

21 Quentin Drive
Scarborough, ME 04074
(207) 730-4800
(207) 730-4804 - fax

STUDENT HANDBOOK/PLANNER 2022-2023

August 2022

Dear Students and Families:

We are pleased to provide you with this 2022-2023 School Year Planner/Handbook. It is designed to assist you in your daily planning for academics and extracurricular activities while teaching you long term strategies for planning. The Student Handbook provides you with information that will help you be successful at the Middle School.

The Student Handbook is a living document. Therefore, we continuously review the book considering revisions and updates. Please look the handbook over carefully. We welcome your input and suggestions as we want this document to best meet your needs.

This will be another exciting year full of new learning experiences. We look forward to working with each student and his or her family. We are confident that through our work together, we will ensure that every student achieves and grows at high levels academically, socially, and emotionally.

Respectfully,
Kathy Tirrell, Principal

District Administration

Geoff Bruno, Superintendent
Diane Nadeau, Assistant Superintendent
Chris Rohde, Dir. of Special Services
Nicole Benham, Asst. Dir. Of Special Services
Monique Culbertson, Dir. of Curriculum & Assessment
Kate Bolton, Business Office Manager
Todd Jepson, Facilities Manager
Peter Esposito, Dir. of Food Services
Sarah Redmond, Supervisor of Transportation

School Administration

Kathleen Tirrell, Principal
Angela Scully, Assistant Principal
Amanda Eason, School Nurse
Megan Croteau, School Nurse
Rob Pellerin, School Resource Officer
Michelle Mulcahey, Main Office Receptionist/Attendance
Rebecca Wandell, Administrators Assistant
Victoria Lemelin, Student Advocacy Assistant

Main Office	730-4800	Principal/Asst Principal's Office	730-4800
Health Services (Nurses)	730-4810	Student Advocacy Office	730-4814

STAFF DIRECTORY

DOMAIN NAME FOR THE MIDDLE SCHOOL EMAIL IS @scarboroughschools.org

		LeClair, Jill	Jleclair
Avery, Kerry Ellen	Kavery	Lemelin, Victoria	Vlemelin
Bacon, Colleen	Cbacon	Lemont, Brian	Blemont
Bennett, Douglas	Dbennet	Leonhartt,Stephanie	Sleonhartt
Bertelsen,Christian	Cbertelsen	Libby, Jenn	Jlibby
Binder, Ann	Abinder	Lyons, Timothy	Tlyons
Bishop, Jen	Jbishop	Manning, Lisa	Lmanning
Bizub, Steve	Sbizub	Marceau, Nicole	Nmarceau
Bracy, Kari	Kbracy	Marinut, Ciprian	Cmairnut
Cabana, Will	Wcabana	Mazur, Heather	Hmazur
Capano, Andrea	Acapano	McCambridge, Hayley	Hmccambridge
Carle, Gail	Gcarle	Milholland, Amanda	Amilholland
Cassidy, Erin	Ecassidy	Mokriski, Tricia	Tmokriski
Chester, Molly	Mchester	Mulcahey, Michelle	Mmulcahey

Colton, Amy	Acolton	Murphy, Michael	Mmurphy
Conroy, Jessica	Jconroy	Neal, Brooks	Bneal
Cronin, James	Jcronin	O'Brien, Shannon	Sobrien
Crosby, Michael	Mcrosby	Page, Mary Ann	Mpage
Croteau, Megan	Mcroteau	Pellerin, Rob	rpelle@ci.scarborough.me.us
Daigle, Scott	Sdaigle	Perez-Estevez, Justo	Jestevez
Eisnor, Alicia	Aeisnor	Perron, Tena	Tperron
Eason, Amanda	Aeason	Powers, Rachel	Rpowers
Farese, Lisa	Lfarese	Rand, Karen	Krand
Fasulo, Ashleigh	Afasulo	Richard, Irene	Irichard
Gearhart, Amanda	Agearhart	Robinson, Jennie	jrobinson
Geslin, Jean	Jgeslin	Rowley, Chris	Crowley
Gough, Dora	Dgough	Scully, Angela	AScully
Grant, Michelle	Migrant		
		Smith, Rachel	Rsmith
Griffis, Sue	Sgriffis	Stebbins, Justin	Jstebbins
Hagelin, Tobin	Thagelin	Stewart, Tracy	Tstewart
Herendeen, Laurel	Lherendeen	Tait, Krysten	Ktait
Hilton, Michelle	Mhilton	Tardif, Mark	Mtardif
Houlette, Shannan	Shoulette	Teel, Susan	Steel
Huntington, Eric	Ehuntington	Temple, Jim	Jtemple
Jacques, Heather	Hjacques	Tirrell, Kathy	Ktirrell
Johnston, Amy	Ajohnston	Triance, Tasha	Ttriance
Jones, Melissa	Mjones	Tsujiura, Shelly	Stsujiura
Kelly, Jessica	Jkelly	Viola, Donna	Dviola
Kimball, Madeline	Mkimball	Viola, Robin	Rviola

