

Gorham High School

Mission and Expectations

MISSION

The mission of Gorham High School is to provide a variety of educational opportunities in a safe, positive environment. Our aim is that each graduate thinks critically and creatively, communicates effectively, reads and listens for understanding, solves problems, acts as a responsible citizen and aspires to and realizes individual goals.

ACADEMIC EXPECTATIONS

1. Students will use the skills and strategies of the reading process to comprehend, interpret, evaluate, and appreciate what they have read.
2. Students will write correctly, using conventions of standard written and spoken English.
3. Students will work effectively in connection with research.
4. Students will understand and apply the concepts of data analysis.
5. Students will understand and apply concepts of probability.
6. Students will understand and apply algebraic concepts.
7. Students will be able to make accurate observations and measurements using tools (instruments) and units.
8. Students will be able to develop generalizations based on observations (use inductive reasoning), and be able to make predictions based on scientific principles (use deductive reasoning).
9. Students will know and understand the process of scientific inquiry, and be able to use the process to solve problems.
10. Students will be able to use symbols, graphs, and diagrams to make arguments, draw conclusions, by verifying, evaluating, and using results.
11. Students will know how to construct and interpret maps and use globes and other geographic tools to locate and derive information about people, places, regions, and environments.
12. Students will understand and analyze the relationships between people and their physical environment.

13. Students will understand the rights and responsibilities of civic life.
14. Students will understand the constitutional principles and the democratic foundations of the political institutions of the United States.
15. Students will understand the political relationships between the United States and other nations.
16. Students will develop historical knowledge of major events, people, and enduring themes in the United States, and throughout the world.
17. Students will apply the design process to develop a project and redesign for improvement.
18. Students will utilize technological tools, materials and processes to solve problems.
19. Students will acquire the knowledge and the skills to design and implement a personal fitness program that leads to a healthy life style.
20. Students will participate in a variety of lifelong fitness activities that may become useful later in life.
21. Students will explore creative expression through participation in visual or performing art experiences.
22. Students will understand health promotion and disease prevention concepts.
23. Students will understand how to reduce their health risks through the practice of healthy behaviors.
24. Students will learn how to set personal goals and make decisions that lead to better health.

CIVIC EXPECTATIONS

Students will demonstrate civic responsibility.

SOCIAL EXPECTATIONS

Gorham High School expects that its community members will adhere to the core values in the Code of Conduct:

Respect
Honesty
Courage
Compassion
Responsibility.*

* See Gorham School District Code of Conduct.

Gorham High School - Daily Schedule – 2008 – 2009

Monday, Tuesday, Friday		Wednesday		Thursday	
7:50- 8:35	Period 1	7:50 – 9:18	Period 1	7:50 – 9:18	Period 2
8:39 – 9:27	Period 2	9:22 – 9:42	Homeroom	9:22 – 10:50	Period 4
9:31 – 10:16	Period 3	9:45 – 11:13	Period 3	10:50 – 12:05	Period 5
10:22 – 11:07	Period 4	11:13 – 12:28	Period 5	10:50 – 11:15	Lunch A
11:07 – 12:22	Period 5	11:13 – 11:38	Lunch A	(11:19 – 12:05 Class)	
11:07 – 11:32	Lunch A	(11:42 – 12:28 Class)		11:15 – 11:40	Lunch B
(11:37 – 12:22 Class)		11:38 – 12:03	Lunch B	11:40 – 12:05	Lunch C
11:32 – 11:57	Lunch B	12:03 – 12:28	Lunch C	(10:54 – 11:40 Class)	
11:57 – 12:22	Lunch C	(11:17 – 12:03 Class)		12:08 – 12:28	Homeroom
(11:12 – 11:57 Class)		12:32 – 2:00	Period 6	12:32 – 2:00	Period 7
12:26 – 1:11	Period 6				
1:15 – 2:00	Period 7				

GRADE REPORTING

Students will receive a rank card each quarter, which will report their grades for each course. The marking terms at Gorham High School for the 2008-2009 Academic Year are:

QUARTER 1.....Aug 27 – Oct 31	Rank Cards Issued: Week of November 17
QUARTER 2.....Nov 3 - Jan 23	Rank Cards Issued: Week of February 9
QUARTER 3.....Jan 26 – April 3	Rank Cards Issued: Week of April 13
QUARTER 4.....Apr 6 - June 18	Rank Cards Mailed: Week of June 29

GRADE EQUIVALENTS

99-100=A+	95-98=A	93-94=A-	91-92=B+	87-90=B	85-86=B-
82-84=C+	78-81=C	75-77=C-	74=D+	71-73=D	70=D
BELOW 70=F	INCOMPLETE=I	WITHDREW=W	PASS=P	FAIL=F	

GRADUATION REQUIREMENTS

Students graduating from Gorham High School must have earned a minimum of twenty-two (22) credits and successfully completed the following graduation requirements:

English	4.0 credits
Math	3.0 credits
Social Studies	3.0 credits*
Science	3.0 credits
Fine Arts	1.0 credit
Physical Education	1.0 credit
Technology	1.0 credit
Health Education	.5 credit
Other	5.5 credits**

* All students are required to take World History I. Students must earn credit in American Studies and World History II.

** The remaining credits may be selected by the student from the Program of Studies based upon interest and needs beyond high school.

*** Although community service is not required to earn a diploma, each student must have accumulated twenty (20) community service hours in order to participate in graduation ceremonies.

STUDENT SERVICES

A. COUNSELING & DEVELOPMENT DEPARTMENT

Professionally certified staff are available to help students and parents with personal, educational, and vocational issues. If there are questions regarding scheduling, standardized testing, career planning, student records, personal issues, or further schooling, students and parents should make an appointment.

Summer School

Students who wish to attend summer school outside of Gorham, need to achieve a grade of 60 and attend the GHS class at least 80% of the semester/year. Students who have failed a course must remain in that course throughout the year as long as they do not become a disruption. Should a student need to be removed from a course for the remainder of the school year, he/she will be assigned to a study hall and expected to attend.

B. HEALTH SERVICES

The school nurse is available for routine testing and for emergencies. In case of accidents at school, the school nurse will be called in. In extreme emergencies the student may be taken directly to the hospital by appropriate personnel. Parents will be contacted in all cases. Students who are taking prescribed medication or have special medical needs that arise during the school year should notify the school nurse as soon as possible.

C. LITERACY SUPPORT SERVICES

A Literacy Strategist who is certified in English Language Arts and Literacy Education is available to provide student support in all subject areas in which students are required to utilize skills in reading, writing, studying, test-prep, time management, research, organization, and textbook comprehension strategies. Students from all classes (Advanced, Vocational, Standard, etc.) who are not already receiving support services may schedule tutorial time during study halls or after school by seeing Mrs. Susan Sedenka in her Library Conference Room office. Appointments are available for short-term or on-going support. Parents may request more information by calling 222-1100 or by email: <Susan_Sedenka@gorham.k12.me.us>

D. LIBRARY

The school library provides educational resources for students and staff. It is open from 7:30 A.M. to 3:00 P.M. Monday - Thursday. The library is open on Friday from 7:30 A.M. to 2:20 P.M.

Library cards are issued each semester. Students must have them to go to the library during a study period. The cards may be used once a day. Students will not receive library cards if they have materials, which are more than two weeks overdue, or if there is an unpaid fine. Students are expected to work quietly in the library. A student's library card may be revoked for disciplinary reasons.

Books are arranged according to the Dewey Decimal System. Reference books and current periodicals do not circulate except upon the request of a teacher. Books may be checked out for two weeks, with renewals allowed as needed. **The fine for overdue materials is 5¢ per day.**

Reserved books (set aside by a teacher for use in course work) are to be used in the library when school is in session. Unless otherwise specified, reserved books may be borrowed overnight if checked out at the end of the school day and returned before school starts the next day. **The fine for overdue reserved materials is \$1.00 per day.** If a student loses library materials, **the student must pay the current list price of the book.** No food or drink is allowed in the library, except water.

E. MEDIATION

Our trained social worker provides ongoing mediation services to help students resolve conflicts amongst themselves. Students are able to meet and discuss their issues with one another in a supportive and non-judgmental setting.

F. STUDENT REVIEW TEAM

The Student Review Team (S.R.T.) is a group of school professionals whose function is to identify, brainstorm, and intervene with "at risk" students. The purpose of the S.R.T. is to redirect students exhibiting "at risk" behaviors before they experience school and social failure.

The S.R.T. functions as a systematic process, which makes it possible for school personnel to determine which students are having problems and refer them for help. The team is composed of individuals employed by the district. Others may be invited to serve on a case-by-case basis.

G. STUDENTS IN CRISIS

If a student experiences an emotional or personal crisis that results in hospitalization, there are a variety of services that can assist your child in transitioning back to school. A reentry meeting is required before a student is allowed to reenter school due to a hospitalization.

H. SPECIAL SERVICES/REFERRAL TO INDIVIDUAL EDUCATION PLAN MEETING

Gorham shall ensure that a special education referral process is in place for referring to the Individual Education Plan Team. A student who is being considered for referral to special education will already have been through the Response To Intervention process.

This referral process shall allow referrals to be made by school staff, parents, and other interested parties with knowledge of the student's needs. The superintendent or his designee shall establish a procedure whereby referrals from persons or groups unaffiliated with the school unit may be directed to a designated school official and channeled to an I.E.P. meeting. The I.E.P. team will convene within 15 school days beginning on the date on which the referral is signed by the Director of Special Services.

