

## STUDENT & PARENT HANDBOOK/PLANNER

2021 – 2022

11 Municipal Drive  
Scarborough, ME 04074  
207.730.5000

[Scarboroughschools.org](http://Scarboroughschools.org)

### **SCHOOL LEADERSHIP TEAM**

Susan J. Ketch, Principal  
Michael P. LeGage, Director of Athletics & Student Activities  
Jacob Brown, Assistant Principal  
Nathan Theriault, Assistant Principal

### **INSTRUCTIONAL LEADERSHIP TEAM**

Jen Adams, Technology Integration Coach  
Deidre Dupree, Librarian  
Briana Kelman, Foreign Language  
Erin Landry-Fowler, Visual Fine Arts/Video/PE  
Ryan Facey, Social Studies  
Albert McCormack, Science  
Daniel Willey, English  
David O'Connor, Mathematics  
Renee Richardson, Performance Fine Arts  
Michelle Shupp, Instructional Coach  
Jim Watson, Special Education  
Christy Zavasnik, Career Pathways Coordinator

### **BUILDING SUPPORT TEAM**

Tim Coombs, Building Coordinator  
Paula Davis, Receptionist/Attendance (Admin I)  
Jordan Ferreira, Athletic & Activities Administrative Specialist  
Elizabeth Henderson, Administrative Assistant – Senior Placement Office  
Lisa Newcomb, Administrative Assistant – Assistant Principals  
Frank Plourd, School Resource Officer  
Karen Sprague, Administrative Assistant - Principal  
Vickie Sutyak, Administrative Assistant - Student Services Department  
Lisa Verzoni, School Nurse  
David Yeo, School Safety/Attendance

## **WELCOME TO SCARBOROUGH HIGH SCHOOL**

Welcome to Scarborough High School for the 2021-2022 school year. It's good to be back full time this fall!

The High School Handbook was developed to assist students, parents, and staff members in understanding their roles and responsibilities at SHS. You will be able to find definitions and explanations of our school policies and programs through-

out this handbook. Many students find the daily calendar to be an efficient way to keep track of assignments, school events, and personal schedules.

One of our core values at SHS is “Respect.” We encourage and expect that all members of the school community will demonstrate respectful behaviors every day. If you respect yourself and others, you will help create an enjoyable and supportive environment at SHS.

As a student at Scarborough High School, please remember to:

1. Do your best
2. Lead with respect
3. Take responsibility
4. Contribute to your school

Following these basic guidelines will help ensure that Scarborough High School is a place where you can reach your potential academically and personally.

***The Student Handbook is provided for Scarborough High School Students, Teachers, and Parents. Information contained in the handbook may change over the course of the school year. The live version of the student handbook can be found on the high school website at:***

**<https://sites.google.com/a/scarboroughschools.org/shs/>**

## **SCARBOROUGH BOARD OF EDUCATION**

(As of June, 2021)

Alicia Giftos .....	<a href="mailto:agiftos@scarboroughschools.org">agiftos@scarboroughschools.org</a>
Nicholas Gill.....	<a href="mailto:ngill@scarboroughschools.org">ngill@scarboroughschools.org</a>
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April Sither, Board Chair.....	<a href="mailto:asither@scarboroughschools.org">asither@scarboroughschools.org</a>
Kristen Turner.....	<a href="mailto:kturner@scarboroughschools.org">kturner@scarboroughschools.org</a>
Gabby Giftos, Student Rep.....	

## **DISTRICT ADMINISTRATION**

Geoffrey Bruno, Superintendent.....	<a href="mailto:gbruno@scarboroughschools.org">gbruno@scarboroughschools.org</a>
Diane Nadeau, Assistant Superintendent.....	<a href="mailto:dnadeau@scarboroughschools.org">dnadeau@scarboroughschools.org</a>
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Alison Marchese, Director of Special Services.....	<a href="mailto:amarchese@scarboroughschools.org">amarchese@scarboroughschools.org</a>
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Kate Bolton, Director of Business & Finance .....	<a href="mailto:kbolton@scarboroughschools.org">kbolton@scarboroughschools.org</a>
Todd Jepson, Director of Facilities .....	<a href="mailto:tjepson@scarboroughschools.org">tjepson@scarboroughschools.org</a>

## **SCHOOL ADMINISTRATION**

Susan J. Ketch, Principal.....	<a href="mailto:sketch@scarboroughschools.org">sketch@scarboroughschools.org</a>
Jacob Brown , Assistant Principal .....	<a href="mailto:jabrown@scarboroughschools.org">jabrown@scarboroughschools.org</a>
Nathan Theriault Assistant Principal.....	<a href="mailto:ntheriault@scarboroughschools.org">ntheriault@scarboroughschools.org</a>
Michael LeGage, Director of Athletics and Student Activities .....	<a href="mailto:mlegage@scarboroughschools.org">mlegage@scarboroughschools.org</a>

Main Office	730-5000
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Principal's Office	730-5002
Assistant Principals' Office	730-5102
Athletics/Student Activities	730-5012
Health Services (Nurses)	730-5015
Senior Placement	730-5030
Student Services (Guidance)	730-5020
School Resource Officer	730-5014

## STAFF DIRECTORY

Name	Department	Email
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Walch, Toby	Science	twalch@scarboroughschools.org



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York, Jon	Gifted & Talented	jyork@scarborouhgschools.org
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## **SCARBOROUGH PUBLIC SCHOOLS MISSION**

The fundamental purpose of the Scarborough Public Schools is to provide a safe and inclusive learning environment where each and every student is empowered to be a resilient, lifelong learner who is prepared to engage as a contributing member of society.

## **SCARBOROUGH HIGH SCHOOL CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS**

From the November 2017 NEASAC Self Study Report

### **CORE VALUES:**

#### **ACADEMIC:**

Problem Solving  
Communication  
Initiative  
Collaboration  
Reflection

#### **CIVIC/COMMUNITY:**

Responsibility  
Leadership  
Citizenship  
Empathy

#### **SOCIAL/CHARACTER:**

Respect

Integrity  
Perseverance  
Courage

### **BELIEFS ABOUT LEARNING:**

- Students learn and function best in a safe and supportive environment free from disruptions.
- Students have something uniquely individual to offer their school and community
- Students achieve at higher levels when high academic standards are expected
- All students can achieve when given appropriate academic experiences that meet their interests and needs
- Students should have opportunities to work independently and collaboratively
- Students should have access to high-quality facilities, tools, and technology
- Students should have the equitable opportunity to participate in extra-curricular activities
- Students should have opportunities to develop a sense of civic pride and duty
- Students should have opportunities to explore post-graduate options

### **LEARNING EXPECTATIONS:**

#### **ACADEMIC:**

1. Students will demonstrate the acquisition of core knowledge in subject areas.
2. Students will read for comprehension.
3. Students will analyze arguments and opinions from a variety of sources.
4. Students will communicate effectively through oral, written, visual, kinesthetic, and artistic and/or technical modes of expression.
5. Students will solve problems using both conventional and innovative methods.
6. Students will demonstrate both independent and collaborative thinking.

#### **CIVIC/COMMUNITY:**

7. Students will participate as ethical, responsible, and informed citizens.
8. Students will demonstrate community involvement.
9. Students will demonstrate responsible use of technology

#### **SOCIAL/CHARACTER:**

10. Students will take responsibility for academic goals and decision making.
11. Students will demonstrate self-awareness.
12. Students will pursue personal wellness.
13. Students will engage in appropriate social and personal interactions.

### **SCHOOL BOARD POLICIES**

Policies approved by the School Board are available for review online at [www.scarboroughschools.org](http://www.scarboroughschools.org) or by calling the School Department offices at 730-4100. School Board policies are updated continually and are kept current on this site. Those policies supersede those that may be outlined or referenced in this handbook.

## DAILY SCHEDULES

### Alternating Days - Block Schedule-Monday, Wednesday, Friday

Time	Red	White
8:00 - 9:15 (75)	1	1
9:20 - 10:35 (75)	2	2
10:40 - 11:15 (35)	AEAST/Advisory	AEAST/Advisory
(11:20 - 1:05 (75) Lunch A → 11:20 - 11:45 Lunch B → 12:00 - 12:25 Lunch C → 12:40 - 1:05	3 + Lunch	3 + Lunch
1:10 - 2:25 (75)	4	4

### Alternating Days-Block Schedule-Tuesday, Thursday

Time	Red	White
8:00 - 9:15 (75)	1	1
9:20-9:55 (35)	AEAST	AEAST
10:00 - 11:15 (75)	2	2
(11:20- 1:05) (75) Lunch A → 11:20 - 11:45 Lunch B → 12:00 - 12:25 Lunch C → 12:40 - 1:05	3 + Lunch	3 + Lunch
1:10 - 2:25 (75)	4	4

### Early Release Day

Time	Red	White
9:00– 9:00 (60)	1	1
9:05 – 10:05 (60)	2	2
10:10-11:10 (60)	3	3
(11:15-12:55) Lunch A 11:15-11:40 Lunch B 11:55-12:20 Lunch C 12:30-12:55	4 + Lunch	4 + Lunch

### 1-hour Delay-Monday, Wednesday, Friday

Time	Red	White
9:00 – 10:00 (60)	1	1
10:05 – 11:05 (60)	2	2
11:10 – 11:45 (35)	AEAST/Advisory	AEAST/Advisory
(11:50– 1:20) (60) Lunch A → 11:50 – 12:15 Lunch B → 12:23 – 12:48 Lunch C → 12:56 – 1:20	3 + Lunch	3 + Lunch
1:25 – 2:25 (60)	4	4

### 1-Hour Delay-Tuesday, Thursday

Time	Red	White
9:00 – 10:00 (60)	1	1
10:05 – 10:40 (35)	AEAST	AEAST
10:45-11:45 (60)	2	2

(11:50– 1:20) (60) Lunch A → 11:50 – 12:15 Lunch B → 12:23 – 12:48 Lunch C → 12:56 – 1:20	3 + Lunch	3 + Lunch
1:25 – 2:25 (60)	4	4

## 2-hour Delay

Time	Red	White
10:00 – 10:55 (55)	1	1
11:00 – 11:55 (55)	2	2
(12:00– 1:25) (55) Lunch A → 12:00 – 12:25 Lunch B → 12:30 – 12:55 Lunch C → 1:00 – 1:25	3 + Lunch	3 + Lunch
1:30 – 2:25 (55)	4	4

## PARENT OPPORTUNITIES

### Mailing Lists, Power School, and Directory Information

Keeping our computer records of students' addresses and phone numbers accurate is extremely important to the school. If you notice any errors or if your directory information changes during the course of the year, please call the Registrar's Office at 730-5020 (located in Student Services) and we will make the necessary corrections.

### Parent-Teacher Conferences

Conferences are scheduled for October and March. Registration information as well as the process for reserving conference times will be communicated in advance of the scheduled conference through Schoolsoft which can be found at <https://scarboroughschools.schoolsoft.com/login>. Parents may, of course, request a conference with a teacher anytime during the year by calling the teacher.

### SHS Communication of Events

The high school maintains a school website (<https://sites.google.com/a/scarboroughschools.org/shs/>) to provide information about upcoming activities, school-wide programs, special student and staff accomplishments, and classroom initiatives. In addition, SHS utilizes PowerSchool to communicate with families regarding information relative to the school as well as a phone-communication service that will notify families in the event of school closings, emergencies or relevant school-related information.

## STUDENT SUPPORT SERVICES

There are a variety of support services available to students at Scarborough High School.

They include, but are not limited to:

### Crisis Response Team

It is unfortunate, but always possible, that a crisis will occur that impacts the high school community. Recognizing this, a team of school and community members has been formed and trained to respond to such emergencies. The goal of the

team is to facilitate a smooth and caring response in the event of a crisis, realizing the importance of maintaining a normal school atmosphere while providing help for those students and adults who need our support. A crisis response plan includes management guidelines and specific intervention strategies for responding to personal, school, or community emergencies that impact the emotional and physical well-being of our students, staff, and community.

**School Nurse  
(Health Services)**

A member of the Health Services Staff or first-aid trained staff member is available to students and staff throughout the school day. Clinic services include emergency first-aid and medication administration. In addition, school nurses provide nursing assessments, interventions, and comprehensive nursing care; promote health, safety, and emotional well-being; develop and implement individual health plans; provide case management; perform mandated health screenings; maintain student health records; develop district wide health protocols; provide annual staff training; and serve as a liaison between home, school, and community.

A student who becomes injured or ill during the school day must report to the clinic. If clinic staff is unavailable, the student is to report to the Main Office. If the situation warrants dismissal, a parent/guardian will be contacted.

**School Social Workers**

Social workers are available at Scarborough High School for consultation with students and parents to assist with personal, family and other issues which may be negatively impacting students' academic performance. Services available include individual, group and short-term family counseling, and referral to appropriate community resources. Services are confidential.

