Scarborough Primary Schools

FAMILY HANDBOOK

www.scarboroughschools.org

Blue Point	Eight Corners	Pleasant Hill
730-5300	730-5200	730-5250

Welcome to Scarborough Primary Schools

We are happy to welcome you and your family to our Scarborough Public Schools. Our experienced staff of professionals is dedicated to providing every child with the best educational opportunity possible. Scarborough Public Schools are committed to all students becoming college, career, and civic ready through student-centered learning. Using our Student-Centered Learning focus, decisions, in planning and instruction and in the continuous improvement of our schools, are made with students' needs and interests as our primary consideration. For further details, please see the school website. www.scarboroughschools.org

We realize the importance of developing in each child an attitude of self-respect and self-worth. We provide a variety of learning experiences and opportunities for each child to form meaningful relationships and to develop academically, socially, and emotionally.

The goals of the Scarborough School Department are developed collaboratively with the community through annual Community Dialogues.

> *Goal 1: Provide world-class student-centered teaching and learning to prepare every student to thrive in learning, career, and life.*
>
> *Goal 2: Provide welcoming and inclusive learning environments that promote safety, foster meaningful relationship building, and enhance the well-being (physical, social, and emotional) of students and staff.*
>
> *Goal 3: Develop, in each student, the skills for engaged citizenship (locally and globally), the appreciation of one's own and other's cultures, and the disposition to use individual talents to make positive changes in the world.*
>
> *Goal 4: Partner with the Scarborough Community by responsibly managing school resources, making better use of community and business resources, and regularly communicating progress on school improvement efforts.*

For more details regarding our Educational Philosophy and Mission, click here: AD - Educational Philosophy/Mission

This handbook outlines the operational guidelines that are important for parents and caregivers to know. They are guided by the policies of the Board of Education and other authorities such as the State of Maine and Federal Government. It is not practical to provide detailed information about every topic, but we have selected and summarized those which we believe will be useful to parents. Please consider reviewing the policies and regulations of the Scarborough Board of Education so you are familiar with them. Along with all School Board members' names and email addresses, they can be found on the School District's website:

https://www.scarboroughschools.org/
We welcome your suggestions and solicit your membership in the P.T.A. and as volunteers in our schools. If you have any questions, compliments or concerns, please contact us.

, Blue Point Principal

Allison Wilson, Eight Corners Principal

Jennifer Humphrey, Pleasant Hill Principal

SCARBOROUGH SCHOOL ADMINISTRATION

School / Leadership Role	Name	Email @scarboroughschools.org	Phone 207-730-
Blue Point			
Principal			5300
Secretary	Hallie Thomas	hthomas	5300
Nurse	Laurie Hibbard	lhibbard	530
Pleasant Hill			
Principal	Jennifer Humphrey	jhumphrey	5250
Secretary	Laurie Olore	lolore	5250
Nurse	Dorice Groshon	dgroshon	5250
Eight Corners			
Principal	Allison Wilson	awilson	5200
Secretary	Maureen Kirsch	mkirsch	5200
Nurse	Megan Croteau	mcroteau	5200

Scarborough District Administrators

Superintendent	Diane Nadeau	dnadeau	4100
Assistant Superintendent	Kim O'Donnell	kodonnell	4100
Curriculum and Assessment			
Director	Katie Vetro	kvetro	4100
K-12 Specialist	Kelsey O'Neill	koneill	4100
Facilities Director	Todd Jepson	tjepson	4100
Food Services Director	Peter Esposito	pesposito	4100
Information Technology			
Director	Jennifer Day	jday	4100
Special Services			
Director	Chris Rhode	crhode	4134
Assistant Director	Nichole Benham	nbenham	4133
Transportation Director	Sarah Redmond	sredmond	4145
Wentworth Principal	Kelli Crosby	kcrosby	4600
Middle School Principal	Kathy Tirrell	ktirell	4800
High School Principal	Nate Theriault	ntheriault	5000
Title IX Representative	Ray Grogan	rgrogan	4109
Affirmative Action Representative	Chris Rohde	crohde	4134

SCHOOL OFFICE HOURS

Primary school offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. School offices are closed on school holidays and vacations. The contact information for each primary school office is listed below.