Child Find. The Gorham School Department has the responsibility to locate, evaluate and identify all exceptional children between the ages of three and 20. Parents, relatives, physicians and other persons who are aware of a child who may require services are asked to contact Katie Hawes, Special Services Director, at 222-1002. The Gorham School Department provides a broad range of special education and support services. These services extend from supported placement in the regular classroom through monitoring, consultation, resource services, composite services, self-contained services, to supportive services in speech/language, occupational and physical therapy, psychological evaluation and counseling, and adapted physical education. If you know of anyone between the ages of three and 20 who resides in Gorham and in need of Special Education and supportive assistance or referral services, contact Special Services Director, Katie Hawes at 222-1002.

STUDENT GOVERNMENT

Student Council: The representative group for the students at Gorham High School is the Student Council. The Council represents the student body in its contact with the administration, faculty, and the public. Its membership includes representatives from each of the four classes. Membership on the council is a significant honor at Gorham High School. Students interested in working on Student Council activities should contact a Student Council member.

Class Officers: Each class elects a slate of officers each year to oversee class activities such as Homecoming. Officers work with the class advisors to promote class spirit and school spirit.

Elections: Elections for freshman student government offices will be held this September. Nomination forms may be obtained from the Main Office and must be submitted to Mr. Caulfield the Student Council advisor, five days before the election.

STUDENT ACTIVITIES

Gorham High School is committed to a diversified activities program. There are many opportunities for students to become involved in the school community. Groups that are active include:

ATHLETICS

The Athletic Department at Gorham High School offers many opportunities for students to participate in intramural and interscholastic sports.

INTRAMURALS: Basketball, Volleyball

INTERSCHOLASTIC SPORTS:

Boys: Cheering; Cross Country; Golf; Soccer; Volleyball; Basketball; Football; Indoor Track; Ice Hockey; Baseball; Outdoor Track; Tennis; Lacrosse.

Girls: Cheering; Cross Country; Field Hockey; Golf; Soccer; Volleyball; Basketball; Indoor Track; Ice Hockey; Softball; Outdoor Track; Tennis; Lacrosse.

ELIGIBILITY

Students must have passed four full-time subjects (or the equivalent of) the preceding quarter to be eligible to take part in interscholastic competition. Students who have failed a course for the fourth quarter, but receive a passing grade for the entire course, will remain eligible. Courses taken in blocks are equivalent to 2 courses for the purpose of determining eligibility.

PHYSICAL EXAMINATIONS

Students who wish to participate in athletics must complete a health history at the beginning of each sport season to determine physical fitness for competition. The school does not offer sports physicals.

SCHOOL INSURANCE

Insurance is available to all students and may be purchased through the school. This is strictly accident insurance and is sponsored by a company approved by the school. All participants in athletic programs are required to carry either personal or school accident insurance.

PERFORMING ORGANIZATIONS

Concert Band, Jazz Band, Instrumental Chamber Ensembles, Chorus, Chamber Singers, Fall Drama, Spring Musical, Spring One-Act Play Competition.

NATIONAL HONOR SOCIETY

Students applying for membership in the National Honor Society must:

- Be a junior or senior with a cumulative GPA of 90.0 or above.
- Have been involved in three or more school-related extra-curricular activities over the course of their high school career.

The application process consists of the following:

- The student will fill out the administrative section of the application, which documents GPA, extra-curricular activities, and community service.
- The student will have two faculty members, whose classes s/he has taken, complete recommendations.
- The student will write an essay illustrating his/her interest in NHS.

ATTENDANCE

ATTENDANCE PROTOCOL

Introduction

At Gorham High School, we value class attendance. It is a vital piece of a student's academic success. When students miss class, they lose integral amounts of classroom participation and instruction, which cannot be replaced. All students are expected to be in school and in their regularly assigned classes and study halls every day. Students who miss more classes than this policy stipulates will not receive credit for the course. Responsibility for attendance rests with students and their parents.

Any adult having a person of compulsory-school age under their guidance shall compel the person to attend school. Maine Law Title 20-A Section 5001-A requires that: **Every child between the 7th and 17th anniversary of his/her birth shall attend a public day school during the time it is in regular session.**

Attendance Policy

- **Both** excused and unexcused absences are entered into the numerical count of accrued absences.
- Students, who are absent from a course for more than **15 days** in full-year courses, may pass the course but **will not** receive credit for graduation for that course.
- Students who are absent from a course for more than **8 days** in a semester course may pass the course, but **will not** receive credit towards graduation for that course.
- The attendance failure will be administered at the end of the semester for a semester course and at the end of the year for a year course. A student who is failing the course will receive the failing grade. A student who is passing a course will receive no credit for the course. Example: English 9 – a student earns a grade of eighty but receives no credit because of sixteen absences. The student may take English 10 next year but will need to make up the lost English 9 credit.
- It is possible to request that particular absences be waived under extreme circumstances. Such absences considered **“waive-able”** include but are not limited to: court appointments, legal confinement, religious observances, State testing, death in immediate family, school related field trips or activities and suspensions from school. Absences, which are considered **non “waive-able”** include but are not limited to: Illness (unless emergency and/or medical determination not to attend school), college visitations, and family trips.
- A student must pick up a waiver form in the Assistant Principals' office if he/she wishes to have any absences waived. Only completed waiver forms along with the appropriate documentation will be considered.

Absences

Students who are absent for at least four periods during a seven period day or two periods during a block day are considered absent for the day. If students are absent unexcused for at least this amount of time, they are considered truant for the day. Students who are truant will receive a Friday Detention.

Excused Absences

Maine State Law states that the following absences are excused:

1. Professional appointments that cannot be scheduled outside the school day such as court, medical and dental appointments. These must be verified by appropriate documentation from these offices.
2. Illnesses verified by a parent. In all cases of illness, the school reserves the right to require verification by a physician or school nurse.
3. School related field trips or activities.
4. Religious observances.
5. Death, serious illness, or other emergency situations in the immediate family as deemed appropriate by the administration.
6. College or educational visitations approved at least three days in advance.

Absences must be reported to the main office the morning of the absence by a parent phone call: 222-1077.

Makeup Assignments/Work

Students can make up any work missed from an excused absence. This includes family trips when planned in advance and prior notification has occurred. A trip notification form may be obtained in the office. Teachers may offer substitute assignments for missed work. Makeup work must be completed by deadlines set by each teacher to receive full credit. Teachers will allow adequate time determined by the length of the absence and nature of the work. Students may not make up any work from unexcused absences. Zeros will be assigned.

Appeals Process

A student has the right to due process and may appeal his or her situation to an administrator. All appeals must be made in writing and submitted to the Main Office along with the appropriate documentation for the absences.

ABSENCES AND TARDIES

If you are absent from school:

1. Have a parent call school as soon as possible the day of the absence by calling 222-1077.
2. If excused, it is the student's responsibility to obtain make-up work and complete all missed assignments within the time period arranged by the teacher. Work not made up in time will be averaged as zeros by the teacher. In the case of a long illness of three days or more, parents may contact the guidance office for assistance in obtaining assignments.
3. If unexcused, no make-up work will be allowed and zeros will be averaged into the students' grades. Teachers will notify parent/guardian for excessive, unexcused absences. Disciplinary action may result.
4. Students will not be allowed to attend any school activities on the day they are absent, excused or unexcused (except for verified appointments). Students should not be in the vicinity of the school or any other school/area in the system sponsoring a school activity of any sort. Planned absences for personal or educational purposes **must be approved in the Main Office by Administration three days in advance.**

Procedure to follow:

- A. Parent must call the main office to inform the school that the student will be absent.
- B. The parent completes and signs a Trip Form telling when the student will be absent and where the student will be.
- C. The student takes the Trip Form around to teachers to be signed.
- D. The signed Trip Form is given to Main Office personnel.
- E. Administration approves or disapproves the absence.
- F. ***NOTE:** Babysitting, hunting, employment, transportation problems, shopping, running errands, among others, are not excusable absences. The school determines whether a tardy or absence is considered excused.

If you are tardy to school (the school day begins at 7:50 A.M.):

1. Have a parent call.
2. Students tardy to the beginning of school will report directly to their class upon arrival.
3. All tardies to school are considered unexcused. Parents/guardians need to call the school to provide information as to why the student is tardy. If a parent has not called in before the student arrives or if the reason does not comply with state law the tardy will remain unexcused and subject to consequences. Classroom teachers will assign consequences for tardies to class and/or missed classes because of unexcused lateness to school. If a tardy is unexcused, no make-up work will be allowed.

***NOTE:** Oversleeping, car problems, or missing the bus are not excusable.

If you are tardy to class:

1. If excused, report to class with a written verifiable excuse from a staff member.
 2. If unexcused, teacher discipline will result. Chronic offenders will be referred to the office.
- DO NOT GO TO THE OFFICE FOR A TARDY SLIP.

Dismissals from school:

1. Parents must call first thing in the morning to give time and reason for dismissal.
 2. Students report to the office first thing to pick up dismissal note.
 3. Students must sign back in upon return if returning at some point during the day.
 4. If not returning the same day, bring the dismissal slip back to school to show to the teachers whose classes you missed
- *NOTE:** Study halls, picture-taking appointments, hair appointments, job interviews, employment, and automobile appointments are not excusable dismissals. The school reserves the right to confirm all appointments.

If you are being dismissed due to illness:

If a student is ill during the school day, he or she must report to the nurse's office. Absences that result by the nurse's recommendation for dismissal due to illness are considered waivable. **A parent or legal guardian must be contacted before a student can be dismissed.**

PERFECT ATTENDANCE: Students are recognized for Perfect Attendance at the end of the year. Perfect attendance is when a student has not missed any part of a school day. (Any absences, tardies and/or dismissals eliminate students from perfect attendance status.)