**Senior Placement Office**

Scarborough High School provides a comprehensive post-secondary counseling and placement service to all of its students. The placement office provides individual college counseling, coordinates visitations from college admission offices, visits to area college fairs, college application preparation, assistance with college essays, resume and interview preparations, and assistance in seeking financial aid. Additional events specific to college athletics, support for students with specialized learning needs, and other transition needs are also provided throughout the year. Classroom curriculum activities to support students in their transition to post-secondary opportunities begins in January of the Junior year. Juniors and seniors planning to pursue post-secondary education are urged to schedule an individual meeting with the senior placement counselor. **The placement office focuses on assisting all students to be career and college ready.**

**Student Services Department (Guidance)**

School Counselors are available to help students in designing their course of study and course selections, graduation requirements, and preliminary discussions regarding education beyond high school, testing results and interpretation, as well as career choices. Student transcripts and information regarding class rank are available through the Student Services Office.

**Student Assistance Counselor**

A Student Assistance Counselor is available at the high school for primary prevention, early identification, intervention and referral of students focusing on issues of chemical and tobacco product use. Students and parents are encouraged to access this service even if usage is not yet directly impacting school work. Students who are concerned about their own or a friend's use of chemicals or tobacco are encouraged to access the Student Assistance Counselor through the Student Services Department or school nurse. Services are available on a part time basis. All services are confidential.

**TELEPHONE NUMBERS FOR TEENS**

**FOR GENERAL RESOURCE INFORMATION REGARDING RESOURCES FOR STUDENTS & FAMILIES, YOU CAN CALL: 211ME OR E-MAIL 211ME.ORG**

Scarborough Human Resources .....	730-4025
For kids who qualify for General Assistance funds in need of emergency housing	
Teenagers in Crisis.....	774-HELP (4357)
Family Crisis Services .....	767-4952 or 874-1973
	or.....1-800-537-6066
Kids First (Divorce support services).....	761-2709
Sexual Assault Response Services.....	1-800-871-7741

or..... 1-800-313-9900 (24 hour hotline)

### **Alcohol and Other Drugs**

Day One for Youth and Families .....	874-1045
ME Tobacco Helpline .....	1-800-207-1230
Narcotics Anonymous.....	1-800-974-0062
Poison Control Center .....	1-800-222-1222

### **Abuse and Neglect**

Adult & Child Abuse-Neglect .....	1-800-452-1999
Children and Family Services.....	207-624-7900

*The Department of Human Services is mandated by the State to investigate reports of child abuse and neglect, and if necessary, remove children from homes and place them in foster care pending court action.*

Dept. of Human Services (AFDC, Food Stamps, Etc.) .....	207-624-4168 or
.....	1-800-442-6003
Domestic Violence Hotline( Statewide ) .....	1-866-834-HELP (4357) 1-800-799-7233
NAMI Maine Helpline.....	1-800-464-5767
Domestic Violence Resources for Cumberland Cty (YAPP) & (Through These Doors) .....	1-800-537-6066

### **Suicide and Depression**

Center for Grieving Children.....	775-5216
Maine Suicide Prevention Line .....	1-888-568-1112
Sweetser Children's Services.....	1-800-434-3000
Outpatient Mental Health Referrals (MMC Outpatient Service).....	1-844-292-0111 or 780-0020
National Suicide Prevention Lifeline: A confidential suicide or crisis helpline 24/7 .....	1-800-273-8255

Or text Answer to 839863. The chat line is also available:

<https://suicidepreventionlifeline.org/GetHelp/LifelineChat.aspx>

Crisis Text Line: Text HOME to 741741

The Trevor Project: A confidential helpline for LGBTQ teens. 24/7 .....	1-866-488-7386
Maine Warm Line: A confidential peer-to-peer support line. 24/7 .....	1-866-771-WARM (9276)
Equality Maine-LGBTQ Support.....	761-3732

## **GENERAL INFORMATION**

These guidelines and expectations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. The General Information section is an overview of items related to the daily operation of the SHS Campus. For information regarding discipline, please see the SHS Discipline Continuum.

### **ACADEMIC HONOR CODE - STATEMENT OF PURPOSE**

A school is an academic community of lifelong learners. Its fundamental purpose is the pursuit of knowledge. Essential to the fundamental purpose of the school is the commitment to the principles of truth, integrity, and academic honesty.

#### **Expectations**

- Each student is assumed to be an honorable person
- Each student is a person who can be trusted at all times
- Each student is forthright under all circumstances
- Each student is a person who, if s/he says s/he will do something, will do it because s/he is giving her/his word and

pledging her/ his honor

- Each student is expected to help others achieve their personal best. Students will always be ready to judge honorable and dishonorable behavior when they see it around them. Students must neither permit behavior of a dishonorable type, nor must they accept anything that results from dishonorable behavior

### **What is academic dishonesty?**

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples:

- looking on someone's paper or using a "cheat sheet" while taking a test
- turning in a research paper that you bought from a service or received from some other source
- submitting your same work more than once for credit without the teacher's permission
- using memory calculators with stored exam information while taking a test
- using someone else's answers for a lab/homework assignment
- taking an electronic picture of an assessment and sharing it with others
- using an online equation solver while taking an assessment
- using a second device (computer, phone, smartwatch, etc.) or resource to look up answers during an assessment.
- bypassing default district or school Google account settings, including Chrome browser extensions or signing into Chrome with a non-school account.
- signing into a Google account that is not your own to see answers from another student

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples:

- making up data on a lab assignment
- making up a source to use as a citation in a paper

**Facilitation:** Intentionally or knowingly helping or attempting to help another student violate any provision of the Academic Honor Code. Examples:

- giving another student one's homework so that he/she can copy the answers
- letting someone copy one's answers during an exam
- giving test information/answers to students in the same class or another section of that class
- texting answers (including images of answers) to classmates during an exam
- signing into a Google account that is not your own to complete the assignment or assessment for another student.

**Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples:

- quoting a source (copying information word for word) and failing to give the proper citation
- putting a source's text into one's own words (paraphrasing) and not citing the source
- copying someone else's computer disc for a project and submitting it as one's own

### **Consequences**

1. Students committing academic dishonesty will receive a zero for their work.
2. Parents of the students will be notified by the teacher(s) of honor code violations.

Additionally, students may face one or more of the following consequences as determined by their teacher(s) and the Principal:

1. Removal from the National Honor Society (if applicable).
2. Removal of teacher recommendations from the student's file.
3. Additional consequences may be imposed as determined by administration.



NOTE: The ramifications of academic dishonesty can be far-reaching. It can impact a student's grade point average and class standing; it can impact the chances of a student's acceptance to a college or a job; additionally, it can impact potential recommendations for scholarship awards.

WORKS CITED: Smallwood, William L. The Naval Academy Candidate Book. Litchfield Park, Arizona: Beacon Books, 1989.  
Student Honor Code. Code of Academic Integrity. College Park, Maryland: University of Maryland.

## **ACCIDENTS**

All accidents or injuries must be reported immediately to the teacher, supervisor, coach, or athletic trainer in charge of the class or activity so that proper medical attention and documentation can be provided. Parents will be notified of all accidents and student injuries.

## **AGE**

Students are subject to all school rules and regulations regardless of age. Parental signatures for specific activities/forms will be required of all students.

## **ANNOUNCEMENTS**

Daily announcements are read in the morning and need to be submitted to Admin I (Main Office) and approved before being read. In addition, announcements are scrolled on the reader boards located in the cafeteria, Admin I, and the main lobby. Other related items (including information about Athletics & Activities) are posted on the SHS website.

## **ASSEMBLIES**

From time to time special assemblies will be scheduled. Assembly programs provide opportunities for students to come together as a community to hear a speaker or view a presentation in alignment with our educational goals. Assemblies are considered an important part of the school program.

## **ATHLETIC/ACTIVITIES AND SCHOOL EVENTS**

Students who attend a school/district extra-curricular event are expected to conduct themselves as responsible young adults. Student behavioral expectations and all school rules apply to school sponsored activities, at SHS, other schools, as well as any facility where an SHS activity is held. Students who conduct themselves in an inappropriate manner or break a school rule will be subject to disciplinary action. (See Activities/Athletics guidelines)

## **ATTENDANCE**

The purpose of attendance guidelines is to ensure that our students maintain a good attendance record and comply with Maine school attendance laws. The State of Maine and Scarborough High School recognize the positive relationship between good attendance and success in school. Consistent class attendance is considered to be a basic requirement for passing a subject and earning credits. Classroom instruction, activities, and discussions that take place in classes are critical parts of the educational process. When a student misses class, an important part of instruction cannot be replaced.

Regular school attendance is the responsibility of the parent and frequent absences disrupt the continuity of the educational process. Daily attendance is taken promptly at 8:00 AM. Throughout the school day attendance is taken in each class and teachers refer the names of students who do not appear on the daily absence sheet to the office.

Once a student arrives at school, whether via school or personal transportation, they are to enter the building immediately and are not permitted to leave school grounds.

## **ABSENCE**

Absence is defined as not being present for a "part of" or a whole school day. **Students are urged to review SHS attendance guidelines.**

### ***Excused Absence***

Students and parents should make every attempt to avoid any absence from school for other than legitimate reasons. Under State of Maine and Scarborough High School guidelines, the following reasons are excused:

1. Personal illness with parental communication
2. An appointment with a health care professional that MUST be made during the regular school day (documentation may be requested)
3. Observance of a recognized religious holiday when the observance is required during the school day

4. A family emergency with parental communication, at the discretion of the administration.
5. A planned absence for a personal or educational purpose which has been approved in advance by school administration
6. Subpoenas and court orders
7. School sponsored activities or field trips
8. Absences due to disciplinary suspensions.
9. Other exceptions as reviewed by the Principal

Parental notification to the SHS Office **730-5000** will be required in all cases of legitimate student absence. Parents are asked to call the school on the morning of the first day of absence and each day thereafter. This early notification allows the student to be marked “excused” on the daily office attendance list and facilitates completion of missed work. Parents who do not contact the school by telephone must provide a signed written note explaining the absence. A student must provide an admittance slip from the main office to be admitted to class.

***Extended Absence***

When it becomes apparent that a student will be absent from school for an extended period of time due to illness or emergency circumstances, parents should contact the office immediately to request homework assignments and/or make-up work from the student’s teachers. Work will be available in the Office between 7:30 a.m. – 3:00 p.m. Please allow time for teachers to get work to the main office.

In the event that a student is unable to attend school for an extended period of time due to a documented medical condition, parents may contact the school nurse and the School Counselor to discuss a make-up plan.

***Planned - Special Absence***

Forms for planned/special absences are available in Admin II and must be signed by all teachers prior to the **planned** absence. The form must then be signed by the parent/guardian and returned to the student’s assigned Assistant Principal prior to the absence. If forms are not completed and returned by the deadline the absences will be considered **UNEXCUSED**. There are several steps in the approval process:

1. The parent/guardian writes a letter to the Principal outlining the date(s) and reason for the absence. Once Admin II receives this letter the student will receive a planned absence form from Admin II.
2. The student then carries the planned absence form to each teacher and asks for a signature and brief written comment regarding class status and make-up expectations. This **MUST** be completed prior to the absence.
3. After the form is filled out by all teachers the student must have their parent/guardian sign the completed form.
4. The student then returns the completed form to Admin II prior to the absence.

Students and parents are encouraged to read the make-up criteria outlined on the planned absence form. The opportunity to make up work is contingent upon the successful completion of the pre-approval process.

***Unexcused Absence***

Unexcused student absences do not meet the criteria of an “excused” absence for a school day.

Students who are absent unexcused from any class will receive the following consequences:

- 1<sup>st</sup> Offense – Friday Detention (2:35 p.m. – 6:35 p.m.) and parental contact
- 2<sup>nd</sup> Offense – One (1) day of In-School Suspension and parental contact
- 3<sup>rd</sup> Offense - One (1) day of In-School Suspension - Administrative meeting with parent to develop an attendance plan

***Tardiness to Class***

Tardiness to class is one of the most disruptive intrusions to the daily schedule. Students must avoid being tardy to class.

Students who are legitimately detained by a teacher, staff member, or the office will request a pass from the person who has detained them to present to their next teacher. Late passes are **NOT** available from the office unless the office is directly responsible for the tardiness. Students will enter their next class with a minimum of disruption.

Students are considered late-to-class if they arrive after the beginning of a class or up to 10 minutes after the class has begun.

First Unexcused Class Tardy	=	Teacher Warning
Second Unexcused Class Tardy	=	Classroom Detention

Third/Subsequent Unexcused Class Tardy = Two hour Office Detention

In addition, students will receive a "0" for any work done or turned in during the actual time the student is missing from the class.