School	Address	Phone	Fax
Blue Point School	174 Pine Point Road	730-5300	730-5331
Eight Corners School	22 Mussey Road	730-5200	730-5229
Pleasant Hill School	143 Highland Avenue	730-5250	730-5251

ARRIVAL AND DEPARTURE

8:30-8:50	Bus Arrivals, Drop Off
8:50	School Start Time
3:15	School End Time
3:15 – 3:30	Dismissal Window
1:45-2:00	EARLY RELEASE PICK UP

BEFORE AND AFTER CARE PROGRAM

Supervision before (Before Care) and after (After Care) school is not provided by school staff but through Scarborough Community Services, who can be reached at 730-4150.

SCHOOL CALENDAR

The school calendar is set by the School Board each spring. Please take note of all professional development early release dates on the calendar: *Calendar & School Hours - Scarborough Public Schools*

ATTENDANCE

ABSENCES AND TARDINESS

Regular attendance at school is critically important to a successful education. Chronic absences or tardiness result in a significant loss of instructional time for a student. We ask that you make every effort to have your child at school on time every day.

It is our school policy to confirm all absentees. Please notify your child's school office prior to 9:00 a.m. if your child will be tardy or absent. In an effort to more accurately collect data around absences and better support our students, we will be asking you to provide some information. This will include the reason for the absence: illness, appointment, religious holiday, family emergency, or planned absence. Absences without a reason provided will be marked unexcused. If your family does have time away from school scheduled, you will be asked to complete an electronic Planned Absence Form (school specific) which can be found on our website and from our school secretaries. The Planned Absence Form notifies the school in advance of the time that your child will be absent.

Policy Reference JED - Student Absences and Excuses *JED-R - Student Absences and Excuses*

COMPULSORY ATTENDANCE/TRUANCY

As required by State law, “Persons 6 years of age or older and under 17 shall attend a public day school during the time it is in regular session.” Absences are excused due to illness, appointments with health professionals which must be made during the regular school day, family emergencies, planned absences for educational purposes, and other extenuating circumstances.

A student is considered truant if s/he is “at least 6 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.” School principals have specific responsibilities to report and respond to school truancy.
Policy Reference JEA - Compulsory Attendance Ages Legal Reference: Title 20-A MRSA §5051-A, §5001-A

DISMISSAL PROCEDURES

If your child has an appointment that necessitates a dismissal or if you are picking up at the end of the school day, please follow this procedure:

1. The student’s parent/guardian will send a note to school which includes the following:
   - child’s first *and* last name
   - child’s teacher
   - date and time for dismissal
   - name of designated person picking up the child (photo identification will be checked)
   - parent/guardian signature

2. Students must be picked up and signed out through the school office. Please check in with office personnel and follow building procedures to dismiss your child.

3. No student will be able to deviate from the normal dismissal procedure without permission from the parent/guardian. *Policy Reference JLIB - Student Dismissal Precautions*

COMMUNICATION BETWEEN SCHOOL AND HOME

INFORMING THE SCHOOL OF IMPORTANT CHANGES

Parents will complete registration online here. Please be sure to update the school district with any changes that occur during the school year including address, phone, email, emergency contacts, or transportation arrangements. These updates can be made by you directly in Powerschool. Each parent must create an account to access a variety of information. If you need assistance with this, please contact your school office.

COMMUNICATION WITH SCHOOL STAFF

Calls to school staff during the day will be forwarded to a voice mail system. Teachers will only be interrupted in the case of an emergency. Please allow 24-48 hours for a staff member to access and respond to your message. Similarly, staff have limited ability to respond to parent emails during the instructional day. Please allow adequate time for a response.