Kuhn, Kate	Kkuhn	Wandell, Rebecca	Rwandell
Laflamme, Cara	Claflamme	Weymouth, Scott	Sweymouth
Lafond, Maura	Mlafond	White, Kristi	Kwhite
		White, Garrett	Gwhite
		Wood, Sue	Suwood

SCARBOROUGH SCHOOLS CORE VALUES

The Scarborough School System is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as responsible and involved citizens, guided by principles of ethics. To achieve this goal, Scarborough Middle School has established a set of expectations for student conduct. These expectations are based on values identified by the community as essential to ethical and responsible behavior. Our expectations are that each member of the Scarborough Middle School community will exhibit the following:

SMS PRIDE

- Positivity
- Responsibility
- Integrity
- Dedication
- Effort

STUDENT LIFE

Typical School Day

The doors open at 7:40am.; students may proceed to lockers and then report to their first period class. Students may also go to the cafeteria for breakfast.

8:00: School day begins with first period

2:25: End of classes followed by dismissal

Teams

The sixth grade learning community is located in the portable classrooms. The seventh grade learning community is located in the downstairs core academic wings. The eighth grade learning community is located in the upstairs core academic wings. Each learning community is made up of three inquiry teams. An inquiry team, consisting of a group of teachers all working with a common group of students, will allow students and teachers to know one another well and work closely over the course of the school year.

Attendance/Tardiness/Dismissal

In the event that a student will be absent, please have parents notify the school as soon as possible by calling 207-730-4800. Knowing whether a student is out of the building ensures the safety of all.

Regular attendance in school promotes high student achievement. If the school does not hear from a parent or guardian in the case of absence, school personnel will make efforts to contact them. If a student is absent from school, he or she may not attend after-school or evening activities on that day without prior approval from a building administrator.

Good work ethic and habits begin with punctuality. If a student reaches school after 8:00 a.m. he or she should go directly to the main office window to be checked in and be given a pass to report to class.

You will attend school as required by Maine Law. "Every child between the ages of 7 and 17 will attend public school during the time it is in session." Maine state law allows absences for the following reasons:

1. personal illness
2. appointments with health professionals
3. observance of religious holidays
4. family emergencies
5. planned absences for personal or educational purposes which have been approved, in advance, by an administrator.

A tardy or absence for one of the above reasons will be considered Excused. A parent or guardian should call the school as soon as possible to let the school know the reason for the student's absence. A student who is tardy for one of the above reasons should make his/her best effort to bring in a doctor/dental note to the office when entering the building.

A tardy or absence for reasons other than the reasons stated above or not approved by an Administrator will be considered Unexcused.

If a student is being dismissed early a parent or guardian should send the child into school with a note stating the following:

- Student's Name
- Parent's Signature
- Reason for dismissal
- Time for student to be dismissed

All students who are dismissed early from school MUST be signed out by a parent or guardian prior to the student being released.

When students are absent from school, they are expected to meet with their teachers to determine what needs to be made up. For each day of absence, students will be allowed two days in which to complete any outstanding work. This time may be extended upon mutual agreement of the student and teacher. Any student that will be absent for family trips will be able to receive and make up his or her work upon returning to school. If students do not complete make-up work, there may not be sufficient evidence to provide reporting feedback at reporting time.