An unexcused tardy of 10 minutes or more will be considered a cut class and referred to the office for disciplinary action in accordance with the SHS Discipline Continuum.

## **TRUANCY**

### **Definition**

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. § 5001-A) and he/she:

- Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Truancy under this paragraph is considered "child abuse and neglect" under Maine law and is reportable to the Department of Health and Human Services.

**Truancy Procedure for Scarborough Schools can be found using the following link to School Board Policy JHB:**  
<http://www.scarboroughschools.org/board-of-education/policies>

## **AUTOMOBILES AND STUDENT PARKING**

Bringing private automobiles, motorcycles, and bicycles to school is a privilege, not a right. Student drivers are subject to state and local regulations when operating a motor vehicle on school grounds. Students are extended the privilege of bringing a vehicle to school as long as they respect the safety and rights of others and abide by the following regulations:

1. Student parking is not allowed in any area designated as staff or visitor parking.
2. Motorcycles, Motorbikes, Scooters and the like driven to school must follow the same rules as outlined for automobiles.
3. Automobiles should be kept locked at all times. The school is not responsible for items stolen from automobiles.
4. No student will be allowed to go to his/her car during school hours without permission from a building administrator, unless the student is legitimately leaving school grounds.
5. Illegally parked vehicles on school grounds will be subject to towing at the owner's expense.
6. Items prohibited in school and illegal substances are likewise banned from vehicles. Any vehicle parked on school grounds is subject to administrative searches.
7. Parking lot speed is a maximum of 15 MPH. Students found to demonstrate imprudent driving behavior will be banned from driving/parking on school property.

## **BEHAVIORAL EXPECTATIONS**

Individual behavior is most often governed by self-regulation, common decency, common sense, and the mutual respect of students, staff, and administrators, so rules must specifically be stated and students informed of the consequences for infractions of the school's discipline expectations.

The infractions of school rules outlined in **the Scarborough Public Schools Discipline Continuum** are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and known situations. A copy of the Scarborough Public Schools Discipline Continuum can be found on the Scarborough Public Schools web site under the School Board Policies tab as well as on the Scarborough High School home page. It is not intended to cover all situations, and, therefore, all types of infractions may not be included. Modifications will be made, if necessary, at the discretion of the building administration. In all instances, interpretation is left to the individual administrator to modify suggested consequences when extenuating circumstances appear to be present in order that both the student and the educational interest are dealt with in a fair manner. Any student placed on suspension or expelled will not be allowed to attend any school activities on or off campus during the time of suspension or expulsion.

**Please refer to Scarborough Public Schools website to view the complete policy JIC and JIC-R for more information.**

## **BUS TRANSPORTATION**

Regular transportation to and from school will be provided for all students at specific and regular pickup and drop off points.

At all times, students are to conduct themselves in a manner that ensures safety and is in line with all aspects of the Student Handbook. Students transported to school by school bus need to remember that upon entering the bus in the morning, they are "in school." Inappropriate behavior on the bus may result in the loss of bus privileges or other disciplinary consequences. Upon arriving at school and disembarking from the bus, students will enter the school building immediately and will remain on school property until dismissal.

Leaving school property after arrival in the morning will result in the student being referred to the administration for disciplinary action. Students are encouraged to read and be very clear on bus behavior expectations.

### **BUS RULES (all SHS Discipline Continuum expectations apply)**

1. The safety of all passengers demands proper behavior.
2. The bus driver is charged with maintaining safety on the bus.
3. Students will be seated while the bus is in motion.
4. Normal conversation is permitted. No shouting or using profanity is allowed.
5. Do not throw anything in the bus or out of the windows, and keep your hands and head inside the windows.
6. No weapons, animals, or illegal substances are allowed on the bus.
7. Large projects or bags should not be brought onto the bus.
8. Drivers may assign seats, either on a temporary or permanent basis.
9. The students responsible for any damage done to the bus will be held financially responsible.
10. No fighting or harassment will be allowed on the bus.
11. If a student is removed from the bus at another school, the High School office will be notified, and parents will be called.
12. In extreme situations drivers may notify the police to remove students from the bus.

### **CHANGE OF ADDRESS**

Any time a student changes his/her place of legal residence, he/she must inform the Registrar (located in Student Services) immediately and complete a change of address form.

Failure to notify the school of changes in address may make parents liable for payment of tuition charges if appropriate guidelines are not followed.

### **CLASS STANDING (FOR CLASS RANK SEE GRADING)**

Class standing for students enrolled at Scarborough High School will be determined by the number of years they have been enrolled in high school. Classification for the freshmen, sophomore, junior and senior classes are:

Freshmen Status = first year high school student

Sophomore Status = second year high school student

Junior Status = third year high school student

Senior Status = fourth year (or more) high school student

**Students are required to take 6 credits in their freshman, sophomore, and junior year to be considered a full-time student at Scarborough High School. Students on pace for graduation. Must take 5 classes each semester in their senior year.**

### **COMPUTER USE POLICIES AND PROCEDURES (SEE ELECTRONIC DEVICES)**

The Scarborough School District and Scarborough High School have firm policies regarding access and acceptable use of computer technology equipment, operating systems, school network, software, and settings. Prior to receiving a student device, each student must sign an acknowledgement of the Student Computer and Internet Use Guidelines. Applicable School Board Policies include, but are not limited to: INJDB, INJDB-R, INJDB-E

### **COURSE CHANGE PROCEDURE**

After the scheduling process is completed, no schedule changes are anticipated. The teaching and the Student Service Department of Scarborough High School makes every effort to recommend a course of study that is challenging and academically appropriate for each student. Parents are encouraged to be part of the course selection process and to discuss the criteria and guidelines for course selection with the School Counselors and recommending teachers.

Students may request an adjustment in their schedule at the end of the first quarter of the course if the student, parent, teacher, and counselor concur that the adjustment is in the best interest of the student. Based on the outcome of this meeting, the Principal may need to determine if the request will be approved.

**Please note: Any student who struggles academically early in the quarter should meet with their school counselor, teacher, and parents to develop a plan to support the student's academic needs.**

**Low performance or personal differences with the instructor are not valid reasons for requesting changes.**

## **COURSE EXPECTATIONS AND COURSE SYLLABUS**

All teachers at Scarborough High School will provide students with a clear set of classroom/course expectations. Class procedures and instructional guidelines such as course goals, class rules, homework guidelines, evaluation procedures, grading, and student accountability will be reviewed at the beginning of the school year and semester (where appropriate). Written copies of these expectations and procedures will be available to students and parents. The grading system used by the individual teacher shall be thoroughly and clearly explained in writing. Also, the weights attached to exams, quizzes, term papers, and classroom participation shall be specifically and clearly stated. Copies of these will be available for review by contacting the Department Head for each academic area.

## **COURSE FAILURES**

Students who fail a course should meet with a School Counselor to discuss options for repeating the course. Summer school enrollment, adult education, or repeating a course to earn a passing grade may be required prior to continuing the program sequence.

## **CRIMINAL TRESSPASS**

A person is guilty of Criminal Trespass if he or she is not licensed or privileged to do so, if he or she enters any place in defiance of a lawful order/administrative or staff directive, if he or she has been communicated with previously or informed through signage, locked doors, gates, fences, or any other device designed or put in place to keep individuals out of a designated area not to enter.

## **DANCE/PROM EXPECTATIONS**

A school dance is a school activity; therefore, the same behavior/policies that are observed in the school are required, regardless of the age of the guest. Students must comply with the following rules.

### **Eligibility**

- All students must present the completed SHS dance expectations form prior to purchasing tickets (located on-line).
- Students at Scarborough High School who are not in good standing will not be allowed to attend a school dance.
- Middle School students are not permitted to attend.
- No guest may be older than 20 years of age by the date of the dance, except for a student enrolled at Scarborough High School.
- Guests must be enrolled in a regular, day school program to participate.
- Guests are required to complete a student **guest request form** (located on-line) and present it in order to purchase tickets. This must be done during regular ticket sales.

### **Dance Dress Code**

- Students' attire and behavior should reflect the expectations in the SHS student handbook.
- Violation of the dress code will result in a denial of entrance into or removal from the dance.
- It is suggested that gentlemen consider wearing a suit or shirt and tie with dress pants and ladies consider wearing a semiformal dress or dress pants with a sweater or blouse.

### **General Information**

- Students/guest must have a ticket, student ID or picture ID (driver's license), without specific Administration approval to enter the dance.
- All students attending the dance are required to arrive no later than 1 hour after the start.
- Once a student leaves the building there will be no re-admittance.
- Dances will conclude at 10:00 p.m. and the Prom at 11:00 p.m.

### **Dance Protocol**

- Inappropriate dancing will not be tolerated
- No grinding

Students that fail to follow these dance rules will be required to leave the dance. Parents will be notified to take students

home

### **Procedure for Non-Scarborough Student Attendance**

1. An admission form must be printed and completed (located on-line).
2. The admission form must be filled out neatly and completely by the Scarborough student wishing to have a guest attend the homecoming dance.
3. Guests must be between the ages of 13 and 20 as of the date of the dance.
4. A parent/guardian of the Scarborough student must sign the form and provide a telephone number at which the parent/guardian will be able to be reached during the period of 7:00 p.m. to 11:00 p.m. on the evening of the dance in case a situation arises that would require assistance.
5. The signature and phone number of the guest's home school administrator must be obtained to indicate that the guest is a student in good standing.
6. **The completed form and a copy of an official picture ID – (Over 16 driver's license, under 16, school ID, etc.) for the guest must be presented to an Administrator to the time the ticket is to be purchased.**
7. The Building Administrator will provide an "Authorized Guest" slip that must be presented when the guest's ticket is purchased.
8. Guest tickets will be on sale on the same dates as the tickets are available to Scarborough High School Students.

### **DELIVERIES TO STUDENTS**

The school will do its best to deliver school-related messages and materials to students. Non-school-related deliveries are not a priority and will not be the school's responsibility.

### **DRESS CODE**

Student attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. Appropriate attire should be worn at ALL school activities.

### **THE SCHOOL ADMINISTRATION WILL MAKE THE FINAL DETERMINATION AS TO WHAT CONSTITUTES PROPER ATTIRE.**

The following items do NOT constitute acceptable school attire:

1. Articles displaying indecent writing, pictures, slogans.
2. Articles that could cause damage to school property or that may be used as a weapon; i.e., chains, cleats.
3. Bare feet; shoes are to be worn at all times.
4. Any type of attire that advertises or promotes drugs, alcohol, tobacco, or sex is prohibited.
5. Clothing with pictures/writing that has a double meaning - one being inappropriate and/or disrespectful, is prohibited.
6. Headgear or masks that cover the face area except for those worn for medical reasons.

The school dress code will be effective during school hours and at all school functions unless students are given permission by the school administration to wear something different.

Violation of the school dress code requires a student to change clothing or call home for proper apparel. If a student does not have a change of appropriate clothing or clothes cannot be brought to school, the student may be assigned to a study area for the remainder of the day. Students will not be allowed to leave the school to change clothes without parental and administrative permission. Consequences for repeated challenges to acceptable school attire are outlined in the SHS discipline continuum. Inappropriate accessories will be confiscated.

### **EXAMS/ADVANCED PLACEMENT**

In an effort to encourage students to attempt the AP Exam for each AP class in which they are enrolled, teachers may exempt from the course final exam any student who takes the AP Exam. This option is available to teachers of all AP students, not just seniors, and does not depend on the semester average. Students who choose not to take the AP Exam when enrolled in an AP course must take the final exam for the course regardless of their academic standing in the course.

### **EXAMS/EARLY EXAMINATION REQUESTS**

All requests for administration of mid-term or final examinations outside of scheduled examination blocks will be in writing and directed to the school Principal for review and action. **Requests should be made at least two weeks before the scheduled examination.** Letters should indicate the name of student, the teachers and classes impacted, the date(s) of the

requested absence(s) as well as the reason for the requests.

## EXAMS/MID-TERM AND FINAL EXAMINATIONS

Mid-term and final examinations will be administered for all courses offered at Scarborough High School. Students must take a mid-term and final exam for each course in which they are enrolled.

If a student has an excused absence on the date of a scheduled exam, the student must schedule a time to make up the exam. Make-up arrangements will be scheduled at the discretion of the classroom teacher. Extended absences may constitute a longer make-up period. An extension may be granted by the School Principal in consultation with the student, parents, teacher, and school counselor as needed. If the student has an unexcused absence, a grade of zero will be issued for the exam.

Seniors who successfully maintain an 85 average or better in a class during the second semester of a course, may not be required to take the final examination in that class. This exemption is only for Sem.II. The decision regarding final examinations will be at the teacher's discretion. (Seniors taking AP courses should see EXAMS/ADVANCED PLACEMENT)

## ELECTRONIC DEVICES – PERSONALLY OWNED

1. Students are prohibited from using personal electronic devices during classes, study halls, assemblies and other school activities unless given authorization for a specific educational purpose and with staff approval.