EMERGENCY SHEETS

All students must have an emergency sheet on file in the main office. This information is used in the event of an emergency when parents, relatives, or neighbors may need to be reached quickly. **DISMISSAL FROM SCHOOL FOR ILLNESS OR OTHER EMERGENCIES REQUIRES THE USE OF THE EMERGENCY SHEET INFORMATION ONLY. WE CANNOT RELEASE STUDENTS TO PEOPLE UNLESS THEY ARE LISTED ON THE EMERGENCY SHEET.** Students and parents should advise the Main Office if any changes in this information occur.

GENERAL SCHOOL POLICIES AND PROCEDURES

ASSEMBLIES

Assemblies will be scheduled throughout the school year. As assemblies and or pep rallies occur during the school day, students are expected to remain in school during scheduled assemblies or pep rallies. An alternative room is available should students not desire to attend the assembly or pep rally. Dismissing a student merely as a result of a scheduled assembly is not permitted. Students are expected to follow these rules:

1. Students must remain in assemblies until the program ends.
2. Students should be on time, respectful, appreciative, and attentive to all participants and speakers.
3. Students should applaud at appropriate times. Shouting and whistling are inappropriate.
4. No hats, book bags, gum chewing, food, drink are allowed in MPAC.

ATTIRE

Appropriate attire sets a tone for the entire educational setting. Dress may not be distracting to the learning situation. Articles of clothing with vulgar language, pictures, or language implying a vulgar meaning are not allowed (includes Coed Naked clothing, "Hooters"). Any articles of clothing which promote drug or alcohol use are not allowed. Articles of clothing that are revealing, suggestive or offensive are not allowed. (Examples include: "spaghetti string" tank tops, halter-tops, "see-through" clothing, off the shoulder tops, and/or clothing exposing the midriff or stomach areas).

Acceptable clothing to school includes:

- Shirts and pants that completely cover an individual's skin in the stomach, back and midriff areas;
- Shirts that have a high neckline with at least a one-inch strap;
- Clothes that fully cover undergarments regardless of whether a student is standing or sitting; and
- The length of shorts and skirts that are at least one palm width below the student's fingertips when their hands are placed by their sides while standing.
- Students may be asked to change clothing by any faculty member or administrator. Students who are improperly dressed will be required to change or cover the inappropriate clothing or will be sent home to change such clothing. An uncooperative student will be sent home following parental contact.

BEFORE SCHOOL PROCEDURES

Students who drive to school MAY NOT remain in cars once they arrive at school. Once students arrive to school, they need to enter the school in a timely fashion. Students will not be permitted to loiter around outside the building anywhere including Robie Woods, Morrill Avenue, the gully, fields or neighboring lawns. **Once students arrive onto school property, a parent/guardian must inform the office PRIOR to the student leaving school grounds. This includes when students are dropped off via the school bus.**

BUSSES

Gorham High School students riding school department busses to and from school are expected to behave in an orderly fashion. Bus drivers will report any inappropriate behavior to the transportation director who may call the high school administration for assistance. Parents will be notified through a bus slip that is issued by the bus driver and given to the student. Riding school department busses is a privilege, which may be revoked.

CELLULAR PHONES

Cell phones will be turned off and stored away from 7:50 am to 2:00 pm, or they will be confiscated by administrators, faculty or staff members. The first time the phone is confiscated, it will be returned to the student at the end of the day. For all subsequent infractions, a parent or guardian will need to pick up the phone.

CLOSED CAMPUS

Because of issues of liability, G.H.S. is a closed campus. Students are not allowed to leave the school building during the day unless the main office receives prior permission from the parent/guardian to do so. This includes the parking lot, dismissals for illness, and appointments. **Students must check with the office before leaving! Failure to do so will result in unexcused status.** For example, if a student is seen in the parking lot during class time they will be unexcused from class and subject to detention for leaving the building. Students are not allowed to exit the building in between classes.

DANCES

During the school year various clubs and organizations conduct dances open to Gorham High School students and approved guests. Students bringing guests are responsible for their behavior. Guests must be signed up in advance at the Main Office and have completed the appropriate permission form. Organizations planning dances must fill out the appropriate forms from the main office and receive administrative approval. Dances are an extension of the school day. Students are subject to all school rules and guidelines. Any student absent from school (unexcused) on the day of a dance is not allowed to attend the dance. Once a student leaves the dance, he/she will not be readmitted to the dance. Doors to the dance will close one and a half hours after the start of the dance. Students arriving after this time will not be admitted to the dance. Students must be in at

least the 9th grade in order to attend a GHS dance. For the safety of those attending the dance, students may be subject to a Breathalyzer test. Students must be in at least their third year of high school to attend the Prom unless they are an invited guest and have GHS administrative approval. Students over 20 years of age will not be admitted to GHS dances or the GHS Prom.

DETENTION

There are three types of detentions that students may be assigned at Gorham High School.

“Classroom” Detentions are generally assigned by a teacher, substitute teacher, or other staff member as a result of problems arising in the classroom. Teachers observing inappropriate behavior in the hallways or on school grounds may also assign them. "Classroom" detentions will be served with the staff member for the amount of time, and at the time, set by the teacher. If students refuse to serve assigned "classroom" detentions, they will be assigned an "office" detention.

"Office” Detentions are assigned by a teacher or an administrator. "Office" detentions may be assigned whenever students are sent from class for inappropriate or repetitive behavior, for breaking school rules, for skipping study halls, or for failing to serve "classroom" detentions. Students scheduled for a detention may not participate in any school-related activity during that time.

“Friday” Detentions are assigned by a teacher or an administrator. “Friday” detentions may be assigned whenever students are sent from class for inappropriate or repetitive behavior, for breaking school rules, or for failing to serve “Office Detentions.” “Friday” Detentions are held from 2:15 to 6:15 P.M. at GHS. Failure to serve a “Friday” Detention will result in an immediate 2-day out-of-school suspension. Students who are scheduled for a “Friday” Detention may not participate in any school-related activity during that time. Employment and/or athletic obligations are not valid excuses to be exempt from a “Friday” Detention. Students are expected to bring academic work with them and use the time productively.

Detention Rules

1. Detention begins promptly at 2:15 P.M. “Office” Detention ends at 3:00 P.M.; “Friday” Detention ends at 6:15 P.M.
2. Late students will be assigned an additional detention.
3. Students must bring reading or writing materials with them, and must write/read the entire time or an additional detention will be assigned.
4. Students may not eat, sleep, talk, or listen to music listening devices while in detention.
5. Students removed from detention will not receive credit for any time served.
6. Students will be given 24-hour notice (if needed) for serving an “Office” Detention. Athletic events or work are not permissible reasons to be excused from “Office” Detention.
7. Skipping “Office” Detention will result in assignment to “Friday” Detention.
8. Changes in detention date must be requested by a parent/guardian 24 hours in advance through the Main Office by phone or in person.

FIRE DRILLS

Fire drills, which are required by law, are important safety precautions. It is essential that when the first signal is given, everyone vacates the building immediately. Students should assume that all fire alarms that ring in the building signal an actual fire. Students should make a point to know the correct exit from each classroom. Directions for fire drill procedures are posted in each room.

FOOD/DRINK

Food and/or drink are allowed in the hallways. Food and drink may be permitted in classrooms only with individual teacher permission. Students are expected to use the trash receptacles in the halls to dispose of any unwanted food or drink. Cafeteria vending machines are to be used only during lunch periods and after school.

FUND RAISING/SOLICITATION/ADVERTISING

Any type of fund raising/solicitation/advertising connected to the school requires administrative approval. Forms are available in the main office. A staff member must supervise all such activities. Individual fund raising is not allowed.

HATS

Students may wear hats in the building, but must remove them in classes, study halls and library unless allowed by teacher. Hats may not be worn during assemblies or for yearbook pictures.

LASER POINTERS

Laser pointers are not allowed in school or on school grounds. A laser pointer means any hand-held device that emits a visible light beam amplified by the stimulated emission of radiation. Laser pointers will be confiscated and returned to parents. Police may be contacted.

LOCKERS

Each student is assigned his/her own locker for the year. Students are to use only the locker assigned by the Main Office. Students are responsible for anything found in their assigned locker. It is recommended that lockers be kept locked with a padlock, which is provided by the student. Students should keep lockers locked at all times and should not give out locker combinations. Students are discouraged from keeping valuables in

lockers. The school does not cover student losses from school lockers.

For the general welfare of the school community, the school administrators may conduct random searches of student lockers periodically throughout the school year. School lockers and desks are school property and are, therefore, subject to periodic administrative search. Public school officials are not required to obtain a search warrant prior to conducting a search of a student's locker. Students should refrain from using markers or placing stickers on lockers, for they are difficult to clean and remove at the conclusion of school. Vandalism to lockers may result in suspension/repairation/clean-up/police referral. Please report any problems with your locker to the Main Office. There will be two locker clean-outs scheduled during the course of the school year. The first will be scheduled at the conclusion of the first semester in January. The second will occur within the last two weeks of school in June. Lockers are the property of Gorham High School. The school reserves the right to inspect a locker in order to maintain the integrity of the school environment or to protect other students.

LUNCH

Students are to remain in the cafeteria and designated areas during their assigned lunch period. Only one assigned lunch is to be taken by each student each day. Students are not allowed to leave the school building or school grounds during lunch. Students are not allowed to be dismissed to go out and get or eat lunch.