Sign out

For the safety of all students and staff, accountability is important in case of an emergency. For this reason, students should sign out on the sign out sheet in each classroom.

Bus Information

Bus transportation is a privilege. Safe and appropriate behavior is expected of all students who ride a bus to or from school or on a school-sponsored trip. School expectations apply to all students riding buses. In addition, unsafe behaviors such as but not limited to standing, excessive noise, throwing items in or out of the bus, behaviors that distract the bus driver, or unauthorized use of emergency exits will result in disciplinary action. Because buses are at or near capacity, students must ride their assigned buses and may not use school buses for transportation to friends' houses or destinations other than their own homes.

Nutrition Program

Students may either receive a free lunch or bring lunch from home. Soda, and caffeinated beverages are not allowed. Any student who arrives at school with a drink other than water will be asked to finish it before the start of the school day. The school lunch menu is posted on the school website under the Central Office link and Nutrition Program.

Safety Drills

At the beginning of the school year and periodically throughout the year, teachers will review and practice lockdown procedures with students. Students are required to follow all instructions immediately and will be expected to practice how to remain quiet and secure in the designated safe spot of classrooms. Teachers will ensure that students practice and are familiar with how to exit the building appropriately in the event of an evacuation alarm. During practice drills, students will learn various exit patterns and where and how to line up outdoors. Students are expected to be silent during drills, while exiting and entering the building, and will follow all instructions immediately.

Lost and Found

The lost and found locations are in the gym lobby and main office lobby.

Encore Offerings

Encore classes are included in our curriculum to provide students with a variety of course offerings that are exploratory in nature. Grades in Encore classes are scored on the report card as any academic subject will be. Grades are based on the student's ability to demonstrate evidence of meeting learning goals and standards. Encore classes include the following:

Art	Health	STEM
Band	Music	World Language
Digital Citizenship	Digital Literacy	Physical Education
8th grade Chorus		

Band

The Middle School does not offer a 'drop' period. If your child is in band the commitment is expected for the entire academic year.

Extra-Curricular & Co-Curricular Activities

When the academic day ends, there are many reasons for students to stay after school and enjoy a variety of opportunities. Participation in one or more of extracurricular offerings provides opportunity for further exploration. The school encourages students to get involved and develop talents in different fields. Extra-curriculars & Co-curricular activities provide the opportunity for students to work together with other students and adults beyond the school day to develop additional individual, team-building skills and lifelong lessons. These activities are ways to produce a positive image not only for the students, but also for the school community. Participating in these activities is a privilege and students are expected to follow all school rules, athletics/activities guidelines and conduct themselves appropriately at all times. Students & families are required to complete a yearly and seasonal registration through the athletic & activities department that includes the understanding of specific guidelines for these activities; those guidelines may be found on the schools website.

GENERAL INFORMATION

School Cancellation/Delays

In the event of a school cancellation, an announcement of "NO SCHOOL" will be broadcast on local radio, television stations and the school website.

In the case of school delays, students must not be dropped off before school begins as staff will not be in the building to supervise. Approximate school starting times will be as follows:

- One-hour delay 9:00AM
- Two-hour delay 10:00AM

Visitors

All visitors must check in at the main office. School badges are required to be worn by all visitors.

Grading and Reporting

Students can view their report of progress on Powerschool once every quarter: November, February, April, and the last day of school. Parent conferences are held in November and March. Students are encouraged to attend their conferences. Parents, as well as the teachers, may also schedule a conference any time throughout the year regarding progress at school. It's always best to have questions answered early, so please do not hesitate to reach out as needed.

Withdrawals

Any student withdrawing from school should do so through the student advocacy office. It is necessary for the parent/guardian to call or send a letter to obtain the withdrawal form. Textbooks, library books, laptops and all property must be turned in. A student's locker must be cleaned out and all fines paid before the withdrawal will be processed.

