which is provided to every GSA student and parent.

Standardized tests (the SAT or ACT) are required by most, but not all, colleges. All juniors take the PSAT at school in October as practice for the SAT. The PSAT is provided at no cost to 11th graders; 10th graders who wish to take the PSAT may do so for a modest fee. Juniors are strongly encouraged to take the SAT in the spring, and seniors are encouraged to retake the SAT or take the ACT in the fall.

Students who do not wish to apply to college or who wish to take a gap year before entering higher education are encouraged to meet with the college and career counseling

director in the spring of junior year or early senior year to explore other options and develop a workable plan. Each year, about 15% of GSA seniors decide to enter the workforce, join the military, or take a gap year before entering college. The success of these ventures depends a great deal on having a realistic plan and well articulated goals; properly conceived, they greatly enhance a student's education and preparation for adult life.

Commencement and Class Night: Participation in graduation ceremonies is reserved for those students who have completed all requirements at the time of graduation, but all members of the twelfth grade may participate in Class Night.

Commencement Speakers: Each year, top-ranked seniors are selected to speak at the commencement ceremony as valedictorian, salutatorian, first honor essayist, and second honor essayist. To be awarded one of these honors and a speaking part at graduation, a student must attend GSA for a minimum of four (4) semesters, three semesters by the time the final GPA is calculated. Valedictorian and salutatorian are determined using weighted grades. Other honor parts are determined using unweighted grades.

Community Service: George Stevens Academy values community involvement not only within our campus, but in our larger community. We believe that our school is part of our local community, and our students and staff can and should work with local government and organizations to help make the Blue Hill Peninsula stronger and more connected. To honor this commitment, and to live our values, GSA requires students to complete community service during their tenure as students. We will have on-campus activities that will help students complete their community service, but we also expect students will work outside of the school community. Students will work with their advisors and will be supported by the Assistant Head of School to complete their community service. This provides our students with opportunities to connect with and give back to their community, and for our local community to know our students and be part of their growth as young adults.

Community service must be unpaid, volunteer hours for a nonprofit organization, government agency or organization, or other work in the community. Hours must be logged by a supervisor in the organization and a record certifying hours must be submitted to Registrar Debbie Davis at d.davis@georgestevens.org.

Culminating Assessments: All semester-length full-credit courses at GSA will have a culminating assessment. Teachers may choose to have a culminating assessment in quarter-length or semester-length half-credit courses. All culminating assessments are worth 10% of the course grade. The grade will be reported as a separate grade on report cards (but not transcripts) for semester-length courses; it will be part of the quarter grade for quarter-length courses.

A culminating assessment is a capstone assessment at or near the end of a course. This may be an in-class exam or it may be a significant piece of work such as a project, essay, presentation, or portfolio. This assessment will be closely aligned to the course curriculum and objectives, with the skills, knowledge, and presentation method all having been developed in the course before the culminating assessment. Seniors with a 90+ average in a course are exempt from the culminating assessment for fourth quarter assessments only, unless those assessments are

a core element of the course curriculum, such as a project or essay which covers part of the curriculum itself, in addition to being a culminating assessment.

Grades: George Stevens Academy uses numerical grades:

90-100 (equivalent to an A) 80-89 (equivalent to a B)

70-79 (equivalent to a C) Below 70 (equivalent to an F / no credit)

Grades Online: Parents and students have access to grades online through PowerSchool and Canvas. The aim is to keep families 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 are encouraged to communicate with teachers as soon as problems appear. Teachers are required to update their students' grades on Canvas weekly. Questions about individual assignments or assignment grades should be directed to the class teacher either by email or phone.

Grade Point Average and Class Rank: Grade point average (GPA) is calculated with George Stevens Academy credits only, using numerical end-of-course grades. Averages are rounded to the nearest tenth. Both weighted and unweighted GPAs are reported only after completion of the student's 11th-grade year and appear on 12th-grade transcripts.

Weighted grades are calculated by adding 10% to all Honors and AP course grades. Individual grades are not weighted on student transcripts but are adjusted when GPA is calculated. It should be noted that for courses completed during the spring semester of 2019-2020, students were offered two options: Credit/No Credit or a numerical grade. None of those results are included in GPA calculations.

George Stevens Academy does not rank its students. All official documents (transcript, school report, school profile, etc.) say "GSA does not rank." When a class rank is required by an outside institution (college admissions, scholarship program), the Director of College and Career Counseling provides a decile ranking only.

Honor Roll: Honor rolls are announced after the end of each quarter. To be eligible for honor roll, a student must carry three credits. Honor rolls are published quarterly in local papers and shared on our website.

Highest Honors = 90-100 in all subjects High Honors = 80-100 in all subjects

Report Cards: Grades and course information viewed online or printed off PowerSchool are for the convenience of parents and students; they may not be final and are not official. Official report cards are distributed to students in their advisories and mailed home four times a year, at the end of each quarter. Parents and students should review report cards and speak with the student's advisor or the Dean of Curriculum and Instruction about any questions or concerns. Note: Official GSA transcripts are issued only by the Registrar. Student-led conferences will be held during the first and third quarters of the school year.

Hancock County Technical Center: GSA students may enroll in courses at Hancock County Technical Center (HCTC) (<https://www.ellsworthschools.org/o/hancock-county-technical-center>). GSA issues up to four (4) elective credits for up to two (2) years of student participation in the HCTC program.

Home-School Credits for GSA Students: GSA students who are candidates for a GSA diploma may be awarded credits towards graduation for home-schooling. In order to receive credit for home-school courses, the parent or guardian must provide documentation that the student has completed and demonstrated learning for the course content based on the standards established by the Maine Department of Education. Please refer to the information on the MDOE website for specific requirements (<https://www.maine.gov/doe/schools/schoolops/homeinstruction/requirements>).