Scarborough Schools Expectations for Adult Collaboration and Communication

Elements of Engagement	School Community Expectations	Examples of Expectations
Communication 	• Encourage students to advocate for themselves • Assume positive intent • Be polite and respectful in interactions with all members of the school community • Communicate directly with appropriate staff first to resolve issues before going to administration	• Help students draft written communication to staff (emails to teacher, note to bus driver, etc.) • Brainstorm communication strategies that your child can use at school when they are having difficulties • Seek to clarify your student's version of events with staff directly involved to bring about peaceful resolution • Voice concerns about school issues to staff, instead of using social media • Discuss issues with appropriate staff (teacher, bus driver, coach, etc.) when they happen
Collaboration 	• Prepare for the school day • Encourage students' academic, social, and emotional growth • Support students in following school and classroom rules • Reinforce school policies and expectations	• Know students' schedules and help them be prepared with necessary materials (ex. bus scan cards, laptops, library books, snacks, weather-appropriate clothes, etc.) • Create and maintain a consistent dismissal schedule • Support healthy habits (sleep, eating, managing emotions, limited screen time, time management, etc.) • Read district, building, and classroom newsletters and communications • Check take-home folders and online programs regularly (ex. PowerSchool and SeeSaw) • Emphasize appropriate and safe use of technology (laptops, cell phones, smart watches, etc.)
Community Culture Scarborough Public Schools	• Treat staff as trained educational professionals • Respect staff time • Prioritize safety and educational time for all students	• Acknowledge the hard work, expertise, experience, and education of staff • Recognize that educators make decisions with the safety and benefit of the group as a whole in mind (ex. being mindful of allergies, cultural differences, etc.) • Be positive when posting about Scarborough Schools on social media • Understand that staff will attempt to respond to communications in a timely manner but that staff will prioritize instructional time • Appreciate that safe driving is a bus driver's top priority • Limit interruptions during the school day (ex. avoid texting and calling students during school hours)

ELECTRONIC COMMUNICATION

Email is also used regularly to communicate with parents. Please keep all email addresses up-to-date with the office and classroom teacher. To find any teacher in our district, go to our website and use the staff directory. *Staff Directory - Scarborough Public Schools*

SCHOOL CANCELLATION/DELAY

Parents will receive notification of school cancellations and delays through an automated alert system (phone, text, and/or email). Completing and updating your child's PowerSchool account is critical to receive these updates. Notifications will be posted on our school website and will also be broadcast on local television and radio stations. In the case of a school delay, please go the district website: Scarborough Public Schools

PROGRESS REPORTING AND PARENT-TEACHER CONFERENCES

The K-2 schools provide progress reporting on a trimester schedule. Please see the school calendar for specific dates.

Parent-Teacher conferences will be held twice per year (fall and spring). Parents will receive notification of available conference times from classroom teachers and specialists. Students are invited to participate in the conference process in an age-appropriate manner. We believe it is important for primary school students to be engaged in setting age-appropriate, meaningful, and attainable goals for their own learning. We understand that some concerns and conversations should not occur with students present, and will always accommodate such needs. Progress Reports will be sent home in folders roughly two weeks after the close of each trimester.

BUS TRANSPORTATION

The Scarborough School Department accepts the responsibility of providing safe and efficient transportation to and from school for all eligible students.

Parents are responsible for notifying the school of their child's after-school destination at the beginning of each school year. Changes can be made by notifying the bus department in writing.

Parents are responsible for seeing that children get to their assigned bus stops and for providing appropriate supervision. **An adult must meet kindergarten students at their bus stop. If an adult is not visibly present at the bus stop, the driver will return the student to school and the school will contact the parents.** Parents may permit an older sibling or neighbor to accept a child from the bus, but must make this arrangement **in writing with the bus driver or bus department before it can occur.**

Children are expected to conduct themselves on the bus safely, kindly, and responsibly. They are asked to follow the directions of the bus driver, and to report any misconduct directly to the bus driver. Not complying with bus rules may result in suspension from the bus.