**NOTE: If this rule is violated, the staff member will immediately confiscate the device. The device will be brought to Admin II and can be picked up at the conclusion of the school day. All guidelines regarding use of electronic devices will be followed. Any refusal to surrender an electronic device will be considered insubordination and further discipline will be imposed.**

2. Students may use electronic devices between class periods and during lunch periods in the cafeteria. During these times, phones should be kept on "vibrate" mode to avoid disrupting others.

3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.

4. Cameras in any electronic device may only be used in school with the written permission of an administrator.

5. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, forwarding, downloading or displaying any materials that are defamatory, abusive, vulgar, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.

a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

7. Students violating these rules will be subject to discipline which may include:

a. Not being allowed to bring electronic devices to school;

b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and building administration may give a device to law enforcement authorities upon request.

## ELECTRONIC DEVICES – SCHOOL ISSUED DEVICE INFORMATION

1. The high school electronic device, case, and charger issued by Scarborough High School is **the property of the Town of Scarborough**. The electronic device and all school issued accessories must be returned at the end of each school year.

2. When the electronic device leaves Scarborough High School, it is **NO LONGER CONNECTED TO THE SCHOOL NETWORK**. Although the Scarborough High School filter parameters will follow the device, we still recommend that you enable filters on your home internet service to protect against unwanted or inappropriate content. Be aware of any open wireless connections.

3. The electronic device issued to students is **an educational tool and should only be used in that capacity**. Once the electronic device is issued to a student, that **student is responsible for the electronic device at all times**. Students are responsible for his/her actions and activities involving the electronic device issued to them at all times.

4. Any use of the electronic device that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, forwarding, downloading or displaying any materials that are defamatory, abusive, vulgar, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited. Applicable

School Board Policies include, but are not limited to: IJNDB, IJNDB-R, IJNDB-E

5. The school district retains control and supervision of all devices owned or leased by the school district. The school district reserves the right to monitor all computer, internet and email activity by students. Students have no expectation of privacy on school issued electronic devices.
  - a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
  - b. Teachers and Staff have the right to check student electronic devices at any time.
6. Replacement cost and/or repair for damages not covered by the warranty of the school issued electronic device are the responsibility of the student.
7. Inappropriate use or neglectful care of a student electronic device will result in disciplinary action, which may include loss of privilege to the electronic device. Harsh, violent and/or inappropriate handling of the electronic device which includes, but is not limited to, slamming the lid shut, dropping the electronic device onto a desk, throwing the electronic device on the floor, etc... is prohibited. The student is responsible for the cost of any non-warranty damage caused by neglect or inappropriate use/handling of the electronic device.
8. Scarborough Public Schools recommends the school issued electronic device is included in the parent or guardian's homeowner insurance policy.
9. The electronic device should be in the student's possession or locked in a secure location at all times. If an electronic device is stolen or lost, it should be reported to the school resource officer (SRO) and K-12 Technology Specialist immediately.
10. Downloading or installing software on the electronic device is prohibited.
11. It is the student's responsibility to share his or her Google account information with his or her parent/guardian. Parents or guardians may contact the K-12 Technology Specialist, Technology Educational Technician and/or the Technology Integrator if to request assistance accessing their child's Google account.

#### EXPECTED CARE OF SCHOOL ISSUED DEVICES

1. Scarborough High School has a technical integrator, onsite technician, K12 Tech Specialist and other IT staff to assist with training and troubleshooting.
2. The electronic device should not be exposed to extreme hot or cold temperatures, for example- leaving the device in a car. Exposure to extreme hot or cold can cause screen cracks and battery erosion.
3. Charging the electronic device will take place at home. All devices must be fully charged at the beginning of each school day.
4. In order to prevent loss of data, students should...
  - a. Choose a password that is easy to remember, as it will be their password for the school year.
  - b. Always use their @scarboroughschools.org account for document storage.
5. In order to prevent damage to the electronic device...
  - a. Keep all food and drinks away from electronic devices.
  - b. Always use the electronic device on a flat surface.
  - c. Never leave your electronic device on the floor, on top of notebooks or books- this is an invitation for an accident.
  - d. Always use a carrying case when moving from room to room with the electronic device.
  - e. Never charge your electronic device in its carrying case; it may overheat.
  - f. Chargers and any cables should be lined up straight with the connector when inserting or removing charger from electronic device.
  - g. Chargers should be wrapped up and stored neatly; a twisted charger cord can cause damage to both the charger and the electronic device.
6. Students' electronic devices should be clean and neat at all times
  - a. No stickers or marks other than those designated by your K-12 Technology Specialist should be placed on the electronic device or accessories.
  - b. The use of water or cleaning solutions on the device is *not* recommended. Wipe the screen gently with a clean, soft cloth.

**Turn off your device at the end of each day.** Leaving a device powered on, even if it is in energy save/sleep mode, may cause slowness and prevent software from functioning properly.



## **EMERGENCY PREPAREDNESS, SCHOOL SAFETY AND SECURITY**

Periodically the school will hold Emergency Preparedness practice drills. Those drills enable students to practice established emergency responses. Those emergency responses include Evacuation, Hold in Place, and Lockdown procedures. Because students and staff will never know if a signal is for a drill or a real emergency, any time the alarm sounds or instructions are given over the public address system, everyone must follow the directions for each emergency response. Students are expected to follow all directions given by staff during an emergency response or drill.

During an Evacuation, students must meet their designated staff member in their assigned assembly area outside of the school. Students are to remain with their assigned staff member until instructed otherwise. During a drill or real emergency, students may not leave school grounds unless specifically instructed to do so by a school administrator. During any drill or emergency response, students will be expected to behave in an orderly manner. During an Evacuation, students are to remain outside of the building until instructed to return by a school official.

To guarantee safety and accurate student attendance during an Evacuation, students may not enter parked cars. In the event of serious weather conditions or an extended emergency situation involving evacuation procedures, buses will be summoned for student and staff transport to appropriate facilities.

## **EXEMPTION FROM INSTRUCTION**

The curriculum of the Scarborough Public Schools is designed to include statutory requirements and other areas of study deemed appropriate by the professional staff and the Board of Education. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board recognizes, however, that there could be topics in the curricula which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular, sincerely held religious, moral, or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian.

Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal

## **FACILITIES USE**

Any use of school facilities must be approved by the administration. This includes use for meetings, practices, and any other formal or informal use.

## **FUNDRAISING**

All groups wishing to fundraise must receive approval by the school administration and will schedule such activities through the Athletic/Activities Office. Student involvement in fundraising may only occur during the defined season for the stated activity or during summer months.

## **GRADING INFORMATION**

Parents have on-demand access to student grades through PowerSchool. It is Scarborough High School's expectation that grades will be updated in PowerSchool on a regular basis. Access code information is available annually at Open House in September and throughout the year through the Student Services Office. Quarterly grade reports will be available approximately one week after the close of the quarter. A passing grade is necessary to earn credit for a course. Credit is awarded on a semester basis, even in courses that are a year in length.

1. At the end of six semesters a weighted GPA will be calculated which awards weighted points for grades in Level 5 (1.15), Level 4 (1.10) and Level 3 (1.05) courses. This weighted GPA will be recalculated at the end seven semesters. Scarborough High School will report student rank by decile. Rank in Class (RIC) information is available after the completion of six semesters.
2. Both the weighted and non-weighted GPA will be reported on the student transcript.
3. Honor Roll, Athletic/Activities eligibility, and senior privilege eligibility will be determined based on unweighted grades in each class.
4. Students taking Advanced Placement courses by means of independent instruction through agencies outside of Scarborough High School must take the AP Exam in order to have the class weighted by the 1.15 factor. Failure to take the exam will result in the class being weighted by the 1.10 factor.
5. Top Ten Percent for graduation recognition will be based on weighted GPA and will be calculated the end of seven semesters. The Valedictorian and Salutatorian will also be determined using weighted GPA and calculated at the end of seven semesters.
6. Upon the completion of seven semesters, those students achieving a cumulative unweighted GPA of 85 or higher will

graduate with honors.

## **GRADUATION REQUIREMENTS**

The fundamental purpose of the Scarborough Public Schools is to provide a safe and inclusive learning environment where each and every student is empowered to be a resilient, lifelong learner who is prepared to engage as a contributing member of society. Scarborough High School students will have the opportunity to experience diverse programs that expose, develop and nurture their academic, career and life readiness as they pursue their high school diploma and high-quality post-secondary opportunities.

In order to receive a diploma from Scarborough High School, a student must meet the credit requirements contained in Title 20-A M.R.S.A. 4722, PL2017, Ch. 127 and this policy.

### **Class of 2021 and Beyond**

Scarborough High School administration, faculty and staff apply a set of graduation standards and learning goals that align with the content-area standards of the Maine Learning Results. Students are required to take 6 credits in their freshman, sophomore, and junior year to be considered a full-time student at Scarborough High School.

Students on pace for graduation may choose to take 5 credits in their senior year.

As a minimum for graduation from Scarborough High School, the prospective graduate must have successfully completed a total of at least 22 credits at the secondary level (grades 9 through 12) in the following areas:

English = 4 credits

Social Studies – 3 credits

Mathematics = 3 credits

Science = 3 credits

Fine Arts = 1 credit

Health = 0.5 credit

Physical Education = 1 credit

Technology = 0.5 credit

Electives = minimum of 6 credits

\*Credit is a general term used to describe the successful completion of the course.

### **Multiple Pathways and Opportunities**

Scarborough High School offers all students multiple learning options that allow students to demonstrate achievement on expected learning standards, earn academic credit, and satisfy graduation requirements. These options include the following:

- Academic courses offered by the school
- Dual enrollment or early college courses
- Career and technical education programming
- Online or blended learning options
- Alternative or at-risk programming
- Apprenticeships, internships, fieldwork, or exchange experiences
- Independent studies or long-term projects
- Adult education

### **Demonstrating Achievement in Guiding Principles**

The Scarborough High School graduation standards and performance indicators align with the Guiding Principles of the Maine Learning Results.

The Guiding Principles state that each Maine student must leave school as:

1. A clear and effective communicator
2. A self-directed and lifelong learner
3. A creative and practical problem solver
4. A responsible and involved citizen

5. An integrative and informed thinker

### **Course Selection Guidance**

Elective credits may be selected by a student based upon a student's interests, abilities, and the requirements of the field that a student plans to enter upon graduation.

In order to earn high school credit(s) for alternative learning experiences and/or courses, a student must seek prior approval from the building Principal and complete the following steps:

- A student must meet with their School Counselor to write a proposal to be approved by the building principal.
- After successful completion of approved requirements, a student must submit proof of completion to their School Counselor.
- Upon completion of approved requirements, a student is eligible to participate in the next regular graduation ceremony.

### **Credit Recovery Guidance**

A student who is deficient in the above-listed requirements may meet those requirements through a post-graduate course, an approved Adult Education course (s), an approved summer school program, an approved correspondence course, approved tutoring, and enrichment opportunities, as well as others.

All options must be approved by the principal in advance of registration. Students seeking outside credits must complete the following steps:

- Student must be accepted into the outside program
- Student must meet with his/her School Counselor to write a proposal to be approved by the building principal
- After completing the coursework, a student must submit proof of completion to their School Counselor

**The student may participate in the next regular graduation ceremony following successful completion of the requirements.**

**A summary of these requirements will be included in the student handbook and the program of studies.**

**Legal Reference:** Title 20-A, 4722 as referenced in PL 2017  
Ch. 127 (Maine Dept. of Ed. Rules)

**Adopted:** November 3, 1988

**Revised:** October 3, 2002  
November 20, 2003  
April 1, 2010  
July 19, 2012  
March 13, 2017  
September 7, 2017  
May 16, 2019

### **HONOR ROLL**

The Scarborough High School honor roll is calculated and published four times per year to recognize the academic accomplishments of students who attain high academic standards.

1. Only marking period grades count toward the honor roll, not semester or final averages.
2. Students qualify for the honor roll in one of two categories:  
High Honors: All grades are 93 or above. Honors: All grades are 85 or above.
3. Students must be enrolled in a minimum of six/five (if a senior) courses during the marking period in order to qualify for the honor roll.
4. An incomplete grade in any course renders the student ineligible for the honor roll until the incomplete is made up to a qualifying grade. Incomplete grades must be made up within two weeks of the quarter closing date.

### **HOMEWORK**

The assignment of academic work to be completed outside of the regular school day is an integral part of the educational experience. Students who fail to complete homework hamper their success and the learning opportunities for their class. Homework can and will be given in all courses. The length of time a student will spend on homework will vary.