Home-School Policy: GSA accepts home-school students as part-time students. Home-school students enroll for a full year and must take a minimum of one course each quarter. Students may participate in one extracurricular activity each season. Half-time tuition will be paid by the sending town, or the family if not from a choice town.

At the time of application, students must provide documentation from their superintendent's office that they are registered in good standing as home-school students. This documentation must be renewed annually.

For classes with prerequisites or honors requirements, home-school students must show evidence they meet the prerequisites or standards required for the course. Home-school students must pass all of their GSA classes in any given quarter to remain eligible for extracurricular activities; they must pass all of their GSA classes each semester to stay enrolled at GSA.

All school rules will apply to home-school students. They must leave campus when they are not in a class or in an extracurricular activity. They must sign in and out as they arrive and leave.

Homework: Students are responsible for

- keeping track of what their teachers assign on Canvas,
- completing assignments when they are due,
- finding out what classwork and 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.

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. Honors course enrollment policies are as follows

- New (entering) students should discuss the suitability of an Honors course with Admissions.
- A student 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 in the second semester of a College Prep (CP) course may enroll in an Honors course in the next appropriate course in that department if the student's average in that course for the semester is 87 or higher.
- 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 approval of the Dean of Curriculum and Instruction, move into the corresponding Honors course.

Incomplete Work: All classwork must be completed by the end of the academic quarter. In some circumstances, at the teacher's discretion, students will be allowed up to five more school days to complete work. In extraordinary circumstances, the Dean of Curriculum and Instruction will supervise extensions of incompletes beyond this period.

Independent Study and Internship Program (ISIP): GSA's Independent Study and Internship Program (ISIP) provides every eligible junior and senior the opportunity to explore an academic or vocational interest through a self-designed, two-week course of study. ISIP develops students' independent learning and project management skills, while supporting interdisciplinary and authentic learning. Students investigate a specialized area of interest with the assistance of an ISIP advisor and an off-campus advisor (for off-campus projects).

More about ISIP is published on our [website](#). Participation in ISIP requires parental consent.

ISIP Seminar: Students who do not participate in ISIP must attend school each day for the two weeks of the program. Those students will participate in ISIP seminar, a specially designed, interest-based program run by teachers of 11th and 12th-grade students.

Special Education Services: GSA strives to provide support for each student in the least restrictive environment appropriate for that student as required by special education regulations. Support includes: direct English/language arts and math instruction, guided resource room support, classroom modifications, one-on-one support, and standardized test modifications. For further information on our special education services, please contact Lead Special Education Teacher Lori Wessel.

Student-Led Conferences: The purpose of student-led conferences is to support students' self direction, reflection, and ownership of learning; teach self-evaluation and goal-setting; practice authentic communication, organization, and leadership skills; and focus positively on student learning outcomes. These required conferences, held in fall and spring, replace the typical parent-teacher conferences still held in many schools. Students who feel ownership of their learning will be more likely to achieve and to find their educational experience more meaningful. Conferences are facilitated by each student's advisor, and students have the opportunity to share a portfolio of work from their classes that demonstrates their learning.

Study Abroad and Other Schools: Students who attend other schools for a semester or more before they have graduated from GSA will be unenrolled from GSA during the time they are attending school elsewhere. They will be re-enrolled when they return to GSA.

GSA usually accepts credits earned at other accredited high schools in the U.S. and abroad. For details, contact the Dean of Curriculum and Instruction.

Withdrawing from a Course: Students who withdraw from a course after the end of the open add-drop period will receive a grade of W. Notations of W 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.

If a senior's grades have been submitted to a college prior to withdrawing, the Office of College and Careers will promptly send the college a revised transcript reflecting any significant change in the student's schedule and grades.

Seniors may not withdraw from or drop a course after Dec. 1. The Dean of Curriculum and Instruction may approve exceptions in extraordinary circumstances.

Withdrawing from GSA: If a student intends to transfer to another school, the parent or guardian must begin by contacting the Dean of Curriculum and Instruction. Student records, including transcripts, will be released only with parental permission and only after all school obligations have been met.

STUDENT CODE OF CONDUCT

George Stevens Academy is dedicated to creating a physically, intellectually, and emotionally safe learning environment for all. The purpose of this Code of Conduct is to ensure that all members of the GSA community are aware of expectations of behavior, and the processes, policies and procedures related to student behavior. This Code of Conduct describes the ways in which we interact with each other in our community and the procedures we follow when a member of the community does not adhere to the code. The Code of Conduct is the intersection of our shared values and expectations of behavior so we can thrive as a school and live our mission, vision, and values.

As a high school, George Stevens Academy is developing young people who will go out into the world ready to be independent, thoughtful, and contributing citizens. How we utilize this Code of Conduct and deal with negative behaviors will support that growth process. In the best of all worlds, students who misbehave will go through a process that will support their reflection and repair of harm, so that we can heal together and the behavior will not recur.

All members of the GSA community (students, parents, faculty, staff, and administration) have a shared and collective responsibility for living our values; creating and sustaining our learning community. We are each responsible for knowing and understanding the expectations of behavior outlined in this Code of Conduct, along with familiarizing ourselves with the processes and procedures associated with it.

In addition to formulating and administering consequences when a student breaks school rules, George Stevens Academy reserves the right to formulate and administer consequences when a student violates municipal, state, or federal laws, independent of the outcome of the legal process.

At GSA, these shared values shape our Code of Conduct:

Respect Compassion Honesty Empathy Safety Creativity Inclusion

Each member of the community has distinct roles and responsibilities with respect to this Code of Conduct as described below.

Student

- Know and adhere to the expectations in the Code of Conduct.
- Support their classmates in adhering to the expectations of the Code of Conduct.
- Help create an environment that is conducive to learning.
- Be an upstander, not a bystander.
- Be accountable for their behavior.
- Participate in a process to restore trust and repair harm when necessary.