The Scarborough School Department recognizes that many children attend day care centers before and after school hours. Given the constraints of our transportation services, it will be our practice to accommodate parents with respect to picking up and dropping off students at their daycare only if it is on a regularly-scheduled bus route. Transportation to or from friends' houses or activities such as scouts, dance lessons or a similar activity will be the responsibility of the parent. Questions regarding transportation and updated bus routes can be found at: *Transportation - Scarborough Public Schools*

CURRICULUM

All three schools provide a common curriculum in Literacy and Math, as well as:

- Art
- Music
- Physical Education
- Health
- Library
- Technology Integration
- Social Emotional Learning
- Sexual Abuse Prevention

In addition, all K-2 schools provide Academic Support, Social Work and Special Education for those students who are found eligible.

Curriculum information will be sent home with trimester report cards. Curriculum information can also be found at Curriculum & Assessment - Scarborough Public Schools. Questions can be directed to the K2 Instructional Coaches, K-12 Curriculum Specialist, or to the District Director of Curriculum and Assessment.

ALLIED ARTS CLASSES

Every student has the following "special" curriculum classes once a week for 40 minutes: the program rotates among art, learning commons (library), and music. Health and physical education classes are twice a week.. Each school's schedule varies, but the curriculum is consistent. On PE days, sneakers are expected.

INSTRUCTIONAL AND LIBRARY MEDIA SELECTION POLICY

The Scarborough School Department has an Instructional and Library Media Selection policy that outlines the responsibility of the school department and the rights of parents to inspect instructional materials. The policy describes the criteria and procedure for challenging materials in the case of an objection. *Policy Reference IJJ - Selection of Educational Materials*

STUDENT COMPUTER USE

One to one computing is available to all students at the K-2 level. Access to computers is introduced gradually. Information will be sent home from your child's teacher as technology lessons are introduced. Our student computer use policy is referenced here. *IJNDB-R Student Computer & Internet Regulations.* Student devices are not deployed for student use until the Chromebook Care and Use agreement is signed by a parent or guardian.

PROGRAM / CLASSROOM PLACEMENT

All Kindergarten students will attend a full day, graded Kindergarten program. Graded students are assigned a new teacher each year and have a new grouping of students. All class compositions are made with consideration to variables such as number of students, gender mix, academic balance, special needs, and any other relevant factors. Parents with questions should call or email the Principal. Requests for specific teachers cannot be honored. Parents may provide educationally relevant information about their child to the building Principal but final placement decisions are made by building leadership.

RETENTION

The decision to retain a child is made collaboratively between the parents and the building Principal. Classroom teachers and other professionals may be consulted.

HOMEWORK

Homework is very limited at this level. Teachers may ask students to keep a reading log, practice spelling words, or complete a special project.

STUDENT SUPPORTS

ACADEMICS

Academic support programs are available for students struggling in literacy and/or math. Students are provided with small-group instruction to supplement their regular classroom instruction. All referrals for academic support programs go through the classroom teacher.

MTSS (Multi-Tiered System of Support)

Student Support Teams of school professionals are organized in each building. These teams meet regularly to discuss students who may be struggling academically, socially, emotionally, or behaviorally. When appropriate, specific, evidence-based, data-driven intervention strategies will be implemented to assist a child who is struggling. Parents are to be informed and consulted throughout this process.

SCHOOL COUNSELING/SOCIAL WORK

Primary students can receive the services of a certified school social worker or School Counselor with parent permission. Services may include small groups about such topics as friendships, changing families/divorce, or self-esteem. School counselors support classrooms and conduct whole-group lessons about a variety of topics.

SPECIAL SERVICES

Scarborough Schools recognize the importance of identifying students with exceptional and differing abilities then providing appropriate educational programs for them. The school department also provides appropriate programs for Multilingual Learners (students who have limited English proficiency) to assist them in attaining English proficiency and meeting state and local academic achievement standards A parent who believes a child has a need for any special services should contact the teacher or building administrator.

In 1975 the United States Government, acknowledging the importance of educating exceptional children, mandated for them a “free appropriate public education in the least restrictive environment.” This mandate is known as Public Law 94-142, and carries with it legal protection for children and parents.