MID-YEAR AND FINAL EXAMS

Exams are given during the last few days of each semester. Ninety (90) minute exam periods are scheduled. Mid-year exams count as 10% of the total grade, as do final exams. Mid-year and final exams are given the last four days of each semester.

MOTOR VEHICLES

Busses are provided free for all students who live more than one and a half miles from school. Students are encouraged to take advantage of this service. **Absence and tardiness resulting from choosing to use private transportation is not excusable.** Vehicles driven by students must be registered for road use. Lack of registration will result in notification of the police. Students are encouraged to car pool. Students are expected to adhere to all traffic laws and speed limit while on school grounds and adjoining roadways.

MUSIC LISTENING DEVICES AT SCHOOL / IPODS

Students are not to have music listening devices with speakers in school. Students may listen to music listening devices during lunch, before school, and after school only. These items may be played during class time at the discretion of the teacher. Any infraction may result in confiscation of item(s).

PARKING STICKERS

Student parking is a privilege at GHS. There is limited parking available. Seniors who wish to drive to school and park in the parking lot, must obtain a parking sticker from the office. Because of space limitations, **juniors, sophomores, and freshman may not drive to school.** Exceptions to these rules will be made only in extreme circumstances and only by an administrator. Cars that are illegally parked or do not show a valid GHS parking sticker may be towed at owner's expense and/or fines imposed. **Parking privileges may be revoked at administrators' discretion.**

PLAGIARISM/CHEATING

Students are expected to be the sole author of their work. Any material taken from another's work, whether quoted or paraphrased, must be properly noted as another's work and the source cited. Taking credit, or failing to give credit for the work of another, in whole or in part, is plagiarism. Using another person's working notes, unless specifically authorized by the teacher, is also plagiarism. Students who provide their work to another student for use will also be considered guilty of plagiarism. Students found guilty of plagiarism will not receive credit for the work. Students may also receive additional penalties as outlined by departmental policies or individual teachers' policies. A meeting will also be called involving the students, a parent, the teacher and a school official to determine what additional steps should be taken. Other forms of cheating will be handled in a similar manner.

PROGRESS/FAILURE REPORTS

A written notice will be mailed home to parents of students who are failing or are in danger of failing a course at mid-quarter. Any student failing or in danger of failing after the mid-quarter who was not failing or in danger at mid-quarter will receive notice in the mail anytime prior to the closing of quarterly grades. Telephone contact may also take place by individual teachers.

PUBLIC DISPLAY OF AFFECTION

Our understanding is that students will conduct themselves in good taste. Unacceptable behavior includes hugging, kissing, holding hands. Faculty/Staff members may intervene as necessary and the expectation is that the behavior will discontinue once a warning has been issued.

SCHEDULE CHANGES

Students are strongly discouraged from making schedule changes during the school year. If it becomes necessary for a student to consider a change in educational programming, the following procedure will be used:

1. Discuss it with the teacher and the counselor.
2. Have your parent contact the guidance counselor by phone or in writing, stating that they approve of the possibility of a schedule change.
3. Make out an add-drop form with your counselor.
4. **The student must remain in the present course until the change is finalized. The change is finalized when the counselor has signed and dated the lower right hand corner of the add-drop form.**

5. The student will notify teachers, including study hall teachers, of the finalized change by presenting them with a copy of the completed add-drop form.
6. Students will not be dropped from any class until all of the above steps are completed. **Any student who fails to attend a class or study hall before the process is finalized will be considered skipping that class.**

SEARCH & SEIZURE PROCEDURE

Since lockers are school property, school officials have the authority to search one or all lockers when this appears necessary to maintain the integrity of the school environment or to protect other students. Search of students may be undertaken when necessary. School officials should however, make such searches only where reasonable grounds for the search exist. Parents will be notified of the search as soon as possible, not necessarily prior to the search. School Board Policy JIHD adopted in January, 2006, allows for the searches of any vehicle on school grounds and student lockers in school by canine patrols.

SENIOR PRIVILEGE

Seniors may apply for senior privileges if they have an 85 overall grade point average during the previous quarter; have regular attendance; and no prior disciplinary action (Office/Friday Detention and or suspensions) during the previous quarter. Students must apply and be approved by an administrator before they can begin senior privileges. Additional expectations are listed on the Senior Privilege contract.

SHADOWING

Shadowing is not permitted at Gorham High School unless the visitor has definite plans to attend GHS. Under such circumstances, the visit is arranged in advance through the Guidance Office.

SMOKING/TOBACCO USE

Smoking and possession of tobacco products are prohibited on school grounds.

STUDY HALLS

Study halls are places where students can work quietly on their own. Each teacher will determine the specific rules of the study hall including cafeteria study halls. Students are not allowed to play cards during study hall. Students are to arrive at study halls prepared to do school work. Tardiness will result in an office detention. Skipping study hall will result in the assignment of "Office" detention. **Students are not allowed to be dismissed early because of a study hall.** Passes to see other faculty/staff should be obtained in advance and brought to the study hall teacher. A sign out list will be kept with each study hall teacher.

SUSPENSIONS

Suspension from school may be from one day to ten days. For major infractions, the school administrator may make referrals to the school committee for suspension from school beyond the 10 days allowable. In these cases the student is responsible for obtaining make-up work while on suspension or upon return through the Guidance office. In all cases the parent or guardian will be notified. In order for the student to return to school, one or both parents may be required to meet with an administrator to discuss the school's concerns regarding the behavior. Generally, suspension is used to remove students who are disrupting the safety and order of the school, interfering with the educational process, using abusive language, or are chronic offenders. Chronic offenders subject themselves to progressive discipline. If a storm day occurs during any suspension, the suspension will be carried to the next day or series of days.

Due Process

Minimal due process procedures will be followed when an administrator suspends a student for any period of time up to a maximum of ten (10) days. These procedures include:

1. **NOTICE:** Informing the student verbally or in writing of the charge against him/her
2. **EVIDENCE:** Informing the student of the basis of the charge
3. **HEARING:** The student is given the opportunity to tell his/her side of the story. The administrator then makes the decision.

Students on suspension may not be on school grounds or attend any school sponsored activity.

TELEPHONES/TELEPHONE MESSAGES

All school telephones (including those in the classrooms) are business phones and not intended for student use. A telephone is provided in the Main Office for student use only during his/her lunch period or during a study hall, with a pass from the study hall teacher. **Only emergency phone messages will be given to students.**

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. These textbooks are to be covered, kept clean and handled carefully. Students are responsible for books. If books are lost, a replacement book will be issued (if possible) until the lost book is found. If the lost book is never found, the student must pay for the lost or damaged book by the end of the year. The teacher will issue a fee slip to student with name of book (indicating lost or damaged), number, and cost. A copy of fee slip is given to the Main Office. The student may pay in the Main Office where a receipt will be given. Books must be returned to the teacher or payment for lost book must be made before a student can take a final examination.

VANDALISM

By state law, students/parents are liable for damage to school property by pupils. Please take pride in and respect this building. Students will reimburse the school for any school property, which they have vandalized. Restitution may take the form of work services provided to the school, and police referral will take place.

VISITORS

Only those adult visitors who have legitimate business at GHS will be allowed in the building. Visitors must check in and out of the building at the main office. All visitors will be provided with an official GHS Visitors Badge and are expected to wear them while on GHS school grounds. **Students are not allowed to have friends or younger children accompany them during the school day.**

VOCATIONAL STUDENT EXPECTATIONS

Vocational students are allowed to attend Westbrook Regional Vocational Center and Portland Arts and Technology High School as long as they are students in good standing at Gorham High School. If, for any reason, a vocational student is suspended or expelled from Gorham, that individual will lose the privilege of attending vocational school as well.

Bus transportation is provided between GHS and PATHS and WRVC. Students who ride the vocational bus must enter GHS, PATHS or WRVC and immediately report to their assigned area after arriving on school grounds.

Only seniors (or 4th year students) may drive or ride with another student to PATHS or WRVC. Students and a guardian must complete a permission form and return it to the Assistant Principal's office before driving or riding with another student. In addition, a guardian must call the Main Office to verify the permission slip. Drivers will be required to show proof of a valid license.

Permission to drive or ride to vocational school maybe revoked if a student forms a pattern of attendance issues. Students who drive to WRVC or PATHS must arrive at vocational school or return back to GHS by the time the Gorham bus is there; otherwise, they will be considered late.

WEAPONS

Students are prohibited from having weapons in school. These include but are not limited to: knives, pipes, firearms, chains, clubs. Any student in possession of any object recognized and/or used as a weapon will be considered a serious threat.

YEARBOOK PICTURES

Any fourth-year student who submits a picture to the yearbook staff will be included in the senior section.

NOTIFICATION OF RIGHTS UNDER F.E.R.P.A.

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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request from 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 principal 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 Gorham School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as a 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 District 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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, 600 Independence Avenue, SW, Washington, DC 20202-4605.

CODE OF CONDUCT (CODE:JCDA)

POLICY STATEMENT

The Gorham School Committee is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

The School Committee believes that each member of the school community should take responsibility for his/her own behavior. To that end, the School Committee recognizes the need to model and teach ethical and responsible behavior, to define unacceptable student conduct and its consequences, and ensure that discipline is administered appropriately.

Having considered the input of staff, parents, students, and the community, the School Committee adopts this Code of Conduct ("Code").

Community Core Values

With rights come responsibilities. Members of the school community are expected to demonstrate ethical and responsible behavior consistent with its core values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society. The Gorham School Committee has established five core values.