Student Education Records

The Scarborough School Department has adopted a Student Education Records Policy establishing guidelines governing the manner in which student records are maintained and supervised. Parents, or students over 18 years old, must request in writing to review or obtain a copy of the records through the principal. The school will comply with the request within 45 days. Requests may be denied if there is reasonable doubt as to the legality of the parent/child relationship and until determination of legal rights can be established. If copies of records are requested, the cost will be \$.05 per page copied, plus postage. A complete copy of this policy may be obtained through the Superintendent's office.

ACADEMIC EXPECTATIONS

At Scarborough Middle School, the student's most important job is to be a good citizen. With assistance from parents/guardians and teachers, the school believes a student can take on the responsibility of being increasingly independent and successful.

Respective responsibilities

Teachers

- Give clear, concise direction and allow opportunity for student questions
- Assign homework on a regular basis
- Assign long-term assignments (including projects and reports), providing interim due dates when necessary
- Communicate with teams to coordinate an appropriate amount of nightly homework
- Will refrain from assigning significant homework on religious holidays
- Will reinforce the school policy regarding make-up work after an absence or for incomplete/missing homework

Students

- Record homework assignments in the planner
- Ask questions when necessary to clarify assignments
- Take home all necessary materials
- Do homework each evening, checking Google Calendar or PowerSchool if needed
- Bring the right materials to class everyday
- Plan time for completion of long-term assignments
- Submit neat, accurate and meaningful work on time
- Seek help when assignments present difficulty
- Determine and complete assigned work assigned after absences
 - Will have an independent reading book with them at all times
 - Come to class with a charged laptop

Extra Help

We encourage students to ask their teachers for extra help when needed. Teachers are available to provide assistance after school at least once a week, as well as during RISE time.

Academics and Grading Scale

If parents/guardians have internet access at home or at work, they can view students' current progress on PowerSchool and get weekly announcements through their email. A PowerSchool password and instructions can be mailed to parents/guardians or obtained through the student advocacy office. Parents may manage their accounts.

The purpose of grades is to communicate information about what students know and are able to do at a given point in time. Therefore, all academic grades will reflect student mastery of specific content at a given point in time. Scarborough Middle School utilizes a 100 point grading scale to document student feedback. All assignments will be directly linked to the curriculum standards for each content area. Ongoing feedback will be regularly documented and available for viewing on a continuous basis by students and parents in PowerSchool, the district's student information system.

At Scarborough Middle School, students will receive grades in two areas: practice and assessments. Every grade will be directly associated with the curriculum standards so that both students and parents understand the student's progress toward standards.

Habits of Work(HOWLs)

Quality work habits, known at Scarborough Middle School as "Habits Of Work and Learning", are essential for students to develop. These habits will be reported out separately from academic understanding in each course. In PowerSchool, they will be listed and regularly assessed by each teacher as Academic Responsibility and Social Responsibility. Students will be assessed in HOWLs with indicators Meets, Partially Meets, or Beginning to Meet, using the following rubric:

	<ul style="list-style-type: none"> *Bring required materials to class *Meet necessary due dates *Take initiative to make up assignments and assessments when absent *Revise work that does not meet standards *Turn in assignments that meet the teacher's requirements and represent quality work *Demonstrate problem-solving skills *Demonstrate academic integrity *Attend all classes as assigned, including RISE 	<ul style="list-style-type: none"> *Follow classroom and school rules *Demonstrate respect towards all members of the school community *Exhibit a positive attitude that enhances the classroom experience for everyone *Work as an engaged learner during instruction *Collaborate with others during group activities *Support peers in learning *Communicate with others effectively *Respect other viewpoints and ideas
	<ul style="list-style-type: none"> *Bring required materials to class *Meet necessary due dates *Take initiative to make up assignments and assessments when absent *Revise work that does not meet standards *Turn in assignments that meet the teacher's requirements and represent quality work *Demonstrate problem-solving skills *Demonstrate academic integrity *Attend all classes as assigned, including RISE 	<ul style="list-style-type: none"> *Follow classroom and school rules *Demonstrate respect towards all members of the school community *Exhibit a positive attitude that enhances the classroom experience for everyone *Work as an engaged learner during instruction *Collaborate with others during group activities *Support peers in learning *Communicate with others effectively *Respect other viewpoints and ideas
	<ul style="list-style-type: none"> *Bring required materials to class *Meet necessary due dates 	<ul style="list-style-type: none"> *Follow classroom and school rules *Demonstrate respect towards all members of the school community