1. Homework guidelines will be outlined by teachers in their course expectations.
2. A student failing to complete homework may be expected to return to the teacher's classroom to complete an assignment. Twenty-four (24) hours' notice will be provided when a teacher directs a student to return.
3. A student who fails to return after-school when requested will receive a "0" (no credit) for homework and may be referred to the office.
4. If a student repeatedly fails to complete homework, a parent will be notified and a meeting will be held at the teacher's or parent's request.
5. Every effort will be made to ensure that the student completes homework assignments.
6. Homework assignments will be evaluated and returned by each teacher in a timely manner.

## **IMMUNIZATIONS**

No immunizations are given through the school. Students who do not meet the minimum immunization requirements of Maine State Law and have not filed an exemption form are excluded from attending school.

## **INCOMPLETE GRADES**

Students who are assigned a grade with an "Incomplete" will have two weeks from the close of the grading period to complete all work. At the conclusion of the two-week period, the earned grade will be entered onto the student transcript. Any exceptions due to extenuating circumstances must be approved by the Principal.

## **INSURANCE**

School insurance is available for purchase to each student at the beginning of the school year. The basic insurance plan covers accidents on school property and is highly recommended.

Students who participate in interscholastic athletics must have school insurance or proof of private insurance or appropriate waivers approved by the Scarborough School District.

NOTE: The insurance program available for purchase through the school is not a comprehensive accident insurance policy. This basic insurance is designed to supplement existing family policies.

## **LOCKERS**

All students are assigned a locker to be used for the storage of books, school-related materials, and coats or jackets. Students are responsible for their own personal property while in school. This responsibility includes not leaving items unattended and properly securing personal items in their assigned lockers.

Lockers are the property of the Scarborough School District and on loan to students for appropriate storage of school related materials. Students are responsible for lockers assigned and will be asked to pay for any damage. Do not mark lockers or put stickers on the lockers. The school strongly recommends that students use locks. Damaged locks and lockers should be reported to Admin II as soon as damage occurs.

Lockers are provided for the convenience of students. Large sums of cash or items of personal value should not be brought to school. All valuables must be stored in secured lockers until they are needed. The school is not responsible for personal property or cash. School administrators have the authority to search lockers at any time for any reason with or without notification as part of a specific or random search.

Students are responsible for cleaning out their lockers at the end of the school year, removing all belongings, and returning all books. This should be completed by the final student day. Students failing to clean books and materials and/or graffiti from their lockers will be assessed a cleaning fee. Damage fees will be assessed for lockers requiring repairs.

## **LOITERING**

Students who are not involved in approved activities are not to be in the building or on school grounds after 3:00 p.m. or before 7:30 a.m.

## **LOST AND FOUND**

Students who have lost books or other materials may check the lost and found box in Admin II. Any student who finds books, clothing, or personal items belonging to another student should turn them in at Admin II.

## **LUNCH**

Hot and a la carte lunches are available for purchase by students during their lunch periods.

When students have finished eating, all refuse; papers, etc. must be cleared from the table and disposed of properly. Stu-

dents are not to leave the cafeteria during lunch without permission of the lunch room supervisors or an administrator. Snacks are available in the cafeteria during lunch periods, and before school.

#### **FREE AND REDUCED LUNCH MEAL OPTIONS/INFORMATION**

Applications for free and reduced price meals are available from the office.

Students who qualify for free and reduced lunch are entitled to the following:

Breakfast: Each student may choose among 3 options daily: Bagel with one cream cheese, Cereal (one), Daily breakfast special, but you can only choose one of these options (no multiples). Your breakfast also comes with fruit and a milk or orange juice.

Lunch Students may choose one of 8 options daily: main meal option, Pasta, Hamburger, Cheeseburger, Chicken patty, Hot dog, Turkey burger. Lunch comes with sides: veggie, fruit, milk or orange juice, and dessert. You must take an entrée and at least one side to make a meal. You can take all sides available as well. Sandwich bar – you may create your own sandwich which includes fruit, milk or orange juice, and dessert. The dessert option is located at the registers on Mondays, Wednesdays, and Fridays. Food in classrooms is at the teacher's discretion.

#### **MAKE UP WORK**

An absence from school, even for several days, does not excuse students from responsibilities they may have in the classroom on the day of their return.

Students receiving excused absences are expected to make-up missed classroom work. On the day of return to school, it is the student's responsibility to find out what make up is required and when the work needs to be completed. Unless extenuating circumstances exist and prior arrangements have been made, students will be allowed an amount of time equal to the number of days absent to complete classwork, homework, and advance notice make-up work.

Students and parents need to remember that certain educational activities which occur during absences cannot be replicated or supplanted by make-up work. In courses where a portion of a student's grade is determined by class participation, absence from class could have a detrimental effect on this grade.

Students arriving late-to-school will be expected to pass in all work that was due and make arrangements with teachers regarding scheduling of missed exams by the end of that day. Students dismissed from school early will be expected to pass in all work that was due and take missed exams on the day they return to school. Any student who misses school the day prior to a test which was announced at least 48 hours in advance will be expected to take the test upon return to school.

Students who receive an approved "planned absence" must submit any reports, term papers, or projects that would become due during the period of absence to the teacher prior to the planned absence.

Teachers are available after school and during the Academic Enrichment and Support Time to help students with work missed from excused absences. It is the student's responsibility to request and schedule help.

If it appears that a student will be absent for more than three days, parents are encouraged to contact the office and make arrangements to receive assignments.

In the event of an excused absence on the day an assignment is due, the student may be held responsible for meeting the prescribed deadline date if the due date was announced more than two weeks in advance. A penalty not to exceed 20% of the grade for each day beyond the due date may be assessed if the assignment is submitted on the first day the student returns to school. (Greater penalties may be assessed if the assignment is not turned in upon the student's return to school.)

#### **MEDIA ACCESS TO STUDENTS**

All requests from media personnel to communicate with students will be funneled through the administration or the administration's designee. Parents will be contacted for those students under the age of 18 who meet with media personnel during the school day. (It is understood that students participating in activities and athletics may be approached by media requesting interviews pertaining to the activity.)

#### **MEDICATIONS**

The administration of medications in school is limited and controlled by law - Title 20-A MRSA, 254(5), 4009(4) and is specifically addressed by school board policy. Medication is administered by the school nurse when available, otherwise, by employees trained in medication administration. The policy and its accompanying procedures are to ensure the safety of all students in the Scarborough School Community and are strictly enforced. For a copy of the medication policy please contact the high school Main Office or the school nurse. Any student with a severe allergy is encouraged to carry an epi-pen and wear a medical alert bracelet. A duplicate pen should also be stored in the health office. Students with inhal-

ers are encouraged to carry them and must file a medication form filled out by their physician in the nurse's office.

## **MESSAGES**

Students receiving non-emergency messages will be notified prior to school and the end of the school day. While we will make every attempt to get notices to students, the office cannot act as a message center.

## **PASSES**

It is expected that all students are out of the hallway at the start of each class throughout the entire class period. If necessary to leave the student's assigned area, **ALL** students are required to have a pass when moving throughout the school building during class periods. Students are to go directly to the destination described on their pass. If students want to go to the library during a study hall period, they need to get a pass from the study hall teacher at the beginning of the period. They can also get a research pass from a classroom teacher to show to and have signed by the study hall teacher which will give them first priority to go to the library that period. Students found without an appropriate pass or no pass at all will be issued disciplinary consequences.

## **Notice Regarding School Integrated Pest Management (IPM) Policies**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites, and advance notice will be sent home with students and/or communicated electronically.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied during the year, notices will also be posted in school and on school grounds two working days before, until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Maine Board of Pesticides Control Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, Todd Jepson at 207 730 4100. If you have any questions, please contact me.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207 287 2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely,

Todd O. Jepson

IPM Coordinator

Director of Facilities

August, 2021

## PRIVACY

All students are afforded the right of privacy regarding their educational records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.A. 1232 (g). Student and school personnel matters will not be discussed in public settings. Individuals who feel their FERPA rights have been violated should contact the office of the superintendent at 730-4100.

## PUBLIC DISPLAY OF AFFECTION

Scarborough High School is a place of serious academic pursuits as well as a public building for everyone. Student behavior is expected to be appropriate and acceptable at all times.

## SCHOOL AND THE LAW

Any unlawful act taking place on school grounds, at school sanctioned activities, on school buses, or at any time or place which may directly interfere with the operations, discipline, or general welfare of the school not only makes the student subject to penalties which the courts may prescribe, but may also result in suspension or expulsion from school.

## SCHOOL PROPERTY

Students are expected to be respectful and considerate of school property, equipment, and textbooks. Students will be required to make restitution for school property that is damaged or lost during the school year.

A considerable amount of money is invested each year in textbooks. When students are issued a textbook for a given class, they are asked to sign a receipt for the book, describing the condition of the book at its issue. At the end of the year the student will receive this receipt back documenting the return of the book in the same condition as originally received. If the textbook has been damaged due to improper use or loss, the student will be charged for its replacement. School textbooks are to be covered at all times.

## SEARCHES

1. School administrators may search an individual student and/or personal property in the student's possession as well as lockers, desks, vehicles, and any other items on school property when there are reasonable grounds to suspect that the student has violated or is violating board policies, school rules, and/or federal/state laws. Lockers are the property of the school and are subject to random as well as specific searches at any time.
2. Searches which disclose evidence that a student has violated board policies or school rules will be addressed using the Scarborough High School Discipline Continuum. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
3. Students who refuse to comply with a search will be disciplined according to the Scarborough High School Discipline Continuum for the infraction of which they are suspected.
4. The school administration may employ the use of law enforcement canine units to conduct searches of the building.

## SECOND FAMILIES AND CHILD CUSTODY

Both residential and non-residential parents, custodial and non-custodial, are welcome to build an active partnership with Scarborough High School. All parents, step-parents and guardians are encouraged to attend school activities, request parent conferences, chaperone activities, and serve as school volunteers. Parents of nontraditional families are urged to provide the Student Services Department (guidance office) with the names and addresses of all parents who have legal access to student records. Parent assistance in providing the school with this information will guarantee that both parents of all students will be kept informed of school events and issues. Any legal documentation involving parental rights with the school need to be given to the Student Services Department.

## SENIOR PRIVILEGES

1. Early release/late arrival is available for eligible seniors who request to have the privilege of being excused from school when they have a Study Hall during the first or last period of the day. A "Senior Privilege Application" must be completed, signed and approved in the fall by a building administrator and will be re-checked each quarter. To **earn this privilege, the student must** be passing all classes and maintain an average of 75 or better (non-weighted grades) with passing grades in each class. The previous quarter grade is used to determine eligibility. Semester and exam grades are not used for this criterion.
2. Extended privileges may be granted at the administration's discretion. These privileges may include dismissal from Study Halls, and will require a GPA of 85 or better (non-weighted grades) with passing grades in each class.
3. Senior privileges may be revoked by an administrator at any time as part of a disciplinary action. Parents may also revoke these privileges by contacting the assistant principal.

4. Seniors wishing to use the library rather than leave campus during a study hall **MUST** report to their study and get a LIBRARY PASS from that teacher for the entire period.
5. Students are to sign-out/in through Admin I. Seniors are to use **ONLY the Main Entrance** to the building during the school day. Upon return, students are allowed to sit in the lobby area but are not permitted to go to lockers or classes until the bell rings.
6. Students are expected to follow all aspects of the contract for Senior Privilege.

## **SPECIAL EDUCATION/504 REFERRALS**

Anyone concerned about a student that may require a referral for Special Services or accommodations under Section 504 of the Americans with Disabilities Act may contact Scarborough High School administration, Student Services personnel or any member of the special education department.

## **STUDENT RECORDS ACCESS**

Parents or guardians of students and students who have attained eighteen years of age or are attending an institution of post-secondary education have the right to:

1. Inspect and review the student's educational records;
2. Request an amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint under the Family Educational Rights and Privacy Act, 20 U.S.C.A 1232 (g), concerning alleged failures by the Scarborough School District to comply with the requirements of this law.

## **STUDY HALLS**

Students with unassigned class periods are assigned to study halls. A study hall may be scheduled in a classroom or the cafeteria. The library is available for individual quiet study, research, and/or reading with the permission of the librarian or a study hall teacher.

Students are encouraged to make maximum use of study hall periods for research, study, guidance, and administrative matters. The following procedures apply to all students during study halls:

- No card playing, games of chance, gambling.
- Cell phone usage, personal audio devices, etc. can be used depending on the Study Hall Instructor's study hall policy.
- Students are to bring sufficient material with them to study for the entire period
- Students who do not adhere to study hall rules are subject to the same disciplinary action that exists for course classes
- Passes from study hall to the library and other locations may be granted at the discretion of the study hall teacher. They must be complete and signed.
- Study hall teachers are a valuable resource and students should feel free to ask study hall teachers for help with their studies.