RESPECT

A person who is **respectful** of oneself, others and the environment

Does Not...

Verbally abuse self or others.
Physically abuse self or others.
Cause damage to property.

Does...

Demonstrate polite and appropriate interactions with others.
Value themselves and others.
Care for surroundings.

HONESTY

A person who is **honest** in all endeavors

Does Not...

Plagiarize the work of others.
Engage in deceptive, blaming or sneaky behavior.
Take the property of others.

Does...

Seek to tell the truth.
Accept ownership and responsibility for actions and work.
Maintain trust in all relationships.

COURAGE

A person who is **courageous** in the face of ethical challenges

Does Not...

Submit to peer pressure.
Avoid challenges.
Sacrifice aspirations when confronted by setbacks.

Does...

Stand up for what is right, even when it's unpopular
Take appropriate risks.
Seek advice when making difficult decisions.

COMPASSION

A person who is **compassionate**

Does Not...

Ignore another's pain, suffering or needs.
Hurt others' feelings.
Take advantage of others.

Does...

Show empathy by being sensitive to the perspectives, needs and feelings of others.
Care about others and help them.
Reach out to those in need.

RESPONSIBILITY

A person who is **responsible** as an individual and as a member of a community

Does Not...

Project blame on others.
Exploit others.
Ignore assumed duties or neglect obligations.

Does...

Demonstrate accountability for personal behavior.
Take initiative to do the things that are expected.
Follow through with commitments.

DISCIPLINE CODE
(SUMMARY OF STUDENT RESPONSIBILITIES)

DISCIPLINE CODE

The discipline code exists to provide a safe and orderly environment for learning. The following is a summary of the student's responsibilities regarding discipline and attendance, and consequences for not adhering to these policies as outlined in the Student/Parent Handbook. Students are responsible for knowing and following the code.

DISCIPLINE PROTOCOL

Your teachers handle most discipline. The handbook "rules" are minimum standards. Make sure you know your classroom teachers' expectations in regards to discipline. Failure to do so may result in a teacher detention and/or parent contact. The most common discipline problems handled by the office and their consequences are shown on the table below. Parents are contacted for all suspensions. In all other cases, the administration will make its best effort to contact parents on a priority basis.

OFF-CAMPUS MISBEHAVIOR

Students may be disciplined for off-campus misconduct if their behavior has a negative, direct impact on the school, programs, other students or staff. So too, if incidents off-campus result from misconduct in-school, students are subject to the appropriate in-school related consequences.

PHILOSOPHY STATEMENT

We, the students, staff and administration of Gorham High feel that respect is expected of everybody. This includes respect for self, others and property. Any person showing lack of respect for any of the above will be subject to disciplinary action. We believe that this is consistent with the system-wide vision and value/belief statements.

This protocol was devised jointly by the students, staff and administration to assure that all would be operating in an environment conducive to teaching and learning.

Summary: (Additional consequences may be imposed depending on the extent of the infraction.)

Office Detentions: Students will serve an Office Detention for the following infractions: Disrespect, Inappropriate attire, Inappropriate behavior, Insubordination, Leaving school building, Office referral, Unexcused absence from study hall; Tardy (unexcused) to class and/or school.

Friday Detentions: Students will serve a Friday Detention for the following infractions: Failure to serve Office Detention, Forged Note, Impersonation, Leaving school grounds, Truancy, Teacher discretion after engaging in progressive discipline consequences. Friday Detentions will be served from 2:15 P.M. to 6:15 P.M.

Suspension: Students will be suspended from school for the following infractions: Failure to serve Friday Detention, False Alarm, Inappropriate Language directed at someone, Smoking, Possession of cigarettes/tobacco products, Theft, Use/Possession of drugs, Use/Possession of weapons, Vandalism.

<u>INFRACTION</u>	<u>DESCRIPTION</u>	<u>MINIMUM 1ST CONSEQUENCE</u>
Skipping office detention	students must be on time and ready to work	Friday detention; parent contact
Skipping classroom detention	teacher contacts parent	Office detention
False alarm		10-day suspension; contact police
Forged note	includes passes and notes from home	Friday detention; administrative restriction
Impersonation	giving false identity over phone to alter attendance matters, or being involved in any way	Friday detention; parent contact
Inappropriate attire	includes Co-ed Naked T-Shirts, and "Hooters" T-Shirts.	Warning; one detention if not followed; change of clothing; parent contact and possible removal by parent
Inappropriate behavior in the cafeteria at lunch	includes trash problems, throwing things, cutting in line.	Office detention-clean up detail; possible temporary or loss of use of cafeteria/serving area
Inappropriate display of affection	includes kissing, romantic hugging	Warning; Office detention if not followed

INFRACTION	DESCRIPTION	MINIMUM 1ST CONSEQUENCE
Inappropriate/disrespectful language directed at somebody	includes racial, sexual slurs, profanity, harassing language	1 day suspension minimum
Insubordination	failure to follow teacher direction; failure to identify who you are when asked	Office detention or teacher recommendation; parent contact and possible removal by parent
Leaving the building without prior permission from parents and school		Office detention (in addition to teacher detention for skipping class)
Off school grounds without prior permission from parents and school	includes Morrill Ave., Robie Park and Woods, and the gully.	Friday detention; parent contact. Cannot be excused after infraction.
Pass violations	includes being in the hall without a pass	A.R. for the specific class involved or for all classes
Removal from office detention		No credit for time served; Friday detention
Smoking on school grounds	includes any use of tobacco or possession including chewing tobacco, tobacco papers	1 day suspension; confiscation – no return; police contact
Theft	defined as possessing another person's property without their permission; includes lunch line	1 day suspension; reparation; report to police loss of cafeteria privileges
Truancy	absences must be excused by parent or legal guardian	Friday detention
Unexcused absence from class		Parent contact by teacher for each class missed; zeros assigned
Unexcused absence from study hall		Office detention
Unexcused tardiness to class	excuses consistent with state law	In accordance with classroom consequences
Use and/or possession of alcohol or drugs	includes non-prescription drugs or look-a-likes and drug paraphernalia	10 day suspension; referral to support program; referral to police; referral to School Committee for extension of 10-day suspension
Use or possession of weapons		10 day suspension; referral to police
Vandalism	includes graffiti	1 day suspension clean-up; reparation; police referral

Harassment and Violence Protocol

Gorham High School is pursuing zero tolerance for harassment and violence. This protocol exists to help maintain the safety of Gorham High School students and staff.

	First Offense	Second Offense
Teasing or inappropriate language directed at someone; may include profanity	1 day suspension	3 day suspension
Inappropriate language directed at a teacher	3 day suspension	5 day suspension
Threatening language or physical contact toward a teacher	10 day suspension and referral to school committee for expulsion	10+ days suspension recommendation to School Committee for expulsion
Physical intimidation: shoulder bumping standing in someone's way	1 day suspension Reentrance to school contingent upon a conflict resolution meeting with school personnel	5 day suspension Meeting required
Verbal threatening of physical harm	3 day suspension Reentrance to school contingent upon a conflict resolution meeting with school personnel	10 day suspension Meeting required
Uninvited physical contact (Fighting)	3 day suspension with Reentrance to school contingent upon a conflict resolution meeting with school personnel	10 day suspension Meeting required

Encouraging Fighting: Anyone who chooses to encourage a fight verbally or with gestures will receive disciplinary action similar to those engaged in the fight. Students are expected to walk away from fights.

3 day suspension with Reentrance to school contingent upon a conflict resolution meeting with school personnel	10 day suspension Meeting required
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Police will be notified as necessary.

Second and third offenses on this policy may lead to expulsion hearings in front of the School Committee.

Anyone willing to take responsibility for alerting school personnel of these serious issues can be assured their identity will be kept in confidence.

Other offenses: The list above does not cover all situations. Thus, student behavior that violates general norms of conduct will result in disciplinary action based upon the seriousness of that behavior, as deemed by the administration.

Order of consequences: Repeat offenders subject themselves to **progressive discipline**. The order is as follows: teacher detention, 1 office detention, 2 office detentions, 3 office detentions, Saturday Detention, 1 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, recommended expulsion.

The administration reserves the right to place a student at the appropriate point on this continuum.

School Committee Policies

Alcohol and Other Drug Use by Students

The Gorham School Committee and the staff of the Gorham School Department support a safe and healthy learning environment for all students, which is free from the detrimental effects of alcohol, other drugs and tobacco. Accomplishing this goal requires a cooperative effort among students, parents, school staff, law enforcement, and organizations working to eliminate the use of alcohol, other drugs and tobacco by school-aged youth.

In order to promote the safety, health and well-being of students, the School Committee endorses a three-pronged approach to address the issues of alcohol, other drugs and tobacco use; prevention/education; intervention and discipline.

Policy

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. No student shall be in the possession of or distribute any article or device specifically associated with the use of any substance as defined above. No student shall be in possession of or use tobacco products. It is not a violation of this policy for a student to be in possession of or to use a legally defined drug specifically prescribed for the student's own use by his/her doctor providing the District's guidelines for possessing and administering prescribed medications are strictly followed.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored or school-sanctioned activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Prevention/Education

The school department believes that its primary responsibility regarding alcohol, other drugs and tobacco use is to help educate all students K-12 with the aim of primary prevention. Primary prevention employs strategies for preventing substance use. To support this philosophy, the School Committee will support and commit resources toward research-based effective programs, or programs that show promise of being effective, providing those programs can subsequently demonstrate their effectiveness.