Teacher and School Staff

- Know the expectations of the Code of Conduct and work to support students to understand the expectations.
- Model appropriate and expected behavior.
- Create and reinforce a positive learning environment by holding students accountable for their behavior.
- If you see something, say something; report to administration by filling out an online disciplinary referral form as soon as possible after an incident.
- Teachers may be asked to participate in a restorative process when harm has been done.
- Health and safety concerns should be reported to the Front Office, School Nurse, or Dean of Students immediately.

Administrator

- Support teachers and students in creating a positive learning environment for all and ensure adherence and accountability to this Code of Conduct.
- Maintain a safe learning environment across campus and at all school-sponsored activities.
- Model appropriate and expected behavior.
- Partner with teachers in implementation of the Code of Conduct within the classroom environment.
- Ensure that all members of the community are heard and all incidents are investigated thoroughly.
- Conduct a restorative process to repair harm, and follow up with the students and teachers.
- Communicate to the student, teacher/staff, advisor, and parent the outcome of an incident as appropriate.

Parent/Guardian

- Parents and guardians are critical members of the school community.

- Know and understand the expectations in the Code of Conduct and support their students in adhering to the expectations of the Code of Conduct.
- Communicate important information with the school in a timely fashion, beginning with the teacher, advisor, or main office.
- Work in partnership with the school to create a safe learning environment for all students.
- As GSA prepares young people for the world beyond high school, minor behaviors may not immediately be reported to parents/guardians. Patterns of behavior will be communicated. Please trust the process.

Notes: Teachers may not conduct searches of students or their belongings, however they may be asked to collect student belongings and escort a student to administration.

Student information is kept confidential by school staff.

While this document is intended to be comprehensive, we recognize that there are situations for which we cannot plan. In those situations, we will consider the intent of this document, the needs of the community, past precedent, and other factors to determine appropriate outcomes. In all disciplinary issues, we strive to protect the integrity of our mission, vision, and values while serving the needs of all students.

We are adults who believe in kids and their potential for learning and growth. We begin from a place of trust and faith in students and the community; we believe that most students want to do the right thing most of the time. Behaviors that undermine the core values of GSA; those that cause harm to members of the school community will be held accountable for their actions and be responsible for repairing the harm through a restorative approach.

Restorative Practices: a social-science approach to discipline that focuses on community and relationship building rather than on punishment.

“Restorative practices are processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing. Restorative practices can improve relationships between students, between students and educators, and even between educators, whose behavior often serves as a role model for students. They allow each member of the school community to develop and implement a school’s adopted core values. Restorative practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) affected by the behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future”. (Restorative Practices: Fostering Healthy Relationships & Promoting Positive Discipline in Schools, <http://schottfoundation.org/sites/default/files/restorative-practices-guide.pdf>)

When a student causes harm to themselves or other individuals, undermining the educational environment, teachers, or the larger community, GSA has developed the following process and procedures to address and repair harm.

Disciplinary Referral Process

Classroom behavior: Each teacher has the right and responsibility to create a classroom environment that is respectful, safe, and conducive to student learning. Disruptive or disrespectful student behavior may be addressed directly with the student. Outreach to parents and to administration is recommended.

When a student is sent to the office—either for one major offense or repeated minor offenses—the teacher will fill out a disciplinary referral form, which will be sent to the Front Office, Dean of Students, and Assistant Head of School.

The Dean of Students or Assistant Head of School will review the referral form, and the student will fill out the reflection sheet prior to meeting with the student.

A member of the administration (DOS or AHOS) will meet with the student to review the disciplinary form and the student reflection. Any necessary investigation—speaking with other students or adults, speaking directly with the teacher—will be carried out prior to deciding next steps.

On-campus (out of classroom) behavior: All members of the adult staff at GSA has the right and authority to address negative student behavior. When a student is sent to the office by an adult for out of classroom behavior, the teacher will fill out a disciplinary referral form, which will be sent to the Front Office, Dean of Students, and Assistant Head of School.

The Dean of Students or Assistant Head of School will review the referral form and the student will fill out the reflection sheet prior to meeting with the student.

A member of the administration (DOS or AHOS) will meet with the student to review the disciplinary form and the student reflection. Any necessary investigation—speaking with other students or adults, speaking directly with the teacher—will be carried out prior to deciding next steps.

Off-campus behavior: Off-campus behavior that impacts the learning environment may be investigated and/or addressed by school administration.

DORMITORY RULES

Please refer to the Residential Life Handbook in the [Documents](#) section of our website.

ATHLETICS POLICIES

GSA offers a rich array of competitive sports at both the varsity and junior varsity levels. Students should understand that, like all extracurricular 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 substance use, tobacco use, and academic probation. Student athletes who are boarding students are also expected to abide by all Residential Life Program 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, resiliency, mental toughness, 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 a 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 their teammates, but to the school's reputation as well as to their own reputation.

Interscholastic Sports: We offer twelve interscholastic sports: baseball, softball, girls' and boys' basketball, girls' and boys' cross country, girls' and boys' golf, girls' and boys' indoor track, girls' and boys' outdoor track, sailing, girls' and boys' soccer, girls' and boys' tennis, volleyball, and girls' and boys' 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:

Athlete Absence from School: A student athlete who is absent from school, either for all or any part of a day, may not participate in that day's game or practice without a written explanation from a parent or physician.

Athletic Eligibility Requirements

- An athlete must be under age 20 at the time of participation.
- An athlete's parental permission form must be current, signed, and on file in the Athletic Office.
- An athlete must have passed a current year physical exam, and the exam record must be on file in the Athletic Office.
- An athlete's emergency medical form must be current, signed, and on file in the Athletic Office.
- 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 other extracurricular activities
- Mandatory preseason meeting: An athlete must attend the mandatory preseason meeting in order to participate in a sport.