The State of Maine also has a body of law and legislation that reinforces and implements the federal law. This body of state law is available upon request. *Policy Reference* *IHBA - Individualized Education Program* *IHBAA - Referral and General Education Interventions* *IHBEA - Programs for Multilingual Learners*

SAFE AND INCLUSIVE SCHOOLS

Students at the primary school level are learning how to self-regulate their bodies in a school environment. Our approach is to support this learning with clearly articulated expectations for behavior with opportunities to practice, reflect, and continuously improve. Students at this age can be hands-on with their play and part of our instruction is to move them towards safe ways to interact among larger groups of children.

BUILDING ACCESS

School buildings will be locked during the school day. All visitors will be allowed entry by school office personnel. All visitors are required to sign in and out of the building and to wear an identifying tag at all times. Please expect to show your state issued driver's license each time you come to the building.

WEAPONS IN SCHOOL

All persons are prohibited from possession or use of any weapons or use of any object as a weapon on school grounds, in school buildings, or on school buses at any time. Use of any object, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass is prohibited. *Policy Reference JICIA - Weapons, Violence & School Safety*

Please take careful note of the GUN SAFETY RESOLUTION/SECURE STORAGE NOTIFICATION, found here, which was resolved jointly by the School Board and Scarborough Town Council in May 2023.

DRUG/ALCOHOL/SUBSTANCE USE

No student shall distribute, possess, use or be under the influence of drugs, tobacco and/or alcohol. *Policy Reference ADC - Tobacco Use & Possession* *JICH - Student Drug & Alcohol Use*

HARASSMENT

Students are prohibited from engaging in physical or verbal harassment of and/or threats to students, teachers, or other school personnel and visitors. *Policy Reference ACAA - Harassment & Sexual Harassment of Students, ACAD-Hazing*

DISCRIMINATION

Discrimination against and harassment of any student, parent, visitor, or staff member because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited in our schools. *Policy Reference AC - Nondiscrimination/Equal Opportunity & Affirmative Action*

FIRE DRILLS AND SCHOOL EVACUATIONS

All primary schools are required to have a minimum of 10 scheduled safety drills. Drills may include evacuation/fire, reverse evacuation, hold in place or lockdown. This offers students and staff an opportunity to practice the building-specific evacuation plan and procedures. *Policy Reference JICIB - Bomb Threats*

CRISIS INTERVENTION TEAMS

Crisis Intervention Teams are organized in each building to facilitate appropriate responses in the event of a crisis within the school community. Crisis response plans are reviewed annually. A parent guide to emergency management can be found on the district website. *Policy Reference EBC - Comprehensive Emergency Management Plan Approval*

SCHOOL SPEED LIMIT & PARKING

The speed limit on access roads to and from all schools is 15 miles per hour. Adhering to this is imperative! Special care must be taken in school parking lots. Please supervise your children closely when walking through parking areas and walk with your children into the buildings.

TOBACCO-FREE SCHOOLS

School department buildings, grounds, and immediately abutting municipal properties are smoke-free. *Policy Reference ADC - Tobacco Use & Possession*

CHILD ABUSE & NEGLECT

All school personnel are mandated to report suspected cases of child abuse and neglect according to local, state, and federal laws and regulations. *Policy Reference JLF - Reporting Child Abuse and Neglect*

CONFLICT RESOLUTION

Primary schools use a variety of tools to help students to resolve conflict in age-appropriate, positive, and respectful ways. All three schools use a common language and strategies in these efforts with a common goal to provide a safe, secure, positive learning environment for all students.

BULLYING

Bullying and *cyberbullying* as defined by Maine State law and local police are prohibited in Scarborough Schools. Building principals and school staff are trained in bullying prevention and response.*Policy Reference JICK - Bullying & Cyber Bullying Prevention in Schools Legal Reference PL 659*

HEALTH SERVICES AND MEDICATION POLICY

A nurse is available to students and staff for health consultations. The primary responsibilities of the health services staff are to administer emergency first aid and to implement individual health plans.