## **SIGNING OUT OF STUDY HALL**

1. Students may sign out of a study hall one student at a time. As one student returns another student may leave. Students may sign out to go to a locker, to the bathroom, or to the office. This does not include students working with teachers, going to the library, going to the Study Center, the computer room or to a scheduled guidance appointment.
2. A student meeting with a specific teacher for extra help will present a pass from that teacher to the study hall teacher before the student signs out of study hall. The student will return from the help session with a signed pass indicating the time of return.
3. Any student signing out to the Study Center or computer lab must obtain a pass from that location prior to the start of the period. Students will not be admitted after the period begins and are to remain for the entire period. Failure to do so will result in loss of sign out privileges and disciplinary action.
4. Any student signing out to the Library **MUST** obtain a pass from their study hall teacher. Passes are for the entire period.
5. Students should be courteous to each other during study halls, maintain a quiet study environment, and minimize distract-



tions.

## **SUBSTANCE ABUSE**

The Scarborough School District and Scarborough High School recognize the seriousness of both chemical and tobacco product abuse by students. District policies address the need for education, intervention, and law enforcement. For a complete set of school district policies regarding substance abuse, students and parents may contact the high school office. (See Scarborough School Department Policies ADC and JICH)

## **SUMMER SCHOOL**

Summer school programs are available for students who have failed semester-long or year-long courses. These programs are not a substitute for the school-year course, but provide supplemental curriculum which, when combined with the student's prior learning, provide justification for credit. Students who fail a course with a grade of at least 50 may enroll in summer school programs at Deering/Portland High School, through Virtual High School, or other locations with the approval of the principal. Scarborough High School will accept no more than two credits from approved summer school programs each year.

## **TELEPHONES**

Office telephones are for school business and are available for student use only with permission from school staff. During class time, students must have a pass to use the phone.

## **TRANSPORTATION REQUIREMENTS FOR ALL ATHLETIC/ACTIVITY EVENTS LOCATED AT SITES OTHER THAN SHS**

Parents/Guardians will arrange for transportation for the student promptly following the conclusion of practice. It is the expectation of Scarborough Public Schools that students travel to and from school-sanctioned activities on school provided transportation, when available. It should be a very rare occasion when parents need to transport their child home after a contest/event and if there is such an occasion then they must complete a transportation permission form and get approval prior to the contest/event. No student may ride home with anyone other than his/her parents.

Bus schedules will be made known to each team/club and buses will not wait for students beyond the designated departure time. Students arriving by other transportation without prior approval from the Director of Athletics and Student Activities may not be allowed to participate. Busses will not stop to pick-up a student who may be late, once the bus has left the parking lot area.

## **VISITORS**

All visitors to SHS must report to the main office and are required to wear a visitor tag while in the building for identification purposes. Visitors will be required to show appropriate identification and follow check-in procedures. Individuals who do not abide by the SHS check-in-procedures will be considered trespassing.

## **VOCATIONAL PROGRAM TRANSPORTATION**

The Scarborough School District will provide transportation for all students enrolled in area vocational education programs. Students are not permitted to travel in private vehicles to the Westbrook or Portland vocational programs. Students who take their own transportation to vocational school or ride with someone other than their parent will put themselves at risk of being removed from their vocational program.

1. First Offense: warning in writing and mailed to parents
2. Second Offense: Friday Detention and a written warning mailed to the parent/guardian.
3. Third Offense: Removal from the vocational program

## **WITHDRAWAL AND SCHOOL TRANSFER PROCEDURE**

To withdraw from Scarborough High School or to transfer to another school, please contact the Registrar or School Counselor in the Student Services department.

## **WORK PERMITS**

Students under the age of 16 must obtain a work permit before accepting employment. Applications for work permits are **available in the Scarborough Superintendent of Schools Office in the Scarborough Town Office Building**. It should be known that **a copy of the student's last report card and attendance records accompanies each work permit application, and therefore applications may be denied based on academic standing and/or attendance issues (i.e. number of absences and tardies)**.

## **SCARBOROUGH STUDENT ATHLETIC/ACTIVITY PROGRAM (AAP) GUIDELINES**

The AAP guidelines have been developed to support and promote healthy, enriching, and safe activities for all students. These guidelines must be followed by any student that participates in MPA sanctioned sports and activities. Students must follow these guidelines as well as all school rules beginning with the first day of practice/try-outs/meetings and ending on the day on which the activity ends.

The AAP guidelines are in addition to other SHS guidelines as well as specific team rules. Administrators in partnership with coaches/advisors reserve the right to use their discretion and authority while dealing with each individual situation.

***Please Note: These guidelines are subject to SHS administrative change. For the most up-to-date version of the AAP guidelines please refer to the school website.***

When Scarborough High School competes with other programs and teams, our tradition has been to do so with honor, sportsmanship, and class. While we certainly always strive to win, we do so while showing honor and grace to the other communities that we compete with. Over the years our teams, clubs and activities have achieved numerous league, regional, state, and national recognitions as well as sportsmanship awards. We take great pride in our winning and successful traditions in all of our extracurricular activities. However, we never condone winning at all costs. We will always discourage any and all pressure that reinforces lack of commitment to academics, positive mental and physical health and/or negligence of good sportsmanship.

### **I. General Requirements**

1. The on-line registration must be completed prior to active participation in athletics.
2. To start the athletic season physicals have to be valid through the last play-day of that sport season.
3. Students who owe obligations to the school (uniforms, other items from the previous season, etc.) will not be permitted to participate until those obligations are satisfied.
4. Students must pay the school activity fee associated with their sport/activity prior to participating in the first countable game/competition and/or performance. Please check the appropriate box in the Family ID registration program if financial support is needed.
5. Squad Selection/Cutting: It is our desire to have as many students as possible participate in the extracurricular program while at Scarborough. Our coaches/advisors try to keep as many students as they can without unbalancing the integrity of the activity. Safety, time, space, facilities, equipment, ability and other factors will be some of the considerations as to the most effective squad size for a particular activity. Choosing the members for extracurricular teams is the sole responsibility of the coach/advisor. When it is necessary for a coach/advisor to cut a student from a team/club activity, they will inform each student and a reason(s) will be cited. A determination will be made on the first day of the season (first practice/try-out) for that sport as to whether "cuts" are necessary. Students involved in "cut" sports must participate in the try-out period. Students who do not participate in the try-out period forfeit their ability to participate in that sport for that season unless they receive prior approval from the Director of Athletics and Student Activities.
6. There will be no roster additions made after the first countable varsity contest for that sport/activity. All other rules and requirements must be met prior to the student-athlete competing in any contest.
7. Length of Sports Season: A sport season begins on the first day of practice for that sport. The season officially ends with the MPA State Championship date for that sport.
8. Hazing: Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school". Scarborough Public Schools believes that injurious hazing activities of any type, on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited. No student shall plan, encourage, or engage in hazing activities. Violators of this policy may be subject to disciplinary action, which may include suspension from school and/or extracurricular activities, expulsion, or other appropriate measures.
9. Transfer Rule: A student who transfers enrollment to another school without a corresponding change of residence by his/her parent(s) or legal guardian(s) may become eligible to participate in interscholastic activities if a "Transfer Waiver Approval Form" is properly filed with the MPA office. The form must be initiated by the receiving school with the student, parent/guardian, sending and receiving principals all certifying that the transfer was not primarily for athletic purposes. (SHS Athletics/Activities Access Protocol Packet/Procedures must be completed)
10. Exchange Students: Exchange students do not pay tuition, must have a J-1 visa limited to one academic year and should be placed by a Council on Standards for International Educational Travel (CSIET) listed foreign exchange program. Schools must ensure that a student has not graduated from the home country's equivalent of high school. If the student has graduated they will be limited to participation on the sub-varsity teams. (SHS Athletics/Activities Access

Protocol Packet/Procedures must be completed)

11. A student with disabilities will have equal opportunities to participate in field trips and/or extracurricular activities if he or she meets the essential eligibility requirement. The school district will provide reasonable needed accommodations or related aids and services that will allow the student to participate in the particular field trip and/or extracurricular activity.

## **II. Academic Eligibility**

The athletics/activities office will only honor those grades that are posted in PowerSchool at the established stored grade date. The athletics/activities office does not make changes or decisions about student grades. It is the responsibility of students and parents to know their academic standing prior to participation. Parents and students should monitor academic progress throughout the school year and can track this progress through the PowerSchool system, through established communication methods with teachers, and/or by communicating with student support services (Guidance Office).

In order to participate in the athletic and student activity programs (AAP) including: practices, scrimmages, exhibition games, regular season games, tournaments, and/or other team/club activities, a student shall be considered in good academic standing.

### **A student is in good academic standing if he/she is meeting all of the following criteria:**

1. Meets the eligibility rules established by the local school unit
2. Has not reached twenty (20) years of age
3. Has yet to fulfill eight full semesters at an approved secondary school or its equivalent
4. To be eligible to participate in athletics a student must be fully enrolled and academically active in school. A student must be passing 4 courses (*educational opportunities*) at the seasonal eligibility checkpoint. A fully enrolled student is one who is on track to accumulate the minimum number of credits required for graduation.

### **Seasonal eligibility checkpoint:**

Fall: -4th Quarter; or -2nd semester of the previous school year	Winter: -1st quarter grades of current school year <i>*Please note: there is no semester grade available at this stage in the school year.</i>	Spring -2nd quarter, or -1st semester grades to start season, and -3rd quarter grades to finish the season
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*Note: All incoming freshmen are academically eligible to play Fall sports.*

5. Students found to be ineligible at the start of the season/activity will not be permitted to participate in that sport/ activity. If the sport/activity includes an additional quarterly grading period then a student may become eligible to participate as long as that eligibility is determined prior to the first countable event for that sport/activity. In addition the sport/activity cannot have a try-out period in which students are "cut" from (not make) the team.
6. If the seasonal eligibility requirements include an additional quarterly grading period and a student becomes ineligible to participate then they will no longer be able to continue participating in that sport/activity.
7. Summer school courses may be used for the purposes of regaining eligibility from the second semester of the previous school year.
8. Students with an "incomplete" in any number of classes in the most recent marking period and the incomplete effects their eligibility to participate will be allowed to practice but not compete in contests until those grades are made up and posted in powerschool. Students will only be given the designated amount of time, determined by the administration, to make up the grades.

\*In all instances of interscholastic activities, all applicable Maine Principals Association and league regulations shall be met.

\*Transfer students, Home-school students and/or Charter School students will have their eligibility status determined by the Principal and Director of Athletics and Student Activities in accordance with guidelines set forth by the Maine Principals' Association. Transfer students follow a different set of rules related to participation.

\* *Student Athletes and their parents/guardians should be aware of the eligibility requirements for those who wish to continue*

*competing in athletics at the collegiate level. It is recommended that student-athletes register with the NCAA Clearinghouse, through their website at <https://web3.ncaa.org/ecwr3/> as early as the student's freshman year of high school. The NCAA requirements include: (a) completion of the 16 core courses, (b) a minimum G.P.A (grade point average); (c) and a specific SAT combined score or an ACT sum score depending on the division level. The NCAA requirements may change from year-to-year, we advise student-athletes and their parents/guardians to double check all information regularly at <http://www.ncaa.org/student-athletes/future>*

### **III. Personal Conduct**

Students are expected to comply with these rules. The Director of Athletics and Student Activities, and/or building Principal may choose to suspend/expel players from teams for noncompliance of the Scarborough High School behavior guidelines.