Intervention

The School Committee encourages substance use intervention. The district will provide assistance and information as appropriate through a team approach to students who are involved with alcohol, other drugs or tobacco. Assistance to students seeking to address their involvement with substances may include referral to community agencies for substance use treatments.

Procedures

I. Tobacco

Tobacco use in any form is prohibited on a school system location. School system location shall mean in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school-sponsored or school-approved activity, school-sponsored event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school system. Students violating this policy will be disciplined up to and including possible Board expulsion.

II. Alcohol and Other Drugs

A. Middle School/High School: Disciplinary Action/Violation of School Policy

1. Possession/Use - First Offense

- a. Administrator meets with student.
- b. Verify/confiscate substance when possible.
- c. Notify parent/guardian and Superintendent. Notify police, if appropriate.
- d. Suspend student from school for ten days. A more substantial penalty, including recommendation for expulsion, may be made depending upon the facts and circumstances of individual cases.
- e. During suspension, student will undergo a Day One Screening.
- f. Administrator will refer case to Student Review Team (SRT).
- g. SRT will convene as soon as possible and recommend a plan of action.
- h. Upon returning to school, the student must maintain weekly contact with the guidance counselor, social worker, or member of the SRT for a period of time determined by the SRT.
- i. Student shall maintain proper attitude, behavior and attendance.
- j. Student will follow recommendations of the SRT.
- k. The SRT will provide students and parents with a list of community resources and recommend they attend an educational program on alcohol and other drug use.

2. Possession/Use - Second or Subsequent Offense

- a. Administrator meets with student.
- b. Verify/violation/confiscate substance if possible.
- c. Notify parent/guardian and Superintendent. Notify police, if appropriate.

- d. Suspend student from school for ten days.
 - e. Refer to School Committee for possible expulsion. Upon expelling a student, the School Committee will direct the administration to specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.
 - f. Administration will provide parents and students with expectations for student in lieu of expulsion if the School Committee does not expel.
3. Furnishing/Selling
- a. Confiscate substance/verify incident.
 - b. Administrator meets with student.
 - c. Notify parent/guardian, Superintendent and police.
 - d. Suspend student from school for ten days.
 - e. Refer to School Committee for possible expulsion. Upon expelling a student, the School Committee may direct the administration to specify conditions for return that will serve as satisfactory evidence that similar behaviors will not recur.
 - f. Administration will provide parents and students with expectations for student in lieu of expulsion if the School Committee does not expel.

Notification of the School Committee

If a student is suspended from school for a period of longer than ten days by the School Committee, he/she may be readmitted to school only after meeting with the School Committee and offering assurances that the behavior which was the cause of the student being suspended will not likely recur.

If a student is expelled from school, he/she may be readmitted to school only when the School Committee is presented with satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur. Prior to any School Committee meeting to consider such evidence, the student and his/her parents shall meet with the Superintendent to review the matter. The Superintendent shall make a recommendation on re-admittance to the School Committee.

Student Discrimination and Harassment

The Gorham School Committee recognizes the right of each student to a school environment, which is free of intimidation, hostility and offensiveness. Harassment/Sexual Harassment of students by school employees or other students is prohibited on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with a student's education or with the operations, discipline or general welfare of the school. In order to ensure such an environment, students are not to engage in harassment and/or discrimination of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, sexual orientation or physical or mental disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Discrimination against and harassment of students because of race, color, sex, religion, age, national origin, sexual orientation or physical or mental disability is prohibited.

Examples of prohibited harassment include but are not limited to:

- A. Verbal abuse such as offensive racial, ethnic or sexual threats or comments;
- B. Physical overtures, rude gestures or pressure to engage in sexual activity;
- C. Offensive jokes;
- D. Ridicule, slurs, threats, derogatory action or remarks; and
- E. Basing academic decisions or practices on submission to harassment.

Sexual harassment is prohibited by state and federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- 2. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits;
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include; but are not limited to, the following:

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors

Any student who engages in harassment prohibited by this policy will be subject to discipline, including suspension and, in severe cases, expulsion.

Students who feel they have been harassed or discriminated against in violation of this policy should promptly report their concern to the principal or a guidance counselor. Students are encouraged to discuss concerns with the principal or a guidance counselor if they are not sure

whether discrimination or harassment has occurred. Students may choose to report or discuss their concerns with a person of the student's same sex. Students will not be retaliated against for reporting suspected discrimination or harassment.

Parents and other adults are also encouraged to report possible incidents of student discrimination or harassment to the principal. Employees must report incidents of suspected student discrimination or harassment.

Complaint Handling and Investigation:

1. A Harassment Complaint Form must be completed.
2. The principal shall promptly inform the Superintendent of the complaint.
3. The complaint will be investigated by the principal, unless another person is appointed by the Superintendent to investigate the complaint.
4. The principal shall keep a record of all parts of the investigation. The confidentiality rights of students and employees shall be carefully observed.
5. The principal may take interim remedial measures to reduce the risk of further harassment or discrimination while the investigation is pending. The principal may consult with the Superintendent concerning any issue relating to the investigation, conclusions and remedial and disciplinary actions.
6. If, after completing the investigation, the principal determines that discrimination or harassment has occurred, the principal will:
 - A. Determine what, if any, remedial action is required; and
 - B. Determine what, if any, disciplinary action should be taken against the individual(s) who engaged in the discrimination or harassment. Disciplinary action against students and employees shall be kept confidential in accordance with applicable state and federal law.
7. If the complaining student's parent or guardian is dissatisfied with the principal's conclusions and/or remedial action, the parent or guardian may appeal to the Superintendent. The Superintendent shall review the report of the investigation and may conduct further investigation if he/she deems it appropriate. The Superintendent's decision shall be final.

Students also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, State House Station 51, Augusta, Maine 04333, telephone 207-624-6050; or to the Federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109.

Student Computer and Internet Use Rules

These rules implement Committee policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Committee policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the School Department's computers, networks and Internet services is a privilege, not a right. Un-acceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the Gorham School Department's computers, networks and Internet services are provided for educational purposes and research consistent with the Gorham School Department's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the Gorham School Department's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** – Using the Gorham School Department's computers, networks and Internet services for any illegal activity or that violates other Committee policies, procedures and/or school rules;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **Non-School-Related Uses** – Using the Gorham School Department's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the Gorham School Department’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

9. Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The Gorham School Department retains control, custody and supervision of all computers, networks and Internet services owned or leased by the Gorham School Department. The Gorham School Department reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers including, but not limited to, e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian shall be responsible for compensating the Gorham School Department for any losses, costs or damages incurred by the Gorham School Department related to violations of policy IJNDB and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The Gorham School Department assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the Gorham School Department’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the Technology Director. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Acknowledgement Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

Student Computer and Internet Use

The Gorham School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. The School Department provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Gorham School Department computers remain under the control, custody and supervision of the Gorham School Department. The Gorham School Department reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the Gorham School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of Committee policies/procedures and school rules. The Gorham School Department is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student’s parent/guardian must sign and return the Computer/Internet Access Acknowledgement. The signed acknowledgement will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the Gorham School Department’s computer system as long as they are consistent with the Committee’s policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

GORHAM SCHOOL DEPARTMENT HEALTH SERVICES

There are many important health needs recognized in school-age children, therefore many state laws and Board of Education policies have been developed to promote the health and safety of these children. It is the goal of the Gorham Health Services Department, to carry out these policies and to identify preventative measures to promote wellness in the school community.

The School Health Dept. is staffed by four full-time RNs, who cover Gorham High School, Gorham Middle School, Narragansett, White Rock, and Village Schools. Any concerns or health information for the school nurse may be left with any of the school's office secretaries. The Health Service Dept. is staffed by a nurse Monday through Friday from 8:00 AM to 3:00 PM.

Accidents

All accidents on the school premises or at a school function, except those requiring simple first aid (a band-aid) will be reported to a parent. If the student needs follow up care at home or at the hospital, the parent is responsible for transporting the student (or their designated emergency contact person). If in an extreme emergency a parent cannot be reached, the rescue unit will be called.

Allergies

The school nurse will develop a health plan for students with allergies in collaboration with the student, physician, and parent. Students who require emergency medications, such as inhalers or Epi-pens, may self-carry with the written permission of the physician and parent. Parents will work with the nurse to set up instructions regarding snacks, meal choices, and field trip concerns at the start of each school year. There are students in the district who are latex allergic; therefore the only balloons allowed in the school building will be **mylar balloons (NO LATEX BALLOONS)**.

Communicable Diseases

Students with diseases that are contagious/infectious shall be excluded from school until signs of contagion are past. Exclusions are as follows:

Chicken Pox- until all lesions have crusted over or are dry, usually 5-7 days, but may be longer

Conjunctivitis- 24 hours after medication started or MD note

Impetigo- 24 hours after medication started or MD note

Pertussis- MD note needed

Measles-MD note needed

Scabies- may return after treatment has been completed

Strep- 24 hours after medication started

Ringworm-24 hours after medication started

5ths Disease-NO exclusion necessary, but notify the Health Office of the illness

Head Lice- In Accordance with guidance from the Center for Disease Control, the American Academy of Pediatrics, the Harvard School of Public Health, and the National Association of School Nurses regarding head lice infestations, the following guidelines will direct our actions:

1. Children who are symptomatic (scratching persistently) will be referred to the school nurse.
2. The nurse will evaluate the case and take appropriate action, maintaining confidentiality for the child.
3. If the school nurse is not present, the student will remain in class and the nurse will evaluate the student at the next available visit.
4. The school nurse will develop a plan with the student, family, and staff members, as appropriate, with the goal of limiting missed class time. **PLEASE REPORT ALL COMMUNICABLE DISEASES TO US!**

Emergency Sheet

Each year every student's parent or guardian must complete form with important emergency information, **during the first week of school**. This form includes names, phone numbers of emergency contacts, medical information such as allergies or chronic conditions, physicians to contact, and rescue information. The information you provide annually will be shared with school personnel as appropriate to ensure the safety of your child.