The School Board acknowledges that from time to time it may be necessary for the students to have medications administered during the day. Parents/legal guardians must adhere to the following procedures for **any** medication (prescription **or** over the counter) to be administered to a student.
The parent/legal guardian shall obtain a copy of the School Department Request/Permission to Administer Medication in School form (Board Policy JLCD) form the school office or school nurse.

The parent/legal guardian and physician/dentist shall complete and sign the Request/Permission form.

The parent/legal guardian shall return the Request/Permission form to the school office or school nurse along with the medication.

Medications **must** be transported to the school by the parent/legal guardian, must be in the original container (and in the case of other prescription medications, appropriately labeled by the physician/ dentist or pharmacy), and **must** include no more than the amount of medication necessary to comply with the physician's/dentist's order. Medication no longer required must be removed by the parent/legal guardian. A copy of this policy (*Policy Reference JLCD - Administering Medicines to Students*) may be obtained at our school office upon your request.

ILLNESS AT SCHOOL

Students may be sent home from school for the following reasons:

1. Fever of 100 degrees or over
2. Vomiting and/or diarrhea
3. Injury that may require further medical attention or parent instruction
4. Chronic medical conditions that may require further evaluation or parent instruction
5. Any other condition for which the health staff determines evaluation is necessary (e.g. chicken pox, conjunctivitis, etc.)

If your child is sent home, please follow the instructions provided to you by the school nurse or office personnel. **Children who have been ill should remain home until fever, vomiting or diarrhea and any other symptoms that may be contagious, have been resolved for at least 24 hours without the aid of medication.**

Children are not allowed to remain in school with blood/bodily fluids on their clothes. Sending in an extra set of clothes is always a good idea to prevent your child from missing valuable class time. The school will let parents know if a child has soiled clothing with blood or bodily fluids. A parent must pick up this clothing within 24 hours or it will be disposed of - it cannot be sent home with the student. *Policy Reference JLCD - Administering Medicines to Students*

STUDENTS WITH DIAGNOSED FOOD ALLERGIES OR SENSITIVITIES

The Scarborough School Department recognizes that diagnosed food allergies and sensitivities can pose a significant threat to the health of some students. It is the practice of the School Department to work with students, parents, staff and medical personnel to minimize risks and provide a safe educational environment for food-allergic and food-sensitive students.

IMMUNIZATIONS

Students must meet the minimum immunization requirements of the Maine State Law or complete an exemption form provided by the school. Students may be excluded from school until this requirement is met. *Policy Reference JLCB - Immunizations of Students*

ILLNESS AND RECESS

On occasion, parents/caregivers ask if a child can stay indoors at recess time. We can accommodate this request only in extreme health care situations where it would be unsafe for the child to be outside. A note from the child's physician is required for this consideration.

SCHOOL OPERATION

RECESS

Students will be outdoors for at least one, 20-25-minute recess on a daily basis, weather permitting. Outdoor recess is not held if it is too wet or cold (if the temperature “feels like” 15 or above, we go out). These conditions are monitored carefully throughout the day.

When preparing your child for school each day, please provide her/him with appropriate items for outdoor recess such as a coat, hat, mittens/gloves, snow boots, snow pants, etc. Closed toed shoes are recommended at all times as sandals do not offer adequate protection from wood chips, rocks, or slippery surfaces. An extra set of clothes is always recommended. *Policy reference JLAA - Wellness Policy.*

PLAYGROUND RULES

Each of the primary schools have playground facilities for the enjoyment of our students. The community is welcome to use our playground space after school hours. Your child will be instructed regularly about the safe use of playground equipment and playground expectations.