Athlete Suspensions: 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.

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 Extracurricular Activities: Students who participate in extracurricular 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 extracurricular activities; 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 extracurricular faculty advisors immediately when a conflict does arise.

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. 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.

Eliminating (Cutting) Student Athletes from Teams: Currently, in the following sports, student athletes are not eliminated based on specific numbers of participants: girls' soccer, boys' and girls' cross country, boys' and girls' indoor track, boys' and girls' outdoor track, sailing, boys' and girls' tennis, and golf. This means that every student who meets the 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. It may at some future point become necessary to limit the number of participants on each team.

In the remaining sports, student athletes may be eliminated or denied the privilege of participation because the sport prescribes a specific number that may participate. The following teams may need to limit the number of participants: boys' and girls' basketball, and baseball. 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 the 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 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 parents in defusing problems resulting from cutting of student athletes.

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

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 will not be used. Student athletes will be told by the coach, with as much empathy as possible, the reasons they are eliminated. If large numbers of students are being cut, a group meeting may be arranged, but only with the approval and oversight of the Athletic Director.

Equipment: School athletic equipment checked out by the student athlete is their 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 consequences for missing practices or games without a coach's permission will be administered 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.

Parent-Coach Communications: The Athletics Program values the support of our parents and our community and strives to keep lines of communication open between and among adults. However, high school athletes are young adults and will be treated as such. Communication about concerns should therefore begin between the athlete and the coach. If further support from the parent or Athletic Director is needed, the coach or athlete will reach out.

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 their players, and of your child in particular;
- participation requirements, including fees, special equipment, and off-season conditioning;
- any injury your athlete 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 athlete's skill improvement and development;
- concerns about your athlete's behavior.

Avoid questioning your athlete'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 athlete attends all practices on time,
- support your athlete in being well-prepared for games and matches and encourage your athlete to eat well and get enough sleep before a game.

After speaking with a coach, if you still have concerns, you should speak directly with Billie L'Heureux, Athletic Director, at 207-374-2808, ext. 125. The Athletic Director may then arrange a meeting with the coach to resolve the issue. The Athletic Director will work with you and the coach to find a resolution to issues and concerns.

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 and athletes of the potential for injury.
- We require coaches to keep up to date on techniques and skills to be taught in their sports.
- We teach all student athletes about the dangers associated with a particular sport.

Sports Travel: Students must travel to all off-campus school activities by an approved school bus except when the Athletic Director has given prior approval for alternative transportation. Students are expected to return from school activities on the bus, with their own parent or guardian, or with a faculty member. Any other arrangements must be approved by the Athletic Director prior to the activity.

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

APPENDIX A: SPECIFIC STUDENT BEHAVIORS & CONSEQUENCES

Academic Dishonesty: 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 one's 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 take credit for someone else's work. 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 one's own. Helping friends cheat is also cheating. It is cheating to write friends' papers for them, do their assignments, or share test answers with them. The consequences of helping others cheat are the same as for cheaters themselves. Cheating on homework, including sharing or copying another student's homework, will incur the same consequences as any other form of academic dishonesty. Cheating on homework, including

sharing or copying another student's homework, will incur the same consequences as any other form of academic dishonesty.

Plagiarism: Plagiarism is making substantial use of someone else's words or ideas without acknowledging the true sources by using proper citation. We represent 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 permission to use his or her work without attribution.

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

The consequences of even a single instance of academic dishonesty (including any form of cheating and/or plagiarism) are serious and may become a permanent part of a student's GSA record. When a teacher believes a student has cheated or plagiarized, the following steps will be taken:

- The teacher will notify the Dean of Curriculum and Instruction.
- The teacher will meet with the student, possibly along with the Dean of Curriculum and Instruction.
- The teacher will communicate to the Dean of Curriculum and Instruction and to the student's parents a description of the infraction and the penalty to be assessed.
- The student who plagiarized/cheated will receive a zero on the assignment or test.
- A record of the incident will be kept on file to check for future infractions, and a copy of the record will be sent to the Dean of Curriculum and Instruction and to the student's advisor.

Additional consequences, such as detention or suspension, may attach to an infraction, as well as the loss of credit for the assignment.

Repeated acts of cheating or plagiarism may result in suspension, academic probation, or dismissal.

Cell Phones: Cell phone use is prohibited during classroom instruction unless it is specifically authorized by the classroom teacher. Cell phones may be confiscated at any time at the discretion of any faculty or staff member who works at GSA. If a student refuses to comply with a request for their cell phone, the student will be referred to the Dean of Students or Assistant Head of School. This may result in further consequences. Confiscated phones will be returned no later than the end of the academic day. Students also may be asked to leave their cell phones at home or to turn them in at the start of the academic day to be returned after the last bell.

Damage to School Property and Vandalism: The intentional or careless destruction or damage of school property, including graffiti, is prohibited by law. Students are responsible for repairing or replacing any property they have damaged or destroyed, and they may be assessed reasonable costs. Students also will face disciplinary action ranging from

detention through suspension. The school may notify law enforcement agencies of property damage or vandalism.

Detention: Detentions usually occur after school but also may be assigned during lunch. 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-hour 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. Detentions for tardy students will be assigned to a student by the Attendance Clerk or Assistant Head of School after three or more tardies. Students assigned detention by the administration or a teacher must observe these guidelines:

- General detention begins at 2:45 P.M. and ends at 3:45 P.M. and consists of supervised study hall or activity. Lunch detention begins at 11:20 A.M. and ends at 11:50 A.M. Lunch will be arranged for the students in detention.
- 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 phones or other electronic devices while in detention. Laptops are permitted for academic work only.
- Students are expected to be quiet and not converse with other students during detention.