Health Screenings

Each year the Health Service Department will complete the following health assessments:

Grade K,1,3,5,7 - Hearing, Vision, Height, Weight

Grade 9-Hearing and Vision

Parents may notify our department if they do not want these screenings done.

Grade 6 Girls and Grade 8 Boys and Girls-Scoliosis

Separate permission forms will be sent home for these screenings. Once all screenings are completed for a child, any abnormal findings will be reported to the parent for medical follow-up. We appreciate prompt attention to these referrals to complete our follow-up on these students. We will also do any of the above mentioned screenings on a student at the request of a parent or teacher.

Illness/Dismissal

Please notify the school office if your child is ill and will not be attending school. A student who becomes ill at school will be dismissed only to the specific people listed on the emergency card unless the school is instructed by them to make other arrangements.

Immunizations

Current Maine State Law for children attending public schools requires:

5 Diphtheria, Tetanus, Pertussis doses (4 doses if dose 4 after 4th birthday)

4 Oral Polio doses (3 doses if dose 3 after 4th birthday); or

4 doses of IPV

2 Measles, Mumps, Rubella doses (dose 1 must be on or after first birthday)

1 Varicella vaccine or a health record from your Primary Care Provider showing proof of chickenpox disease or a blood test showing immunity to chickenpox.

Immunization dates or an **annual** exemption letter for medical or philosophical reasons must be on file as follows:

Kindergarten-upon registration

Transfer students- upon registration

Additionally, the current recommendation from the Center for Disease Control for adolescents includes:

Td at age 11(tetanus)

Hepatitis B series, if not done.

Medications

Please note the medication policy and permission form located in this handbook.

Physical Exams

Health Services encourages parents to forward physical exam records to the School Nurse when a student has been seen by his/her primary care provider. We will routinely send home reminder notices in grades K, 4, 7, and 10 if we do not receive documentation of an exam for our health records. A physical examination provides the school with valuable information about the health status of your child and is an important part of the health record. The Gorham School Department is not responsible for providing physical examinations for students. **The Athletic Department requires a physical every 2 years in grades 6-12 for any student who is playing a school sport.**

Student Health Records

Student health information both written and oral is confidential. The information will only be shared to enhance the educational process of the student by understanding any underlying health problem. Throughout the school year, medical alert lists are distributed to faculty and staff listing allergies, medications, and chronic conditions of the students meeting these guidelines.

If you have any questions or concerns regarding the health of your child, please contact your school nurse.

Student Medication Policy

The Gorham School Committee is committed to ensuring the safety of all students who may require medications at school. To ensure safe practice this medication policy was developed with the intention of keeping students requiring essential medications in school without placing undue burden upon those responsible for their care.

Medications will not be administered without the written consent of both the parent and the student's physician. The physician should concur that the administration of a medication during school hours is necessary for the health of the student.

The physician order must include:

- The medication, route, and dosage
- Frequency
- The length of time to administer the medication (no longer than the current school year)
- Medication side effects
- The medical personnel to notify in case of an untoward effect of the medication

In the interest of maintaining students' health, nurses may ask the parent to seek a physician's advice if the use of over-the-counter medication is prolonged or may be inappropriate.

Procedures

1. Students will not be permitted to carry and self-administer any medication (including over the counter meds) in school except under very special circumstances (see #2) with a written order from the physician.

2. Students with asthma or allergies may be permitted to carry inhalers, Epipens, or other medications if the school nurse receives written permission from the parent and the student's physician that the child is able to manage the medication administration independently. Students must demonstrate to the school nurse the ability to safely administer the prescribed medication.

3. Unlicensed trained personnel or the school nurse will administer medications in the school setting.
4. The medication permission form must be **completely** filled in and signed by the parent and physician. One form is required for each medication, and a new form must be received at the beginning of each school year and when any changes are made to the original physician order.
5. **All medications must be delivered to the school by a parent or other designated adult. Medications must be in a pharmacy labeled bottle or the original over the counter container.**
6. All medications will be secured in a locked space within the nurse's office.
7. Up to one month's supply of medication may be delivered to school at one time. Parents are responsible for removing the medications from school once a medication has been discontinued, or at the end of the school year. Medications left in the clinic after students are dismissed on the last day of school will be discarded.
8. Arrangements should be made in advance of field trips to alter the administration time of medication for the day. If a medication is necessary for the health of a child during a field trip, a plan will be developed in collaboration with the student's parents.
9. Parents will supply the school with all medications including Tylenol, Advil, allergy medicine, and Epipens.
10. School personnel administering medication shall document the date, time, and amount of medication administered.

Gorham High School — Basic Guide to English Language Conventions

This guide should serve students, teachers, and parents as a reference that will help improve the writing and overall effectiveness of communication in our school.

The following twelve items represent focus points that will help everyone better identify strengths and needs so as to ensure quality writing.

Possible Strengths:

1. Use of strong vocabulary 2. Variety of sentence structure 3. Clarity of expression 4. Organization of ideas 5. Voice

Possible Needs:

1. Spelling 4. Awkward sentences 7. Verb-tense shifts 10. Word usage 13. Passive Voice
 2. Run-on sentences 5. Pronoun usage 8. Capitalization 11. Paragraphing
 3. Sentence fragments 6. Subject-verb agreement 9. Parallel Structure 12. Punctuation

1. Spelling (SP)

- Do not rely solely on spell-check as your computer is not aware of your intentions and could be wrong.
- On-line dictionaries such as www.onelook.com will help you if you're at least close to spelling the word correctly.
- Be careful of homonyms (to, too, two— their, there, they're)
- Misspelling key names and words implies a lack of concern on your part.

2. Run-on Sentences (ROS)

(for more information, see comma usage in #10)

- Sentences must have a subject, verb and represent a complete thought.
- Do not use a comma where a period is needed.
- Semi-colons work if two sentences are strongly connected, but use them very sparingly.
- Conjunctions will also help to organize different clauses and sentences in ways that keep them from becoming run-ons.

Right—*He ran all the way home. He was very tired.*

Wrong— *He ran all the way home, he was very tired.*

3. Sentence Fragments (FRAG)

- Sentences must have a subject, verb and represent a complete thought.

I home. (no verb)

Wrote my paper last night. (no subject)

Although I ran away. (not a complete thought)

4. Awkward Sentences (awk)

- Sometimes writing is just odd and needs re-thinking instead of simple correcting.

Right: Situations in Shakespeare's *Romeo and Juliet* are similar to events in my life.

Awk: *My situation towards Romeo and Juliet's are similar.*

5. Pronoun Usage (PRO)

- Unless a teacher specifies differently, avoid using first or second person pronouns (I, you, we, our, your, mine, my) in anything other than journals or dialogue.
- Antecedents are the words which pronouns replace or reference. These should always match up.
- Using too many pronouns may leave your reader curious as to who or what you are discussing.
- It has become acceptable to use "they" or "their" as a singular pronoun instead of using "he/she," "his/her," or "him/her."

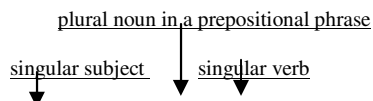
Acceptable: *Each athlete should play their best all season long instead of waiting for the playoffs.*

Confusing: *John and George are friends. He taught him to fish years earlier.* (Who is "he"? Who is "him"?)

Clear: *John and George are friends. John taught him to fish years earlier.*

6. Subject-Verb Agreement (V)

- A verb must agree with its subject in regards to being plural or singular.
- Make sure to note that sentences' subjects will never be part of a prepositional phrase. Do not confuse the noun in a prepositional phrase for the subject of a sentence.



Right: *Each of the athletes depends on quality footwear.*

Wrong: *Each of the athletes depend on quality footwear.*

Right: *Teachers also love vacations.*

Wrong: *Teachers also loves vacations.*

7. Verb-tense shifts (VT)

- Verb tenses must remain consistent.
- History always is always discussed using past-tense verbs. Literature discussions should use present tense. Predictions and assertions should use future tense.

Right: *Romeo falls in love with Juliet at her family's party.*

Right: *She made some obnoxious remarks and rushed off down the hall.*

Wrong: *She made some obnoxious remarks and rushes off down the hall.*

8. Capitalization (_)

- You must capitalize all proper nouns.
- Most words in titles get capitalized. Usually, however, articles and conjunctions (a, an, the, and, or, but) only get capitalized if they begin the title.
- The first word of every sentence gets capitalized except after semi-colons as that is not a completely new sentence.

I really enjoy teaching high school.

I really enjoy teaching at Gorham High School.

9. Parallel Structure (PS)

- Parts of a sentence should be as similar in format to each other as possible.
- Wrong:** *Robert likes to go to the movies, listening to music, and riding his snowmobile.*
- Right:** *Robert likes going to the movies, listening to music, and riding his snowmobile.*

10. Word Usage (WC for word choice)

- Be sure to use strong vocabulary.
Stalin was a mean person. - or - Stalin was tyrannical.
- Avoid vague, meaningless words like "stuff" and "thing."
- "Who," "Whom," and "Whose" should be used when discussing people. "That" and "Which" are used in relationship with other nouns.
- Be careful with homonyms and commonly misused words. (their, there, they're, affect, effect, it's, its, etc.)