1. All students are to conduct themselves as positive representatives of their families, their school, and their community at all times.
2. Profanity or sudden outbursts of negative emotion will not be tolerated in any situation or setting.
3. Each student will be polite and courteous to team members, opponents, coaches, fans, and officials.
4. Proper attire, neat in appearance, is required for all contests, home and away.
5. Students are to meet, and strive to exceed, the behavioral standards defined in the Scarborough High School Student Handbook. Students who participate in AAP are reminded that disciplinary obligations must be met prior to participating in any activities. This includes practices, competitions, and trips.
6. While on the bus traveling to and from events:
  - a. Excessive noise is not permitted.
  - b. Electronic devices with headphones are permissible at the coaches/advisors discretion.
  - c. All students are to remain seated while the bus is moving.
  - d. There is to be no trash or equipment left on the bus.
  - e. Students are not to change clothes on the bus.
  - f. Cleats are not to be worn on the bus.
7. Sportsmanlike conduct is expected of all participants and spectators. Inappropriate behaviors may result in suspension or dismissal from the team or removal from the event and possible prohibition from attendance at future events.
8. Uniforms and equipment issued for a sport may be worn or used only during practice or competition. For example, game shirts should not be given to anyone to wear on game days. The student will not be responsible for equipment or uniforms damaged during the normal course of practice or play. Students will be responsible for the financial cost for lost or damaged uniforms/equipment. Senior athletes may have graduation tickets and attire withheld until all uniforms/equipment is turned in or the fee for replacement received.
9. Students are not permitted to be in an unsupervised area at any time.
10. Social Media:
  - Remember that the Internet is permanent
  - Avoid posting offensive or inappropriate language, pictures, videos or comments
  - Ensure content posted on these sites does not depict inappropriate or illegal activities
  - Don't post anything you wouldn't say in a public forum when representing Scarborough Public Schools or anything you wouldn't say to the media
  - Be in the right state of mind when you make a post - don't post when you're angry, upset, or your judgment is impaired in any way
  - Check your privacy settings. It is recommended that the strongest security settings be used for Facebook, and that student-athletes have "protected tweets" on Twitter, wherein only approved followers will be able to view tweets
  - Never post your home address, local address, phone number(s), birth date or other personal information. You could be a target of predators. For additional safety measures, it is recommended that student-athletes do not include their location in Facebook posts and tweets
  - Understand that anything posted online is available to anyone in the world - any content placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page

- Ensure any information placed on the website(s) does not violate School Department, athletic department or student-athlete codes of conduct
- Do not comment on athlete injuries, rosters, playbooks, officiating or any other team information that should be kept confidential
- Student-athletes and members of programs are asked to refrain from discussing scrimmages on social media, whether in advance of the event or in regards to the outcome.

#### **IV. Attendance/Practices/Meetings/Contests/Scheduled Events**

1. Any discrepancy in attendance is the responsibility of students and parents. All discrepancies need to be taken care of on the same day and before the last bell with the attendance and safety coordinator. Attendance issues will not be considered after the last bell on that same day. Attendance policies will be enforced based on what is posted in PowerSchool at that time.
2. A student is expected to put their academic studies first. If a student needs to see a teacher or staff member for extra help, the student must provide the coach/advisor with a note from the teacher/staff member to verify their tardiness to the practice/event.
3. The student must be present in school for the full day in order to participate in any after-school athletics or activities that afternoon or evening. The student will not be permitted to participate that day if: (a) he/she is marked unexcused for any reason; (b) if the student is absent due to any personal illness and/or; (c) if he/she is dismissed during the school day due to illness. Scarborough Athletic/Activities Department recognizes four excusable reasons for student absence: (1) an appointment with a healthcare professional that must be made during the regular school day (documentation may be requested), (2) observance of a recognized religious holiday when the observance is required during the school day, (3) a family emergency, at the discretion of the administration (4) a planned absence for a personal or educational purpose which has been approved in advance by school administration.
4. Parents/Guardians will arrange for transportation for the student promptly following the conclusion of practice. It is the expectation of Scarborough Public Schools that students travel to and from school-sanctioned activities on school provided transportation, when available. It should be a very rare occasion when parents need to transport their child home after a contest/event and if there is such an occasion then they must complete a transportation permission form and get approval prior to the contest/event. The transportation permission form is available through the Family ID registration system.
5. Buses will not wait for students beyond the designated departure time. Students arriving by other transportation without prior approval from the Athletic/Activities office may not be allowed to participate. Busses will not stop to pick-up a student who may be late, once the bus has left the parking lot area.
6. Absences - Each team member is expected to be present for all team practices/contests/events. The minimum standard for missing a practice/contest/event, unless it is one of the four excusable absences outlined in (#2) above, is that the student-athlete must practice as many days as he and/or she missed before participating in any contest/events. Coaches may impose additional consequences for unexcused absences from practices/games. Students who know that they will be absent from part or all of a scheduled practice/events for a period of time should notify/discuss their situation with the coach/advisor with as much advance notice as possible. This rule also applies to student-athletes who may be granted permission to start the season after the scheduled start date.
7. MPA Bona Fide Team Rule - A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere. Students requesting a waiver must complete a Bona Fide team rule waiver application. The approval of a waiver is the decision of the local administration.
  1. Two waivers per student athlete per sport season may be granted on a case-by-case basis for extraordinary circumstances.
  2. Penalty for violation of this policy:
    - a. 1st Violation            Suspension from play for one game/contest
    - b. 2nd Violation            Removal from team for remainder of season
8. MPA member schools, of which Scarborough is one, are required to limit all participation, play, or practice in a sport by all teams and individuals to the season to which the sport is assigned. This policy applies to all team and individual interscholastic competition grades 9 through 12 during the school year only and does not apply during the summer recess. In order to provide a window of personal time similar to the time available prior to the winter and spring sports

seasons, summer recess is defined as the time period between the last day of the spring sport season to August 1 or fourteen (14) days prior to the beginning of the fall sport season, whichever occurs later. Booster Clubs are an extension of the athletic program and, therefore, are subject to the restrictions of the Sport Season Policy. It is understood that fundraising is exempt from this restriction for boosters and coaches but not athletes. The sport seasons shall be preceded by a practice period of a minimum of two weeks and a maximum of three weeks. During the practice period, teams may participate in clinics, scrimmages, round-robins, exhibition games, and invitational events. MPA sports committees will establish dates for last countable games and play-off tournament games.

## **V. Controlled Substances /Alcohol / Illegal Drugs**

In order to promote the highest possible standards of learning, good citizenship, and the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of alcohol and drugs; provide for early intervention when use is detected; and, provide disciplinary action when necessary. Compliance with this policy is mandatory.

### ***Prevention***

The School Department will provide students with information and activities focused on abstaining from the use of alcohol and drugs. Such information and activities will address the legal, social and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. The School Department will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for students.

### ***Intervention***

The School Department has a Substance Abuse Prevention Coordinator to provide non-clinical chemical health assessments, assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug and alcohol counseling and treatment, and programs that are available to students.

### ***Rules and Sanctions***

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRSA § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Any performance-enhancing substance listed on the Maine Department of Health and Human Services' banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students (see Board policy JLCD);
6. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation);
7. Paraphernalia - implements used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board.

The School Resource Officer or other appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in athletics and co-curricular activities are subject to additional rules and sanctions.

#### **1. First Offense**

Students who are found in violation of this policy shall be held to the same standards as the discipline continuum. In

addition, student-athletes may be required to practice for as many days as they have missed prior to participating in any contest. The student must participate appropriately in an Action Plan developed by the SHS Substance Abuse Counselor.

## 2. Second Offense

Students who are found in violation of this policy for the second time during a school year may be removed from participation in all athletics and student activities for a period of time as determined by the school administration.

## **VI. Awards - High School Athletics**

- To be eligible for awards a student must be in good standing during the high school career in athletics and completed the full season in their sport. A Certificate of Participation is presented to each athlete who has participated but not earned a varsity letter in that sport. A varsity letter, certificate and distinctive pin is presented to athletes. Some athletic awards include the following:
- A four-year letter plaque is presented to each athlete who earns a letter in one sport in each year of high school.
- The Edward J. "Packy" McFarland Scholar Athlete Award – Is given to a senior who is the embodiment of the true student-athlete – someone who demonstrates great academic success, athletic talent and superior character. The award is accompanied by a monetary gift.
- Richard P. Johnson Male and Female Athlete(s) of the Year - Is given to a senior male and female student who has exhibited the greatest athleticism in their time as a high school athlete
- Student-athletes who participated in three sports for each of their four years in high school will also receive a plaque celebrating this outstanding achievement.
- Varsity letters will be awarded to students in accordance with the established guidelines

[www.scarboroughathletics.org](http://www.scarboroughathletics.org) Twitter:@redstorm\_sports

## **DISCIPLINE CONTINUUM**

**Note:** *All disciplinary actions are at the discretion of building administration.*

This discipline continuum cannot cover all disciplinary situations which may arise, and therefore, is not intended to be exhaustive. Moreover, modifications to the discipline continuum will be made depending upon the facts of an individual case. As part of the discipline process, a plan may include, but is not limited to, supports for individuals involved. Any disciplinary plan may lead to additional consequences for participation in co-curricular programs, athletics, and the use of electronic devices. 1:1 technology devices have been provided to all students and any violation of guidelines associated with their use may result in disciplinary action.

## **DUE PROCESS - STUDENT APPEAL PROCEDURES**

Scarborough High School will protect the rights of the individual by providing students with appropriate due process protection. Any student who has been given disciplinary consequences has the right to appeal to the building Principal. The Principal's decision on this appeal is final. Any eligible student or parent/guardian of a student who has been suspended from school has the right to appeal that suspension to the principal. All appeals of suspension must be made in writing within 24 hours of notification of suspension, whereupon the appropriate administrator will notify those administrators potentially impacted by the appeal.

## **DETENTION REGULATIONS**

The location of Office Detention will be announced at the start of the school year and recorded on the written notice of Office Detention. Office Detentions are on Monday through Thursday afternoons from 2:35-3:35 PM. Students are to bring schoolwork or appropriate reading material with them to detentions. There will be no talking, no working with other students, no sleeping, no idle activity, and no use of personal audio equipment, cell phones, or electronic game equipment during detentions. Friday Detentions begin promptly at 2:35 PM. Students are to bring schoolwork or reading material to Friday detention. The following detention procedures will be strictly followed.

- Detention will run from 2:35 - 3:35 PM on Monday through Thursday, and 2:35 - 6:35 PM on Friday.
- No student will be allowed to enter after 2:35 PM.
- A quiet study hall atmosphere will prevail; students will be expected to have school work appropriate reading material with them upon arrival.

- A five-minute break will be permitted at 3:35, 4:35, and 5:35 PM. During the break travel will be restricted to the immediate corridor area
- Disciplinary problems or lack of willingness to study or cooperate will result in further disciplinary action and forfeiture of all time served on the day of detention.
- Detentions are NOT scheduled at the student's convenience.

Students are permitted to serve their detentions during scheduled detention times before their assigned date. Students must start the detention at 2:35 with other students and must tell the detention monitor how long they plan to serve on that day. Students must serve detention in one-hour increments. Students who violate detention rules while serving detentions in advance of the scheduled date will be disciplined according to the regular discipline code.

**Note: Depending on the offense, suspensions are either In School Suspensions (ISS) or Out of School Suspensions (OSS).**

## SUSPENSION

Students who are suspended from school, either in-school or out-of-school, may not attend or participate in school sponsored activities or athletic events during the time of suspension. Suspension is considered to be completed at the start of the day of the student's return to school.

This exclusion includes all activities (practices, games, performances, dances, club or activity meetings, or events) which take place in the afternoon, evening, and during the day of the suspension days and shall include Saturdays, Sunday, holidays, and vacation periods that fall between the beginning and conclusion of the suspension **time**.

A student suspended from school from 1-10 days in accordance with the SHS Discipline Continuum will adhere to the following conditions:

- Students on out-of-school suspensions will not be allowed on school grounds without prior administrative approval. Violators will be considered trespassers. Students seeing a teacher after school (2:25 PM) on a suspension day must check in with the office upon arrival.
- Absences due to disciplinary suspensions will be recorded as "Suspended" on student records.
- Suspended students are responsible for communicating with their teachers and obtaining schoolwork to be completed. The school secretaries are not responsible for collecting that work.
- An excessive number of out-of-school suspensions, or a single suspension for an extreme infraction of school rules, or chronic, multiple violations of the SHS Discipline Continuum may result in a recommendation for an expulsion hearing.
- In-school suspension may be used as a form of discipline if the facility and staffing allow. In-school suspension runs from 8:00-2:25. Students in in-school suspension must be on time, must not communicate with other students, must work the entire day, and must follow all guidelines set forth by the administration. Failure to comply with any rule will result in an out-of-school suspension for the remainder of the day, and a rescheduling of the in-school suspension for the entire day.

## RE-ENTRY MEETINGS

Re-entry meetings provide a means of welcoming back any student who has been out of school due to suspension, extended illness (including hospitalization), or other extenuating circumstances. The meetings generally are scheduled for a time prior to the beginning of the agreed upon day of re-entry. This brief meeting includes the student, the student's parent(s)/guardian, a building administrator, and other appropriate representatives. The re-entry meeting is for the student to review his/her academic status and determine work completed and/or still outstanding as a result of his/her absence. If appropriate, support services and/or academic support can be offered.

### NOTE:

**All suspensions must be reported on the Common Application even after the Common application has been submitted. \***

**If a student with Senior Privileges get suspended they will lose their Senior Privileges for a time to be determined by an administrator based upon the severity of the infraction. However, the senior may be able to earn them back through a plan created in collaboration with their Assistant Principal.\***

**PARENTS WILL RECEIVE WRITTEN NOTIFICATION OF ALL STUDENT SUSPENSIONS AND EVERY EFFORT WILL BE MADE TO NOTIFY PARENTS OF SUSPENSIONS BY TELEPHONE COMMUNICATION.**

**Unserviced Detentions and Suspensions: Freshmen, Sophomores, Juniors.**



If a student accumulates 6 or more hours of unserved detention time, s/he will receive 1 day of in school suspension for every 6 hours of unserved time and will still have to serve the 6 or more hours owed. At the end of their freshmen, sophomore, and junior years, any unserved detention time a student owes will roll over to the next school year and the student will be responsible for serving the unserved time during the next school year.