Displays of Intimacy: Prolonged physical contact of an intimate or sexual nature between two or more students is not permitted on school property or at school functions and activities. This includes kissing, grinding, extended hugging, lying on someone, sitting on laps, fondling. Students should not share chairs in the cafeteria, classrooms, or library.

Students who violate this policy may receive disciplinary action, including detention or, in extreme or repeated cases, suspension, and parents or guardians will be notified.

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 dismissal.

Harassment and Bullying: Bullying and harassment are not tolerated at George Stevens Academy, and all instances will be investigated and responded to with the goals of addressing both the victim and the perpetrator by providing restorative justice to the person bullied or harassed, and to our community, and by outlining consequences for the perpetrator, including opportunities for education and change of attitude as well as behavior.

Harassment and bullying behaviors are determined more by the perception of the victim than by the intent of the person accused of harassing or bullying. These behaviors may be written, spoken, or drawn. Electronic or online harassment or bullying is just as unacceptable and will incur the same disciplinary responses. We take all accusations of bullying or harassment seriously.

Harassment and bullying are not the same thing, although there is overlap in the behaviors. Depending on the circumstances, harassing behaviors might or might not constitute bullying. Both are generally connected to repeated, ongoing behavior, as opposed to a single incident. In particular, bullying has a specific definition in Maine educational law, which is outlined below. Disciplinary action for both may include suspension or dismissal.

Definitions: “Harassment” includes, but is not limited to, abuse based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, gender identity, gender expression, or any other distinguishing characteristic, or based on a student’s association with a person with one or more of these actual or perceived characteristics.

Harassment can include some or all of the following:

- unwelcome sexual advances, gestures, comments, or contact,
- threats of physical harm,
- offensive jokes,
- ridicule, slurs, and derogatory actions or remarks,
- making a deliberately false accusation of harassment, which will be treated as harassment.

“Bullying” is different from being mean or unpleasant, even extremely so. It has a particular, legal definition in schools. While all instances of mistreatment of another are wrong and will be addressed by the school, not all constitute bullying. At GSA, following Maine education law, “bullying” is defined as follows:

- “Bullying” includes, but is not limited to, a written, oral, or electronic expression, or a physical act or gesture, or any combination thereof directed at a student or students that:
 - (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student’s property; or
 - (b) Placing a student in reasonable fear of physical harm or damage to the student’s property;
 - (2) Interferes with the rights of a student by:
 - (a) Creating an intimidating or hostile educational environment for the student; or
 - (b) Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school; or
 - (3) Is based on a student’s actual or perceived characteristics identified in Title 5, section 4602 or 4684-A of Maine law, or is based on a student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics and that has the effect described in subparagraph (1) or (2).

- “Bullying” includes cyberbullying. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, and personal digital assistant.
- “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying.
- “School grounds” means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction, or training. “School grounds” also includes school-related transportation vehicles.

Reports of bullying or harassment normally should be made to the Dean of Students or Assistant Head of School but can be made to any adult at school. These reports cannot be kept confidential— any adult who suspects or is told of a potential instance of bullying must report it to the Dean of Students or Assistant Head of School, and all claims will be investigated. While it may be possible to keep the maker of the report confidential, no anonymous accusations will be investigated.

Process: All claims of bullying or harassment will be investigated by the Dean of Students or the Assistant Head of School. Investigations can be completed quite quickly; they also can take days to do well and thoroughly. The results of the investigation, and any further actions to be taken, will be shared with the person who made the allegation.

Consequences: If the claim is verified, depending on the specific circumstance, there are a number of different potential consequences. These range from suspension (for less severe, and first instances of bullying or harassment), to dismissal (for more severe, or repeat instances). In some cases, there may be a referral to law enforcement, the consequences will also include a restorative process through which the harm is directly addressed.

GSA is a school, and so also seeks to change any behavior that results in bullying, and therefore, substantial time may be invested in educating the student engaged in bullying.

At their discretion, for severe cases of bullying, the Dean of Students and Assistant Head of School may consult with various members of the faculty and staff, including, but not limited to, the Head of School, the student’s teachers or coaches, or a student’s advisor, in determining the proper response.

Hoax Fire Alarms and Bomb Threats: Hoax fire alarms and writing notes threatening the detonation of devices are both crimes. Each event will be investigated by the school administration and will be reported to the appropriate law enforcement agency. Disciplinary action ranges from suspension to dismissal.

Internet and Technology (Appropriate Use): Student access to and use of computer technology and the internet is a privilege and is limited to educational use during the school day and on the school network. The use during classes of any electronic device, website, or application for purposes other than learning may result in suspended access to the school network and computers.

- School administrators may examine files and hard drives of any computer, laptop, or other electronic device owned by the school. Administrators will cooperate in providing information and device access to law enforcement authorities when appropriate.
- In classrooms and other teaching settings, no form of electronic communication may be used without a supervising teacher's permission.
- Online bullying, cheating, libel, or copyright infringement, whether done on a school computer or a personal computer used at school, will result in disciplinary action ranging from detention to dismissal. Criminal activity may involve the appropriate law-enforcement agency. Students should be aware that defamation (both slander and libel) is not protected by the First Amendment.
- 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, that negatively affect school climate, or that disrupt school is also a violation of acceptable computer use subject to disciplinary action. GSA reserves the right to act should a student's posted comments be deemed in violation of policy, and these actions may include contacting law enforcement officials, detention, suspension, or dismissal.
- 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;
- students will not attempt to view, alter, or damage other students' computer files without the owner's permission;
- students will respect and uphold copyright laws;
- students will follow any other regulations posted in the computer lab or other room where computers are in use;
- students 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.

Lighters, Matches, and Arson: Students are not allowed to possess any type of lighter or matches at school. 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 it will be reported to a law enforcement agency.