<ul style="list-style-type: none"> *Take initiative to make up assignments and assessments when absent *Revise work that does not meet standards *Turn in assignments that meet the teacher's requirements and represent quality work *Demonstrate problem-solving skills *Demonstrate academic integrity *Attend all classes as assigned, including RISE 	<ul style="list-style-type: none"> *Exhibit a positive attitude that enhances the classroom experience for everyone *Work as an engaged learner during instruction *Collaborate with others during group activities *Support peers in learning *Communicate with others effectively *Respect other viewpoints and ideas
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Eligibility

Student eligibility to participate in extracurricular athletics and activities will be based on an examination of academic progress and HOWLs scores. Eligibility checks will be conducted after every quarter by Mr. Ferriera, Athletic Director. Students must maintain an academic average of 70 or above in all classes, as well as earn a Partially Meets or better in all HOWLs scores to remain in good standing.

Student Recognition

Students will be recognized in a variety of ways at Scarborough Middle School, on a regular basis as members of their grade-level teams and learning community, as well as at the end of each quarter individually. In relation to academics, this will be noted on their Reports of Progress. Students who earn an 85 to 92 for each of their courses will meet the criteria for "Academic Achievement". Those who earn a 93 to 100 for each course will meet criteria for "Academic Excellence". In addition, students will also be similarly recognized for meeting their Academic and Social Responsibilities when they demonstrate the ability to earn a "meet" in both HOWLs for every course.

STUDENT SERVICES

The Student Advocacy Staff seek to promote positive self-esteem for all students. School counselors and social workers are available to all students and their families for the following services:

- Individual and group counseling for academic, social, and emotional issues
- Home/school coordination
- Referral services
- Coordination with community services
- Crisis intervention

Student Support Programs

There are a variety of support services available to Scarborough Middle School students:

- Literacy Workshop--For students who need small group instruction with an emphasis on skills and strategies to improve reading comprehension and confidence.
- Math Workshop--For students who need small group instruction with an emphasis on skill and strategies at grade level to improve computation and calculation.
- Academic Center--For students who are working below their ability and need assistance to complete and organize work, or who are working on furthering their skills in connecting to the school community.
- Bridge--For students transitioning to our school from outside the district; also for students whose medical conditions are impacting their learning.
- GATES--offers a variety of programming options for the top two to five percent of students who are identified as gifted and whose educational needs cannot be met within the regular classroom setting. - This program addresses the variety of needs of students with an identified exceptionality.

Health Services

The Middle School has a health clinic and nurses available during school hours. The nurses are available on an individual basis to provide assistance with any health concerns or questions. The nurses provide first aid/emergency treatment as needed for illness or accidents. If a student is not feeling well, he or she may ask the teacher for a pass to the health clinic. If a student is injured at school, an adult will help the student to the clinic or will request the services of a nurse. Students are sent home from school for the following reasons: vomiting, diarrhea, temperature greater than 100, and accident/illness requiring further evaluation by a physician or health services professional.

The state law prohibits the dispensing of any medication by a nurse without a physician's order. If a student requires medication during school hours, a medication permission form must be completed and signed by the parent/guardian and the physician. Medications are given by the nurse or medication administration trained personnel. Any medication given at school must arrive in the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy). The parent/guardian is responsible for transporting medication to and from school. Students may carry epi-pens and/or inhalers only with written permission from the parent/guardian, physician, and the school nurse. The health services department conducts state-mandated vision screening for all 7th grade students. In addition, parents/guardians may request a vision or hearing screening for their child at any time.