STUDENT ATTIRE

Please dress your child for school in comfortable clothing that is appropriate for the weather. Hats are not permitted during the school day, but can be worn at recess or special events. Appropriate footwear is important for student safety. Sneakers provide the best traction and protection for your child. Please do not send your child in heels, flip flops, or crocs. Graphics on tee-shirts should be age-appropriate. The temperature of our buildings can vary, so layers are encouraged. An extra set of clothing is highly recommended in case of accidents or spills. *Policy Reference JICA - Student Dress*

PERSONAL POSSESSIONS

The school highly encourages students to leave their personal possessions at home. Toys and other items may be brought to school for special occasions with teacher permission. Your child’s teacher will notify you when appropriate. Electronic equipment such as digital music players, cell phones, handheld video game players, smart watches and the like must be left at home unless special permission is granted. If a child is bringing an electronic device or toy for use in an after-school activity, it must be powered off and remain in the backpack during the school day. The School Department is not responsible for lost, stolen, or damaged items. *Policy Reference JFCK-STUDENT USE OF PRIVATELY-OWNED ELECTRONIC DEVICES AT SCHOOL* *Updated Policy - see JICJ*

LOST AND FOUND

Each school has a designated location for lost and found items. Please check with the office regarding the location in your child’s school. We request that you clearly label all of your child’s belongings to expedite their return. Unclaimed items will be donated to a local charity at the end of each school year.

PARENT PARTICIPATION

Parents and other family members are welcome in our schools. There are a variety of ways to be involved and to support our students. It is essential that we are aware of all visitors in our schools. Your cooperation with all security practices is appreciated.

SCHOOL VOLUNTEERS

We are proud to have a strong volunteer presence in each school. Volunteer training is offered annually - read the email communication from the school for updates or call the school's office if you are interested. All volunteers must complete one initial training and sign an annual volunteer agreement. Volunteer opportunities and schedules are based entirely on the needs of teachers. *Policy Reference IJOC - School Volunteers*

FIELD TRIPS & CHAPERONES

Parents/guardians will be asked annually to give permission for students to participate in field trips. Teachers will let parents know when field trips are occurring and whether chaperones are needed. All rules, policies, and procedures remain in effect on a field trip. When field trip destinations are reached via bussing, chaperones are expected to travel on the buses and assist at the direction of the classroom teacher. Younger siblings may not accompany a parent chaperone on a field trip. *Policy Reference IJOA - Field Trips*

Parent Teacher Association

The three primary schools share one PTA. We are deeply grateful for the work that they do to support our schools. PTA notices will be coming home regularly, so please support them in any way you can.

STUDENT BEHAVIOR

Scarborough Primary Schools strive to promote expected, appropriate behaviors in a positive and age-appropriate manner. Teachers are authorized to set classroom rules and expectations. Each school sets clear expectations for behavior and conduct through a school-wide positive behavioral support plan. Consistent expectations and language are used in all school environments (i.e. hallways, classrooms, cafeteria, playground, field trips). All rules and expectations are reviewed with students on a regular basis.

Consequences for unexpected behavior are set forth in line with district policy and may include the following:

- Parent contact
- Discussion with student
- Appropriate modeling of expected behavior
- Removal of student from a situation
- Logical and age-appropriate consequences
- Development of a targeted individualized behavior plan for the student
- Referral to a school Social Worker

Some behavior, of a more serious nature, warrants immediate action. Violence, vandalism, harassment, and any behavior that may endanger self, others, or school property may lead to further consequences. Parents play a significant role in the partnership with school staff to maintain a safe environment for all students. *Policy Reference JK - Student Discipline, Policy Reference JIC-System-Wide Code of Conduct*

RESTRAINT AND SECLUSION

Physical restraint and/or seclusion may be used in extreme situations as defined by State and local regulations. *Policy Reference JKAA - Use of Physical Restraint & Seclusion*

NUTRITION SERVICES

At present all school meals (breakfast and lunch) are provided at no cost to parents. We ask that families still complete a Meal Benefit Application as this provides data for key funding for academic resources and may also connect your family to additional benefits. To apply, complete the SY 2023 Household Application for Free and Reduced Price School Meals listed below and return to: School Nutrition Office, 20 Quentin Drive, Scarborough, ME 04074, Attention: Brenda Franklin. If you prefer, you may complete the application online at https://mealapp.lunchtimesoftware.net/. A new application must be submitted each school year.

Please see the Scarborough School Nutrition website for more details about ordering meals for your child.