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 search book bags, bags, wallets, lockers, jackets, dorm rooms, or vehicles parked on school property, and random searches by law enforcement officials and/or police dogs may occur at any time.

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: Skateboarding is not allowed on GSA property.

Smoking & Tobacco Use

- GSA is a smoke-free and tobacco-free campus.
- Electronic cigarettes (“vaping”) are also prohibited at school.
- 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 or vaping products on school property, during school hours, or at school-sponsored activities may be suspended for up to three days.
- If the student is under eighteen, the appropriate law-enforcement agency may be notified.

Snowballs: Throwing snowballs (or any object that can cause injury) is prohibited and may result in consequences ranging from detention to suspension.

Stealing (Theft): Stealing (theft), or taking someone else’s belongings without their explicit permission, whether the intent is to keep the items or not, is wrong. A student who is caught stealing or taking things without permission will be suspended, and his or her parents or guardians will be notified. Depending on the items stolen, law enforcement officials also may be notified. Repeat offenses, or instances of high-value stealing (theft), may result in dismissal from GSA.

Substance Abuse Policy: George Stevens Academy encourages all students to develop safe, healthy behaviors. We know that substance abuse by adolescents creates or exacerbates behavioral, cognitive, and developmental problems that directly and indirectly affect a student’s ability to perform well in school. Therefore, we prohibit recreational substance use, not only because it is illegal, but because it is unsafe and unhealthy for teenagers.

Substance abuse includes, but is not limited to, the use, misuse, possession, or distribution of alcohol, nicotine, prescription or over-the-counter drugs, or illegal drugs, in all forms. GSA prohibits the abuse or misuse of any substance that is harmful to GSA students.

Any violation of our substance abuse policy will lead to suspension or dismissal and may include notification of the authorities. The following are guidelines to which the Dean

of Students will refer in administering consequences to students who break the GSA substance abuse policy.

First Offense on School Grounds, Self-Report**: Mandatory substance abuse evaluation and potential continued counseling. Also, see athletic department policy.

First Offense on School Grounds or on a School-Sponsored Event: Three to five-day suspension (on or off campus) and a mandatory substance abuse evaluation before returning to school.

Second Offense: Five-day suspension, mandatory counseling, an educational element, and a mandatory substance abuse evaluation before returning to school.

Third or Additional Offense: Intervention with school administrators and parent/guardian of the student. Length of suspension and/or dismissal from the GSA community will be considered.

The Extracurricular Penalty: It is a privilege, not a right, for students to participate in an extracurricular 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 extracurricular activities, clubs, or teams, including, but not limited to, athletic teams, music groups, theater groups, Chess Team, Student Council, and the like, may not ILLEGALLY use, buy, sell, possess, or give away alcohol, drugs, or tobacco products (e-cigarettes, vaporizers, chewing tobacco) at any time.

Students who knowingly participate in activities, events, or functions at which others are illegally using, selling, buying, or giving away illegal substances 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, buying, or giving away the illegal substances.

When George Stevens Academy administration is made aware of the substance abuse violation, the following consequences will apply.

First Offense on or off School Grounds, Self-Report**: Participation in GSA-approved drug and alcohol assessment program, two assessments required. No loss of events.

First Offense on or off School Grounds: Participation in GSA-approved drug and alcohol assessment program, two assessments required. No events until completion of assessments.

Second Offense: Participation in GSA-approved drug and alcohol assessment program, two assessments required. No participation in extracurricular activities for a calendar year.

Time Frame for Offenses: Following a first offense, if two full years has elapsed without another offense, a subsequent substance abuse offense will be treated as a first offense.

****Self-Report:** Students who make poor choices are encouraged to immediately recognize their mistakes and accept the consequences. Participants in time-intensive extracurricular activities who report their violations within 24 hours, and prior to the school being made aware by other parties, will be considered under the Self-Report.

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

Suspension — Out-of-School

- A student receiving out-of-school suspension will be notified by the Dean of Students, and a parent or guardian will be called to pick up the student.
- A formal written notice will be emailed to the parent or guardian and to the superintendent of the union from the student's 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 through Canvas during this time and any necessary materials may be picked up in the Front Office. Students must complete work while suspended but will not be penalized for in-class assignments they miss.
- HCTC students who are suspended from GSA are also automatically suspended from HCTC.
- Before returning to school, the student and a parent or guardian will make an appointment with the Dean of Students 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.

Suspension — In School

- A student who receives in-school suspension will be notified by the Dean of Students, 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 the parent or guardian may be asked to make an appointment with the Dean of Students to review the student's behavior and to plan appropriate remediation.
- HCTC students who receive in-school suspension from GSA also may be suspended from HCTC.
- In certain instances, a disciplinary contract between George Stevens Academy and the student will be requested by the school and signed by all parties at the conclusion of the suspension.

Dismissal: "Enrollment at George Stevens Academy is a privilege, not a right. To remain in good standing, students must comply with behavior guidelines and all policies of GSA, including but not limited to those defined in the Student-Parent Handbook. The Head of School may dismiss a student for committing a major offense or for habitually unsatisfactory conduct." (Approved by the Board of Trustees March 24, 2004.)

Only the Head of School has the authority to dismiss a student from GSA. Students may be dismissed from GSA for significant violations of GSA policy, for crimes or offenses not specifically noted in the Student-Parent Handbook, as well as for inadequate academic

progress toward graduation. Students also may be dismissed from GSA for repeated violations and/or misbehaviors. A student who is dismissed from GSA will not be permitted to return to campus for any reason without specific permission from the Head of School. A formal written notice will be emailed to the parent or guardian and to the superintendent of the union from the student's sending town explaining the reasons and the terms of the dismissal. A student who has been dismissed from GSA may apply for readmission.