11. Paragraphing (¶)

- A paragraph is a group of sentences that all deal with one specific topic. It is important that ideas don't stray off topic within one paragraph.
- Traditionally, it would include a topic sentence, supporting information, and a conclusion sentence.
- Ideas within a paragraph and concurrent paragraphs should logically and fluently transition from one to another.

12. Punctuation (mistakes on your paper will be circled)

End Punctuation

- Every sentence needs punctuation at the end.
- Periods—Used at the end of declarative sentences.
- Question marks—Used at the end of questions
- Exclamation points—Used to express strong emotion. Try to avoid using them, especially in formal writing. Look for more powerful words as a better means of portraying excitement, enthusiasm and severity. *He was sad when he didn't make the team!* or *He was devastated over not making the team.*
- Semi-colons—Used to connect two closely related sentences when a conjunction seems inappropriate. Be cautious of overusing this construction. Also use semi-colons to separate the items in a list when they already contain commas.
 - *He didn't go skiing this weekend. It was just too cold.*
 - *Because it was too cold, he didn't go skiing this weekend.*
 - *Because it was too cold, he didn't go skiing this weekend; however, Sunday was a perfect day for watching football.*
 - *He invited Jack, his uncle; Sally, his cousin; Ted, the man who delivers the milk and Aunt Betty.*

Punctuating Titles

- **Larger Works** — books, television shows, movies, magazines, newspapers, websites, plays
 - 1) Underlined
 - 2) *Italics*
 - 3) **Bold**
 - 4) ALL CAPS
- **Smaller Works** — Titles of magazine articles, newspaper articles, short stories, poems, and episodes all get placed within quotation marks.

Apostrophes

To Show Possession	Contractions	Pluralize Numbers and Abbreviations
It goes before the "s" if the noun is singular and afterwards if it is plural. <ul style="list-style-type: none"> • <i>I picked my student's calculator up off of the floor.</i> • <i>It was the students' decision to have step-up day.</i> 	<ul style="list-style-type: none"> • It is not necessary to use contractions. If they confuse you, do not use them. • "Cannot is the only instance in which one word can become a contraction. • Do not confuse "its" (possessive pronoun) and "it's" (contraction for "it is"). 	<ul style="list-style-type: none"> • The 1920's are nicknamed "The Roaring Twenties." • Maine uses the MEA's as one way to measure student and school success. • This spring, the SAT's are going to include a section on essay writing. • The temperature should average in the 30's.

Commas

1. Separate three or more items in list with commas. Please note that using a comma before the last item in a list is optional, but you should be consistent. *I'm having bacon, eggs, and toast for breakfast.*
2. Use a comma after an introductory element in a sentence. These include 1) interjections (e.g. wow, okay, help, yes), 2) prepositional phrases (especially if there's more than one), 3) names, 4) adverbs, 5) subordinate clauses, and 6) participle phrases. Please note that using 2, 5, or 6 at the end of a sentence negates the need for a comma.
 - 1) *Yes, I'd like to watch the Patriots this weekend.*
 - 2) *At the end of the game, people are going to want to celebrate.*
 - 3) *Dave, we will be at your house by mid-afternoon.*
 - 4) *Actually, I might come early if I can get a few errands done beforehand.*
 - 5) *Because it is a tradition, we should order pizzas.*
 - 6) *Depending on people's moods, chicken wings could be a great snack.*
3. *Interrupters always need to be separated by commas from the rest of the sentence.*
 - A) Appositives follow a noun or a pronoun and serve as adjectives by providing more information. If it's short, you may not need a comma.
 - The Red Sox, *Boston's baseball team*, may struggle to win after losing so many great players.
 - My cousin *Jean* is coming to visit next weekend.
 - B) Parenthetical expressions are used to express emotion, emphasis or create comparison.
 - Maine, *according to some people*, is the nation's most beautiful state.
 - People from the south, *on the other hand*, may think differently.
 - The Smokey Mountains in Tennessee, *for example*, are gorgeous.
 - One of my favorite places, *however*, is the California coastline.
 - C) Non-essential adjective clauses add interesting information that does not change the meaning of the sentence. Use "that" instead of "which" if the clause is essential. Use "who," "whom," and "whose" instead of "which" or "that" to discuss people.
 - Holly, *who is moving in next door*, is going to USM this fall.
 - My first period class, *which is sometimes interesting*, is English.
 - I have to admit *that I used to like math better than English*.
 - Dave, *whose phone is broken*, is difficult to reach these days.
 - The Gorham Girls' Hockey Team, *whom I saw play last week*, keeps getting better.
4. When a compound sentence is made by adding a coordinating conjunction (and, or, but, so, for, yet) between two complete sentences (independent clauses), a comma is needed. As "for" can also be a preposition, you have to be careful.
 - I'm beginning to understand comma usage, but it's going to take more practice.
 - I want to be a better writer, so I'm not giving up.
 - Grammar is difficult and not a lot of fun.
 - My cousins are coming to visit, and I have to clean my room.
 - "For" as a conjunction = We took practice quite seriously this week, for our next opponent is the best team in the state.
 - "For" as a preposition = After dinner I'm going back to Gorham tonight for the basketball game.

13. Active vs. Passive Voice (ACT)

Always try to write sentences so that the subject is performing instead of receiving the action expressed by the verb.

Passive: Research will be presented by Sally at the conference.
 Active : Sally will present her research at the conference.

Passive: The bill was defeated in the Senate's last session.
 Active : During their last session, the Senate defeated the bill.

Page One

Title

1. Should be unique, original, clever, and informative
2. Should not be the title of the book and /or assignment.
3. Should not be punctuated or include punctuation unless it creatively makes use of borrowed text

This header—containing your name and the page number—should appear at the top of each page. Please ask if you need instruction in formatting this on your computer.

Heading:

1. Name, date and course
2. First page only
3. Double spaced
4. Print it in the margin as a “header.”

Kati Benson
British Literature
May 10, 2002

Benson 1

George Eliot
A Victorian Nonconformist

Many British writers, especially in the nineteenth century, found a common theme upon which they based their novels. During the romantic period, many authors wrote verses and sonnets. Likewise, when gothic horror was introduced, all of the popular novels were written in this genre. Along with Thomas Hardy, Mark Twain, and other influential writers of her time, George Eliot, a British writer of the Victorian Era, used realism as a basis for all of her popular work. *Silas Marner*, published during the high point of her career, was a glorified fairy tale written with realistic overtones. It is a novel that Eliot would never have claimed as her masterpiece, but one that reflects the influences that Victorian style had on her life.

Eliot is the pen name of Marian Evans, who was born in Warwickshire, England, on November 22, 1819. Evans was the third child of her father's second marriage. Robert Evans was a self-taught estate agent, whose early career was in carpentry, at Arbury Hall. He was a lifelong supporter of the Church of England and a devoted member of the Troy party (Kilvert 187). “His second wife, Christina Pearson, whom he married in 1813, was the mother of his fourth, fifth and sixth children; Christina, Isaac, and Marian” (Nadel 148).

When Evans turned twenty-one, Isaac took over the family's estate. She and her father moved into a highly respectable neighborhood in Coventry, where she met the sister of Charles Bray, a social reformer and

Thesis Statement

1. Should be at the end of the introductory paragraph.
2. Must clearly contain a topic and an opinion.

Please refer to the “writing thesis statements” worksheet included in this packet.

Internal Citation

Please reference your MLA style-guide.

1. All paraphrased and/or directly quoted material MUST be cited
2. Only direct quotations get quotation marks, but both need to be cited.
3. The format is: (author page #)
4. There is no comma.
5. The end punctuation for each sentence goes after the parenthesis.

Author's name

Only use an author's full name once. Afterwards, refer to him/her by using just the last name.

Body Text

1. Should be double spaced
2. Should be type in size-twelve font. (please note that this sheet is not)
3. Do not use any “artistic” fonts. Times New Roman or Arial are best.
4. Do not put extra spacing between paragraphs.

All margins should be 1”. Please note that some word processors “default” to 1.25 inches. You can change this under “Page Set-up”

All papers should be printed on standard, 8.5 x 11 sheets of paper.

Benson 2

Freethinker. The Bray family soon became one of the key influences in Marian Evan's early life (Wright 79).

To her new friends, Marian seemed a gentle, modest girl who surprised them by the wide range of her reading and by every thing that distinguishes her from the more commonplace young women of the neighborhood. She was not pretty...She had no self-confidence, believing herself to be plainer than she really was. (Kilvert 188)

As a result of the non-conformist attitude that she developed, Evans soon refused to attend church and publicly renounced her Christian faith. In an outrage, her father forced her to move in with her sister, and she later lived with her brother. After four months, she was allowed back and went to church. However, the standards of living in the Victorian Era forever caused Evans to be labeled as a social disgrace (Wright 80).

- Body Text**
1. Should be double spaced
 2. Should be typed in size-twelve font. (Please note that this sheet is not.)
 3. Do not use any "artistic" fonts. Times New Roman or Arial are best.

- Long Quotation**
1. Anything three-typed lines or longer.
 2. Margins come in to 1.5 " on the left.
 3. No quotation marks
 4. In the long format only, the end period comes before the citation.
 5. *Note the difference.*

All papers should be printed on standard, 8.5 x 11 sheets of paper.

All margins should be 1". Please note that some word processors "default" to 1.25 inches. You can change this under "Page Set-up"