**Important Reminder for Seniors:**

Seniors will not be allowed to participate in any senior/graduation activities until all obligations are met. This includes discipline and financial obligations (library fees, textbooks that have not been returned, cafeteria money owed, uniforms not turned in, etc.)

Also, students will not be able to pick up their cap and gown or receive their graduation tickets until these obligations are met as well.

<b>Category 1 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.</b>			
<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD/SUBSEQUENT OFFENSE</b>
<p><b>Violation of School Issued Device Policy</b></p> <p>Any use of the electronic device that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, forwarding, downloading or displaying any materials that are defamatory, abusive, vulgar, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited. Applicable School Board Policies include, but are not limited to: IJNDB, IJNDB-R, IJNDB-E</p>			
<b>Violation of School Issued Device Policy</b>	<b>Warning Parent Contact</b>	<b>Computer Use – 5 days-restricted use Parent Contact</b>	<b>Computer Use-10 days-restricted use Parent Contact</b>
<p><b>Inappropriate Use or Neglectful Care of a School Issued Student Electronic Device</b></p> <p>Inappropriate use or neglectful care of a school issued student electronic device will result in disciplinary action, which may include loss of privilege to the electronic device. Harsh, violent and/or inappropriate handling of the electronic device which includes, but is not limited to, slamming the lid shut, dropping the electronic device onto a desk, throwing the electronic device on the floor, etc... is prohibited. The student is responsible for the cost of any non-warranty damage caused by neglect or inappropriate use/handling of the electronic device.</p>			
<b>Inappropriate Use or Neglectful Care of a School Issued Student Electronic Device</b>	<b>Warning Parent Contact Restitution</b>	<b>Restricted use of Computer Device to be determined by school administration Parent Contact Restitution</b>	<b>Restricted use of Computer Device to be determined by school administration Parent Contact Restitution</b>
<b>Disruptive behavior in class and sent to office</b>	Teacher detention	Office detention – 1 hr.	Friday detention – 4 hr. Parent-Teacher conference
<b>Disruptive behavior on school property and sent to office</b>	Office detention – 1 hr.	Office detention – 2 hr.	Office detention – 4 hr.
<b>Unexcused tardy to school</b>	Warning	Office Detention – 1 hr.	Office detention – 1 hr.
<b>Unexcused tardy to class</b>	Teacher warning	Classroom detention	Office detention – 2 hr.

<b>Unexcused absence from school</b>	Friday Detention Parent Contact	One day of In-School-Suspension Parent Contact	One day of In-School-Suspension Parent Meeting Attendance Plan Developed
<b>Unexcused absence from class</b>	Teacher detention	Office detention – 1 hr.	Friday detention – 4 hr.
<b>INSUBORDINATION</b>			
Refusal to obey established and well defined rules and school regulations and failure to comply with a reasonable request by a staff member are considered acts of insubordination. Insubordination also includes being in an unauthorized area or loitering (i.e. washrooms, corridors, parking lots, etc.) during a student's regular schedule. Repeated violation of any rule constitutes insubordination.			
<b>Insubordination</b>	Office detention – 1 hr.	2 hr. detention Parent Contact	4 hr. detention – Friday Parent Conference
<b>Abusive/vulgar/obscene language:</b>			
<b>Use of inappropriate language/behavior</b>	Warning	Office Detention – 1 hr.	Office Detention – 2 hr.
<b>Casual student-to-student inappropriate language/behavior</b>	Warning	Office detention – 1 hr.	Office detention – 2 hr.
<b>Directed at staff/peers</b>	1 day Suspension	1 day Suspension + administrative meeting	3 day Suspension + administrative meeting
<b>Traffic violations: Moving violation</b>	Warning – summons	Summons & loss of driving for 1 semester	Summons and loss of driving privilege for remainder of school year*
<b>Traffic violations: Parking violation</b>	Warning – log entry	Office detention – 1 hr.	Office detention – 2 hr. Vehicle may be towed
<b>Dress Code Violation</b>	Change of clothing or cover offensive item/area or sent home	Change/cover/or sent home Office detention – 1 hr.	Change/cover/or sent home, parent meeting & Office detention – 2 hr.
<b>Unauthorized use of electronic device</b>	Item is held in the office until the end of the school day	Office detention – 1 hr. Items held in office for parent retrieval	Office detention – 4 hr. Items held in office for parent retrieval
<b>Food – throwing/littering</b>	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
<b>Dishones-</b>	Office detention	Office detention – 2	Friday detention – 4 hr.

<b>ty/Misrepresentation</b>	- 1 hr.	hr.	
<b>Failure to serve teacher detention</b>	Office detention – 1 hr. and reschedule detention with teacher	Office detention – 2 hr. and reschedule detention with teacher	Friday detention – 4 hr. and reschedule detention with teacher
<b>Failure to serve office detention or late to office detention</b>	Warning – detention rescheduled	Office detention X 2	ISS – 1 day, Serve original office detention
<b>Leaving school building without permission</b>	Office detention -1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
<b>Leaving school grounds without permission</b>	Office detention – 2 hr.	Office detention – 4 hr.	Suspension – 1 day
<b>Category 2 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.</b>			
<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD/SUBSEQUENT OFFENSE</b>
<b>Vandalism/Damage to or tampering with school or personal property</b>	Based on severity of incident and following parental notification, the following consequences may be administered: restitution, police intervention, Friday detention – 4 hr., ISS – 1 day, OSS (TBD), and/or expulsion.		
<b>Forgery, tampering with school documents/false calls</b>	1 day suspension Parent conference	3 day suspension Parent conference	5 day suspension Parent conference
<b>Academic dishonesty (cheating) (Based on severity of incident)</b>	Zero credit for work Office detention – 1 hr. Parent notification	Zero credit for work Office detention – 2 hr. Parent notification	Zero credit for work Friday detention – 4 hr. Parent notification
<b>Smoking/Possession of tobacco products/Furnishing tobacco products including lighters, matches &amp; smoking related items. This includes any electronic or simulated tobacco product/device.</b>	Suspension – 1 day Police complaint/summons (under 18), referral with student assistance counselor Educational component	Suspension – 3 day Police complaint/summons (under 18) with referral for counseling. Must complete an education based assignment on the dangers of using juuling/tobacco.	Suspension – 5 day, Police complaint/summons (under 18) with referral for counseling
<b>Hazing</b>	Friday detention – 4 hr. Parent notification	Suspension - 1 day Parent conference	Suspension – 3 day Parent Conference with School Principal
<b>Harassment Intimidation</b>	Discipline consequences will depend upon the severity and nature of the harassment, intimidation, and/or threat in question (see Scarborough Schools Student		

<b>Threats</b>	Harassment Policy). Incidents of harassment will be referred to the assistant principals and/or principal and may be reported to appropriate authorities outside the school system as warranted.
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**MOB ACTION**  
 The assembly of two or more persons for the purpose of creating a disturbance, participating in an act of violence, and/or damaging property will result in disciplinary action ranging from detention to suspension with possible recommendation for expulsion.

<b>Theft</b>	Suspension - 1 day Restitution & police complaint	Suspension – 3 day Restitution & police complaint	Suspension – 5 day Restitution & police complaint
<b>Inappropriate Physical Contact</b>	Friday Detention – 4 hr. Parent notification	1 Day Suspension Parent Notification and Meeting	2 Day Suspension Parent Notification and Meeting
<b>Fighting</b>	Suspension – Up To 3 days Police contact Required student counseling	Suspension – 5 days Police contact Required student counseling	Suspension – 10 days Recommendation for Expulsion hearing

**Category 3 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.**

<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD/SUBSEQUENT OFFENSE</b>
<b>Assault</b>	Suspension – 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing	Suspension – 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing	Suspension - 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing
<b>Controlled substance possession/use/under the influence (Each substance will count as a separate violation). Possession of paraphernalia</b>	Suspension – 5 days Parent contact Police complaint Referral to student assistance counselor Educational component	Suspension – 10 days Parent contact Police complaint Required assessment by substance counselor/facility Must complete an education based assignment on the dangers of using alcohol or drugs.	Suspension – 10 days Possible expulsion hearing Police complaint Required assessment by substance counselor/facility
<b>Alcohol Possession/Use at school or at school</b>	Suspension – 5 day	Suspension – 10 day	Suspension – 10 day

<b>events/under the influence</b>	Parent Contact Mandatory student services Police contact	Parent Contact Mandatory student services Police contact Must complete an education based assignment on the dangers of using alcohol or drugs.	Parent Contact Mandatory student services Police contact Possible expulsion
<b>Alcohol, Distribution/Selling</b>	Suspension – 10 days Parent contact Police contact Mandatory student services	Suspension – 10 day Parent contact Police contact Possible expulsion hearing Mandatory student services	Suspension – 10 day Parent contact Police contact Possible expulsion hearing Mandatory student services
<b>Controlled Substances, Distribution/Selling</b>	Suspension – 10 days Parent contact Police contact Mandatory student services	Suspension – 10 day Parent contact Police contact Possible expulsion hearing Mandatory student services	Suspension – 10 day Parent contact Police contact Possible expulsion hearing Mandatory student services
<b>GROSS MISCONDUCT</b>			
<i>Gross misconduct shall include any conduct, behavior or activity that causes, or may reasonably lead school authorities to believe substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel may occur. This will result in out-of-school suspension of up to 10 days police contact</i>			
<b>RECKLESS ENDANGERMENT</b>			
While committing an infraction of school rules, a student who intentionally or unintentionally jeopardizes the safety or wellbeing of others will be penalized from detention up to 10 days out-of-school suspension depending on the nature and severity of the act.			
<b>False fire alarm/Bomb threat/Smoke bomb/Any threat to the well-being of the school</b>	Suspension – 10 day, Required student services Police contact Restitution Possible expulsion hearing	Suspension – 10 day, Required student services Police contact Restitution Possible expulsion hearing	Suspension – 10 day, Required student services Police contact Restitution Possible expulsion hearing
<b>Hate crime</b>	Suspension – 10 days Parent contact	Suspension – 10 days Parent contact Police contact	Suspension – 10 days Parent contact Police contact

	Police contact Mandatory student services Possible expulsion hearing	Mandatory student services Possible expulsion hearing	Mandatory student services Possible expulsion hearing
<b>Weapon possession</b>	Suspension – 10 days Parent contact Police contact Mandatory student services Possible expulsion hearing	Suspension – 10 days Parent contact Police contact Mandatory student services Possible expulsion hearing	Suspension – 10 days Parent contact Police contact Mandatory student services Possible expulsion hearing
<b>Crimes of extortion</b>	Suspension – 5 day Parent contact Police contact	Suspension – 10 day Parent contact Police contact Possible expulsion hearing	Suspension – 10 day Parent contact Police contact Possible expulsion hearing

## RESEARCH 101

### 1. CHOOSING A TOPIC

Choose a question or assignment

Find the main idea and key words

Brainstorm additional ideas and key words

### 2. RESEARCHING

Read and take notes from a variety of sources: books, encyclopedias, magazines, online databases, Internet, and personal resources

Highlight the main points, ideas, and insights to narrow focus

### 3. DEVELOPING A THESIS

Write a thesis that is clear, focused, and relevant

### 4. GATHERING INFORMATION\*

Focus your preliminary research, choosing sources that best support your thesis

Gather new information that further supports your thesis

### 5. ORGANIZING/OUTLINING

Sort your information

Arrange topics and subtopics

Acquire enough supportive information (i.e., quotes and facts)

Create outline

### 6. RESEARCH PRODUCT

Create rough draft

Revise rough draft

Write paper

Evaluate/Reflect:

- Have I proved my thesis?
- Is there a logical structure that supports my purpose?
- Have I drafted, edited, and revised my document?
- Have I included all documentation to make my argument legitimate?
- Have I correctly formatted my cited sources?

## 7. COMMUNICATING INFORMATION

Design product, and then practice, revise, and polish to present.

\*Go to the High School Library/Learning Commons website for links to tools and library resources --

<https://sites.google.com/a/scarboroughschools.org/shs/learning-commons>

More resources are available by logging in to the Library Catalog --

[https://scarborough.follettdestiny.com/common/welcome.jsp?site=105&context=saas33\\_1878754](https://scarborough.follettdestiny.com/common/welcome.jsp?site=105&context=saas33_1878754)

The username for students is firstnamelastname (no caps, no nicknames, no spaces); the password is student ID (lunch number).