Weapons and Other Threats of 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.
- Use of any object to threaten, intimidate, coerce, or harass another person is not allowed.
- Violent or threatening behaviors are not tolerated by GSA.
- Oral or written statements (including those made electronically) that threaten, intimidate, or harass others, or that intend to incite violence or disrupt the school program, are prohibited.
- George Stevens Academy may request a psychological evaluation of any student who seems to pose a risk to school safety. All evaluations will be conducted by a licensed professional and performed at the school's expense. Refusal to comply with this request invites the school to draw inferences from the student's behavior concerning the risk that is posed for purposes of determining appropriate disciplinary action, including suspension or dismissal.
- Violations of state and federal laws will be reported to the appropriate law-enforcement agency.

APPENDIX B: DRESS CODE

The purpose of the school dress code is to communicate expectations of attire for the school day. These policies are active between 7:30 A.M. and 2:30 P.M. All members of the school, students and teachers alike, should feel welcome to dress fashionably within these guidelines. Students whose clothing does not conform to the dress code may be asked to change their clothes. In shops, labs, in PE, and on field trips, safety may be considered when advising students on attire; teachers will communicate expectations as needed.

This dress code applies to all students and will be applied equitably.

The expectations are as follows:

- Swimwear, underwear, bras, briefs, or other foundation garments should not be visible. Students will not be penalized for exposed bra straps.
- Sleeveless shirts (muscle, spaghetti, and tank tops) are allowed given that pectorals and breasts are covered.
- Shoes must be worn at all times with the exception of being seated outside during break or lunch.
- Hats are permitted in common areas. Teachers may request students to remove them in the classroom.

- Rear ends must be covered at all times, including when bending down.

As a community that values inclusion, safety, and respect, clothing may not display

- messages or images relating to alcohol, tobacco, or drugs;
- sexually suggestive messages or images;
- profanity;
- racist, sexist, or otherwise harassing messages or images;
- messages or images that could threaten a person’s sense of safety and community; symbols and messages designated as hate speech are not permitted at George Stevens Academy.

Self-expression channeled through fashion can and should exist in a school environment and should not compromise anyone’s education or teaching.

APPENDIX C: EXTRACURRICULAR ELIGIBILITY

The eligibility probation process applies to all time- intensive extracurricular activities at GSA. Time-intensive activities include all athletic teams, Jazz Band and extracurricular jazz combos, drama productions, math team, and other similar activities.

For all students participating in time-intensive activities, there are regular grade checks throughout the activity season, usually on a Monday, usually every two school weeks. Sometimes, such as at the beginning of a new quarter, or around exams, the time between grade checks may be longer, because there otherwise wouldn’t be enough opportunity for students to improve their grades. The exact dates for grade checks will be communicated to students at the beginning of each season. When the grade check is on a Monday, students will be notified of their status on Tuesday, and any resulting consequence will begin on Wednesday.

- *Step 1:* Any student with any failing grades on their previous report card will start their activity season on Step 1. Any student with any failing grades in Canvas on the day of a grade check during their activity season will also be placed on Step 1. Students on Step 1 may participate fully in their activity.
- *Step 2:* Any student on Step 1 with any failing grades at the next grade check will be placed on Step 2. Students on Step 2 may practice, but may not participate in games, contests, or performances.
- *Step 3:* Any student on Step 2 with any failing grades at the next grade check will be placed on Step 3. Students on Step 3 will be removed from their activity for the duration of the activity season.

Notes:

1. Students on Step 1 or 2 who are passing all their classes at the next grade check will come off probation. If they have failing grades at a later grade check they will re- enter at Step 1.
2. At each grade check, a failing grade in any class counts, not just a failing grade in the class the student was failing at the previous grade check.

3. A student placed on Step 1 or Step 2 normally remains on that step until the next grade check, even if their grades become passing soon after the grade check. However, in unique circumstances, students may come off certain steps early. If, for example, there are more than two weeks between grade checks, students will not remain on Step 2 for more than two weeks if all their grades have improved to passing.
4. Participants in time-intensive activities must have the permission of the Dean of Curriculum and Instruction to withdraw from a class with a failing grade (either on the last quarter report or during the quarter). This applies to students who want to withdraw from a course during their participation in an activity, as well as students who withdraw from a course during the grading period before an upcoming season begins.
5. Students are responsible for their grades according to the normal rhythm of the course grading, determined by the teacher. Teachers will make a reasonable effort to grade work promptly, and will have grades reasonably up to date at each grade check. However, teachers will not have to change the timing of assignments, accelerate routine grading, or offer extra credit specifically to help students be ready for the next grade check.
6. The Athletic Director will track grades for athletic activities, communicating with the students, parents, and coaches as needed. The Dean of Curriculum and Instruction will track grades for non-athletic activities, communicating with students, parents, and activity advisors as needed.
7. A student or parent may appeal placement on Step 1, 2, or 3. The appeal must be made in writing and submitted to the Dean of Curriculum and Instruction. A recommendation will be made to the Head of School, who will make the final decision.

APPENDIX D: COMMUNICABLE DISEASE POLICY

It is the purpose of this policy to prevent and control the transmission of communicable diseases and to promote health and wellness within the George Stevens Academy community. The term communicable disease shall mean an infectious or contagious disease spread from person to person, animal to person, or as defined by the law.

The health risk to immuno-depressed students and staff shall be determined and documented by their personal physician. The health risk to others in the school environment from the presence of a student or staff member with a communicable disease shall be determined on a case-by-case basis by the person's personal physician, a physician chosen by the school, or public health officials.

Policy:

A. George Stevens Academy has a responsibility to reduce the risk and manage the spread of communicable diseases within the school by

Abiding by state requirements for school exclusion, infectious disease notification, and following immunization requirements,

Ensuring procedures are in place to safely manage the handling of blood and other bodily fluids or substances, and

Communicating to parents or guardians their obligation to report their student's suspected symptoms and positive test results of a communicable disease.