The Scarborough Primary School Nutrition Program uses a debit system for snack or meal drink purchases. Milk purchased for snack time and/or lunch time costs $.50. Each student has a picture ID. All monies sent in for drinks are placed in a student account; information can be found here: Scarborough School Nutrition. Each time a child purchases a drink the account is debited. Purchasing drinks yearly or monthly is encouraged. The School Nutrition Department can be contacted with inquiries (730-4700). We encourage you to order breakfast and lunch meals in advance. This helps with ordering and having enough of each item on hand. All meals will be served and consumed in the cafeteria. Time for breakfast is very limited, as the cafeteria becomes the PE/Health room no later than 9:00 AM. The room must be cleared of all tables, cleaned and dry in order to provide a safe environment for PE classes. Please order breakfast thoughtfully. Food is not allowed to go to the classroom due to federal regulations.

We ask parents to support us in educating children by providing healthy, nutritious snacks such as fruits and vegetables. Please exclude high-sugar products. National guidelines recommend daily practices of 5 or more servings of fruits and vegetables; 2 hours or less of recreational screen time; 1 hour or more of physical activity; and 0 sugary drinks (5-2-1-0 Let's Go Program). *JLAA - Wellness Policy*

CLASSROOM CELEBRATIONS & FOOD AT SCHOOL

All classroom activities and celebrations within the curriculum are arranged through your child's teacher. Due to the high number of health-related food restrictions, no food may be shared. **We ask that you do not send in food items for birthdays or other celebrations.** Foods that are sent in without permission will be returned to you.

You will receive notification from your child's teacher and/or school nurse regarding life-threatening food allergies in your child's class. **Please follow any and all recommendations regarding this issue.**

STUDENT BIRTHDAYS

Each building celebrates student birthdays as a school community. This may include an announcement on the intercom, a special table in the lunchroom, a visit with the building principal, or other building traditions. We do not celebrate birthdays with classroom parties or special snacks sent in by parents.

School staff are not authorized to release names and addresses of students for birthday party invitations. Please use the PTA directory for this purpose or make other arrangements. We will not distribute birthday party invitations at school. We also ask that you do not ask your child's teacher to distribute invitations in class even if all children are invited.

RIGHTS & PRIVACY

STUDENT RECORDS

A cumulative record concerning your child is kept in the school office. The record contains family information, test data, medical reports, achievement records, questionnaires and other relevant documents. The material inside is treated confidentially and is accessible only to the school staff and the child's parents or guardians. A complete copy of the Scarborough Student Education Records Policy conforming to the Family Educational Rights and Privacy Act (FERPA) will be distributed annually to parents/guardians through this handbook. (See below.) *Policy Reference JRA - Student Education Records & Information*

PHOTOS & VIDEOS OF STUDENTS

Parents will be asked annually to provide permission for student images and/or student work to be used for school publications.

We welcome parents to take videos or photos of their children during our school performances and Scarborough Schools request that they be for personal use only. Recording of music is subject to copyright laws and cannot be reproduced without the necessary copyright clearances. Also, please respect the wishes of other parents not to have their child's photo displayed on the internet or other public forums.

CONFIDENTIALITY

School staff and volunteers are bound by strict confidentiality laws. This is reviewed annually with all adults working in our schools. School staff can discuss information only about *your child* with you. Please do not ask volunteers to share information about students with you. Contact your building principal if you have a concern about student confidentiality.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. *The right to inspect and review the student's education records within 45 days after the day Scarborough Public Schools receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*
2. *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.Parents or eligible students who wish to ask the Scarborough Public Schools to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*
3. *The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Scarborough Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:*

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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).

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.

Sincerely,
Todd O. Jepson
IPM Coordinator
Director of Facilities
August 2026

Annual Notification of Asbestos-Containing Building Materials (ACBM)

School Year 2026-2027

Scarborough Public Schools has abated all known Asbestos-Containing Building Materials (ACBMs) from our buildings/schools. An AHERA-Asbestos Management Plan has been developed. The Asbestos Management Plan identifies past abatements, the type and location of ACBMs 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 Person for Scarborough Public Schools.