All Middle School students should have a physical by their own physician prior to entering Middle School. A thorough physical examination is required every two years for all athletes prior to trying out for any school-sponsored athletics. If serious illness or injury has occurred since the last physical exam by a physician, the student should be reexamined by their physician to ensure safe participation when returning to athletic play. Health questionnaires and physical exam forms are available in the health services clinic, athletic office or school website. No immunizations are given through the school. Students who do not meet the minimal immunization requirements of Maine State law and have not filed an exemption form are excluded from school. It is the family's responsibility to obtain all necessary medical care from the physician of their choice.

BEHAVIORAL EXPECTATIONS

Dress Code Expectation- students are expected to adhere to standards of dress that are compatible with a safe and respectful school learning environment. The Board of Education policy is in the process of revising the policy. Please see the online handbook for updated policy.

Lockers

Lockers are assigned for the general organization of books, materials, and personal belongings. Lockers should be used before the start of the day, before and after lunch, or directly after school. Locker combinations should be kept confidential and not passed out to fellow students. The locker assigned at the beginning of the year is the student's responsibility and should not be shared with other students. The locker is the property of the school and may be inspected at any time for any reason.

Cell phones and electronic devices

Cell phones will not be used by students during classes or school activities. Upon entering school, they should be turned off and out of sight. Cell phones MUST NOT be used to take pictures on school property or at any school-sponsored event, including events that happen beyond the school day. A phone is located in the office area for student use. Students may use the office or clinic phone with permission if they are sick or if there has been a schedule change in an activity. The phone is not to be used if a student forget a book, homework, or equipment to be used for an after-school activity

Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Student's name, grade, and team must be written on the book label. Students are responsible for any lost or damaged books.

Academic Honesty

The school assumes each student is honorable and can be trusted at all times. Students will not engage in plagiarism or knowingly claim words or ideas of another as their own. Examples of plagiarism include the following: copying a source and failing to cite the source or paraphrasing without citing the source. Copying another student's homework is considered plagiarism. Academic honesty also includes not using books or notes during assessments. Consequences for academic dishonesty on a project or assignment may include parent notification and resubmission of assignment.

After School

Requests to stay after school may be given to students who owe work or need extra help, or who have had a disciplinary infraction.

Discipline Process

Although our philosophy has a strong restorative focus, situations may also require disciplinary action. When Parent Notification Slips are sent home that include a detention, students will receive a 24-hour written notice so that proper transportation may be arranged. If a student skips detention, parents will be notified and the student will earn additional consequences, including additional detention and/or possible suspension.

Established discipline procedures assist in clarifying expectations and help students in accepting their responsibilities to learn and grow from their mistakes. Students are responsible for respecting the rights of others. Through knowing their responsibilities, they will be able to have improved relationships with all of the people they work with on a daily basis.

Appropriate behavior in hallways and classrooms is expected. Hands-on behavior is never allowed; public display of affection is hands-on behavior and not appropriate in this academic setting. Some behavior may be serious enough to warrant consideration for immediate suspension. Examples are as follows:

- Stealing
- Assault
- Fighting
- Harassment/bullying/hazing
- Swearing
- Behavior which is particularly dangerous to others or self
- Possession/distribution or use of drugs, drug paraphernalia, alcohol, or tobacco products
- Vandalism
- Insubordination (refusal to follow adult directions)
- Leaving school without permission
- Possession of weapons
- Forged notes or excuses

These rules and policies 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.

Students will be sent to the office with a discipline referral for severe problems such as fighting, bullying, harassment, repeated misbehavior, disruption, dangerous or unsafe behaviors that create risk for anyone's health and safety.

If students are referred to the office, they will meet with an administrator and will be given the opportunity to state their view of what took place. The school Resource Officer may participate in any meeting. Administrative action may include use of restorative practices, a conference, detention, contact with parents/guardians, or in/out-of-school suspension.

Suspensions

Students on out-of-school suspension may not participate in any school-sponsored activities during the period of suspension. For example, students may not go to a game, practice, or dance on the day(s) of suspension. If students are suspended out-of-school, they should not be on any Scarborough school property during the time of suspension. Students will complete classroom assignments.