B. Primary responsibility for the prevention and control of communicable diseases lies with individuals, families, and public health officials.

Preventative Measures:

Wash hands frequently with soap and water for at least 20 seconds especially after being in a public place, or after blowing one's nose, coughing, or sneezing

George Stevens Academy provides multiple hand washing stations throughout the campus;

Additionally, there are alcohol-based (60%) hand sanitizer dispensers throughout campus to be used when hand washing is not available. Users should cover all surfaces of their hands and rub them together for 20 seconds. Avoid touching one's eyes, nose, and mouth with unwashed hands.

C. Limit physical contact during outbreaks, influenza season, and as recommended by public health officials

D. Stay home when sick or ill

Students, staff, and school visitors should stay home when they are sick or ill and/or if a staff member or student is suspected of having symptoms of a communicable disease

Return to school/work only when symptom-free and fever-free for at least 24 hours without the use of fever-reducing medication. (See Addendum for COVID-19 specific protocols)

Students and/or staff should check with the school nurse upon return to school

E. Keep the environment clean

George Stevens Academy will regularly clean and disinfect frequently touched surfaces such as student and staff work areas, countertops and door knobs, etc.

Approved cleaning products will be available to staff to use for interim cleaning

The school nurse's offices and bathroom will be cleaned and disinfected as needed and at the end of each school day.

F. Take precautions when traveling

Follow the Center for Disease Control and Prevention's recommendations

Students should complete and return the Planned Absence form located in the Main Office.

G. Notify the school nurse of suspected illness. The school nurse maintains the confidentiality of students and staff health information according to state law;

According to Maine state law, school nurses are required to notify the Maine Center for Disease Prevention and Control (CDC) of suspected communicable diseases identified by the Department of Health and Human Services. For additional information on reportable diseases please visit: Maine CDC: Notifiable Diseases and Conditions

Procedure for Students and Staff with a Significant Infectious Disease:

The parent or guardian of a student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease, should notify the school nurse.

The parent or guardian of a student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease and is requesting support for academic responsibilities, should notify their child's teachers. The Assistant Head of School, the Dean of Curriculum and Instruction, and the student's advisor will also be notified.

An employee who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease, should notify a school nurse.

An employee who is diagnosed with, exposed to, or has cause to believe he/she has a significant infectious disease, and is requesting support for work related responsibilities, should notify the Director of Finance and Operations.

The George Stevens Academy school nurse will report all necessary information, as required by law, to the Maine CDC.

If necessary, George Stevens Academy will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting with the Maine CDC.

Campus Facility Use and Restriction

Any restrictions applied to the use of campus facilities or personal contact will be determined on a case-by-case basis after consulting with the State Health Departments and/or the George Stevens Academy physician.

George Stevens Academy has the authority to restrict an employee or student with a significant infectious disease from campus facilities for the purpose of ensuring the well-being of all of its employees and students.

If George Stevens Academy, in consultation with the State Health Department and Maine CDC, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work, or functions until a diagnosis has been made and clearance directed by a healthcare provider or the State Health Department.

Addendum: COVID19

Additional Preventative Measures

All faculty, staff, and campus visitors have the option to wear a face mask/covering when on George Stevens Academy property.

Stay home when sick or ill

Students, staff, and visitors to campus should stay home when they are sick or ill and/or if a staff member, student, or visitor is suspected of having symptoms of COVID-19 (fever of 100.4°F or more, chills or repeated shaking with chills, uncontrolled cough, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell, OR two or more of the following: nausea/vomiting/diarrhea, new headache, congestion/runny nose, or muscle aches)

Return to school/work only when one has been provided guidance from his/her healthcare provider to do so, and has met the following criteria:

Alternative diagnosis (cause of symptoms), or

A negative COVID-19 test, or

>5 days since symptoms first appeared, AND

> 1 day with NO fever and NO fever-reducing medication, AND

Improvement of symptoms

A mask will need to be worn for five full days after the quarantine period is finished.

Notify the school of a suspected illness using the appropriate attendance reporting procedures

The school nurse maintains the confidentiality of students and staff, and health information according to state law;

According to Maine state law, school nurses are required to notify the Maine Center for Disease Prevention and Control of all positive COVID cases obtained at school from the Rapid antigen test and suspected communicable diseases identified by the Department of Health and Human Services. For additional information on reportable diseases please visit: [Maine Notifiable Disease and Condition List](#)

When responding to a positive case of COVID19, George Stevens Academy will:

Establish procedures for safely transporting anyone sick home or to a healthcare facility.

Notify health officials, staff, and families as directed by the Maine CDC, while maintaining the confidentiality and applicable privacy laws.

Close off areas used by a sick person and appropriately clean and disinfect the space.

Residential Life

All students will be tested upon arrival on campus at the start of the school year/entrance to the school according to CDC recommendations.

As appropriate, students awaiting testing results will be quarantined until results are obtained.

Symptomatic students

If a student exhibits symptoms consistent with COVID-19, the student will be isolated in a room and put under quarantine until further testing and/or guidance from the school doctor.

If a student tests positive for COVID-19, he/she will be quarantined per CDC Guidelines.

Staff/Nurse will monitor the student for symptoms and meals will be brought to the dorm.

Students will be required to wear masks during the quarantine, use designated bathrooms and kitchen areas, and will not be allowed to congregate in common areas.

Be allowed outdoor time with supervision.

Possible exposure/close contact transmission will be evaluated with the guidance of the school nurse, and the school's physician and the Maine CDC, as applicable.

Staff Protection

Dorms will be stocked with first aid kits and masks.

Staff will be educated on proper protection while performing sick student assessments.

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