Students on in-school suspension lose the privilege to attend regular classes. A student in ISS is under constant supervision and is expected to do his or her work. The time in ISS is for a student to complete school work as well as to reflect on his or her behavior and responsibilities. The student will be given classroom assignments. Once the student completes the work, he or she will be expected to read independently. A student in ISS is expected to follow school expectations. If a student continues to disregard the expectations of ISS, parents/guardians will be notified to help resolve the problem.

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS

For more complete information, please see the School Board Policy JICK.

It is our goal for schools to be a safe and secure learning environment for all students. It is the intent of the Scarborough Board to provide all student with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject o appropriate disciplinary actions.

Reporting

(Refer to the Reporting Form – JICK-E1)

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extra-curricular activities are required to report alleged incident of bullying to the school principal or other school administrator. Any other adult working or volunteering in a school will be encourage to promptly report observed or suspected alleged incidents of bullying to the building principal or school administrator.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports and alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

ELECTRONIC DEVICES

Students are not permitted to use any personal electronic device, including cell phones, in the school building . All electronic devices must be silenced and out of sight during the school day. Students may not walk in the hallway with headphones due to safety concerns. Students are responsible for their personal devices at all times.

All students and their parents will need to sign permission for internet access. Understanding of the Acceptable Use Policy is necessary. The policy will be distributed to all students through the computer teacher. The Acceptable Use Policy details student guidelines, system access, parent notification and responsibility, due process procedures, copyright law, personal safety standards, illegal activities, system security, inappropriate language, privacy, resources, and violations procedures.

- The laptop, case, and charger that your child is being issued is the property of Scarborough School Department. The device must be returned at the end of each school year. Your child is bound to the rules and guidelines set forth in the School District's Acceptable Use Policy. Use of the device is a privilege that can be revoked. See School Board Policy Student Computer and Internet Use.
- Your child is responsible for his/her actions and activities involving the devices issued to them. Your child has . 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.
- At any time, teachers may check your child's device - including, but not limited to, his or her web history and/or Google account use.
- Scarborough Middle School has an on-site technician to assist with all troubleshooting, training and other necessities required to keep devices in good working order.
- The device you are being issued is. Once the device is issued, Your laptop should be in your possession or locked in a secure location at all times. Failure to comply will result in a disciplinary action
- Once the device is issued, YOU are responsible for the device at all times. Parents or Guardians ARE permitted to use the device.
- If the device is stolen, it should be reported to the local police and school immediately.
- If the device is lost, please report the loss to the school immediately.
- Replacement cost and/or repair for damages not covered by the warranty are your responsibility. This includes damage to the charger.
- The device, carrying case, and charger will be issued to you by the school coordinator.
- Choose a password you will remember; it will be your password for the year.
- Downloading or installing software on the device is prohibited.
- Inappropriate use or neglectful care of your computer will result in disciplinary action
- Rough Handling - this includes, but is not limited to, slamming the lid shut, dropping the device onto a desk, throwing the device in the case on the floor, etc... to your device OR another student's device
- Clearing or deleting internet history
- Accessing inappropriate sites, images or content
- Downloading or copying software or music without prior approval
- Excessive use of the device for non-educational purposes
- Harassment: If there is any material on a device which could be considered harassing, the student will be subject to disciplinary action and an administration plan for future use.
- Obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is prohibited.:
- When the device leaves Scarborough Middle School, it is . Please make sure there are filters on your home internet service to protect against unwanted or inappropriate content. Be aware of any open wireless connections in your area. Have children only use the device in a common area.
- If your child forgets his or her laptop at home, we request parents do not drop it off. We encourage your child to take full responsibility for his or her device.
- Do not leave the laptop in a car. Exposure to extreme heat or cold can cause damage.
- Devices are not to be taken out to the playing fields, regardless if the student is a player or spectator. Devices are not permitted on and around any athletic playing surfaces.
- Devices are not to be used or left out in locker rooms.
- All student-athletes with devices will not take devices on athletic and/or co-curricular related trips (including buses). Student-athletes must leave their device in the designated location provided by the Athletic Director.
- Alternatively, student-athletes' devices can be left in room 270 (tech support) for the entire night by planning ahead. Please note that homerooms will be locked and are unable to be entered after student dismissal.
- Devices are not to be brought on school field trips unless you have expressed permission from a school administrator.

- Devices should be fully charged at the beginning of each school day. Use caution not to charge the device within the case, as the device may overheat. * Note: Chargers and cases are not covered by the maintenance program.
- Keep all food and drinks away from the device at all times.
- Always place the device on a sturdy, flat surface. Never leave your device on the floor, on top of notebooks or books. This is an invitation for an accident.
- Transport the device in a carrying case. To avoid damage to the case and/or laptop, do NOT place notebooks, books, etc... in school-provided cases.
- Use of the device on the bus to or from school is prohibited.
- No stickers or marks other than those designated by the K-12. Technology Specialist should be placed on the device or accessories. The computer should be clean and neat at all times.
- The use of water on the device is NOT permitted for cleaning. Wipe the screen gently with a clean, soft, cloth- such as a microfiber cloth. See the K-12 Technology Specialist or the Technology Educational Technician in Room 270 if there are any questions about cleaning the device.

School Board Policies

Policies approved/revised by the Scarborough School Board supersede those outlined in this handbook. Policies are available for review by calling the School Department offices at 730-4100 or on the internet at <https://sites.google.com/a/scarboroughschools.org/sps/board-of-education/policies>.

Weapons, violence, and school safety

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and other disruptive behavior. Students, school staff, volunteers and visitors are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff and volunteers are required to immediately report incidents of prohibited conduct to the building administrator/designee for investigation and appropriate action. Students who are subjected to or observe prohibited conduct are strongly encouraged to report it to a staff member or administrator.

Use of Physical Restraint and Seclusion

For the purposes of this policy, the following definitions will apply:

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students as required by state law and regulations and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

Hazing

For the purposes of this policy, the following definitions will apply:

- Maine statute defines hazing as any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.

Drug and Alcohol Use by Students

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.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

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.

Staff Conduct with Students

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Student Computer and Internet Use

The Scarborough School Department provides computers, networks, and Internet access to support the educational mission of the schools. This policy and the accompanying rules also apply to all electronic devices including laptops issued directly to students whether in use at school or off school premises. Students are allowed to use privately-owned computers at school provided that they comply with this policy and the accompanying rules. Student use of computer technology is a privilege not a right. Students are to utilize the school's computer technology for school related and educational purposes. Compliance with the School Department's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Nondiscrimination/Equal Opportunity and Affirmative Action

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

Annual Notice of Student Education Records and Information Right

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The building administrator or Superintendent will notify the parent/eligible student of the time and place where the records may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of ten cents (\$.10) per page.

Amendment of records--Parents/eligible students may ask the School Department to amend education records that they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to a hearing and information about the hearing process.

Disclosure of records--The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

- The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and

weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by October 1 for the upcoming year or within thirty (30) days of enrollment, whichever is later. This opt out request will remain in effect unless and until it is rescinded.

- Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by July 1 for the upcoming year or within thirty (30) days of enrollment, which is later.
- Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.
- In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.
- As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records(except for confidential health records for which consent for dissemination has not been obtained).
- Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202

For information in regards to Federal
inquiries contact:
U.S. Department of Education
Office of Civil Rights
33 Arch Street, Suite 900
Boston, Ma. 02110-1491

Notice Regarding School Integrated Pest Management (IPM) Policies

Pest Control

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). 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.

Annual Notification of Asbestos-Containing Building Materials (ACBM)

Scarborough Public Schools has abated all known Asbestos-Containing Building Materials (ACBM's) from our buildings/schools. An AHERA-Asbestos Management Plan has been developed. The asbestos management plan identifies past abatements, the type and location of ACBM's in school buildings and outlines operational procedures for proper building maintenance to minimize exposure to asbestos hazards. The district also maintains records of asbestos reinspection, surveillance activities, and response actions. These records are available, with an appointment, for inspection at Scarborough High School. Todd Jepson serves as the Director of Facilities and the Designated Personal for Scarborough Public Schools.

Sincerely,

Todd O. Jepson

IPM Coordinator

Director of Facilities

August, 2022