

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

STUDENT HANDBOOK

2026-2027

August 2026

Dear Students and Families:

We are pleased to provide you with this 2026-2027 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 their 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

Diane Nadeau, Superintendent
Kimberly O'Donnell, Assistant Superintendent
Chris Rohde, Director of Special Services
Nicole Benham, Asst. Director of Special Services
Katie Vetro, Director of Curriculum and Assessment
Kate Bolton, Business Office Manager
Todd Jepson, Facilities Manager
Peter Esposito, Director of Food Services
Sarah Redmond, Supervisor of Transportation

SCHOOL ADMINISTRATION

Kathleen Tirrell, Principal
Chris Murphy, Assistant Principal
Amanda Eason, School Nurse
Laurel Rothermel, School Nurse
Tim Dalton, School Resource Officer
Marina Frederick, Main Office Receptionist/Attendance
Michelle Mulcahey, Administrators Assistant
Emily Butler, Student Advocacy Administrative Assistant

Main Office	207-730-4800	Principal/Asst. Principals Office	207-730-4800
Health Services (Nurses)	207-730-4810	Student Advocacy Office	207-730-4814

STAFF DIRECTORY

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

Anderson, Henry	handerson	Daigle, Scott	sdaigle
Avery, Kerry Ellen	kavery	Dalton, Timothy	tdalton
Aucoin, Michael	maucoin	Dare, Nicholas	ndare
Bacon, Colleen	cbacon	DeRosa, Michael	mderosa
Bailey, Megan	mbailey	DesPres, Andy	adespres
Batherson, Wendy	wbatherson	Eason, Amanda	aeason
Bennett, Douglas	dbennett	Fasulo, Ashleigh	afasulo
Benson, Ellen	ebenson	Frederick, Marina	mfrederick
Beaulieu, Bradley	bbeaulieu	Geslin, Jean	jgeslin
Berry, Lacey	lberry	Ghikas, Olivia	oghikas
Binder, Ann	abinder	Giddings, Andrea	agiddings
Bishop, Jen	jbishop	Glasberg, Shauna	sglasberg
Bizub, Steve	sbizub	Gough, Dorothea	dgough
Bogart, Margaret	mbogart	Grant, Michelle	migrant
Brandt, Madison	mbrandt	Griffis, Sue	sgriffis
Butler, Emily	ebutler	Hanson, Craig	chanson
Cabana, Will	wcabana	Harrison, Zachary	zharrison
Cassidy, Erin	ecassidy	Herendeen, Laurel	lherendeen
Charsky, Cecily	ccharsky2	Hernandez, Frank	fhernandez
Chester, Molly	mchester	Hill, Peter	phill
Conroy, Jessica	jconroy	Houlette, Shannan	shoulette
Crosby, Michael	mcrosby	Hutchinson, Katherine	khutchinson
Cyr, Nicole	ncyr	Johnston, Amy	ajohnston

Kasper, Jorie	jkaspar	Murphy, Chris	cmurphy
Kelley, Michael	mkelley	Murtha, Alyson	amurtha
Kelly, Jessica	jkelly	Nappi, Berkley	bnappi
Kuhn, Kate	kkuhn	Neil, Jonathan	jneil
LaBerge, Matt	mlaberge	Ney, Dylan	dney
Laflamme, Cara	claflamme	Ney, Heather	hney
Lafond, Maura	mlafond	Otero, Adrian	aotero
Landez, Jennifer	jlandez	Page, Mary Ann	mpage
LeClair, Jill	jleclair	Pease, Justin	jpease
Lemont, Brian	blemont	Perez-Estevez, Justo	jestevez
Leonhardt, Stephanie	sleonhardt	Phillips, Noah	nphillips
L'Heureux, Nick	nlheureux	Powers, Rachel	rpowers
Libby, Jen	jlibby	Reynolds, Jessica	jreynolds
Lott, Kasey	klott	Richard, Irene	irichard
Lyons, Timothy	tlyons	Roberts, Kelly	kroberts
Magill, Ethan	emagill	Robinson, Jennie	jrobinson
Maher, Elizabeth	emaher	Rothermel, Laurel	lrothermel
Marceau, Nicole	nmarceau	Rowley, Chris	crowley
Mazur, Heather	hmazur	Smith, Bret	bsmith
McCambridge, Haley	hmccambridge	Smith, Rachel	rasmith
McConagha, Megan	mmconagha	Tait, Krysten	ktait
McKenzie, Alicia	amckenzie	Tardif, Mark	mtardif
Milholland, Amanda	amilholland	Teel, Susan	steel
Milliken, Sheryl	smilliken	Temple, Jim	jtemple
Mokriski, Tricia	tmokriski	Tirrell, Kathy	ktirrell
Monacelli, Annemarie	amonacelli	Toth, Emma	etoth
Mulcahey, Michelle	mmulcahey	Triance, Tasha	ttriance

Vafiadis, Diane	dvafiadis		
Viola, Robin	rviola		
White, Dillen	dwhite		
White, Garrett	gwhite		
White, Kris	kwhite		
Wood, Sue	suwood		
Woodworth, Jeffrey	jwoodworth		

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 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 (5) days before planned pesticide application 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 (2) 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 website at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

Todd O. Jepson
IPM Coordinator
Director of Facilities
August 2026

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 follow the SMS Charter that will be developed in the fall.

STUDENT LIFE

Typical School Day

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

8:00am: School day begins with CREW

2:25pm: End of classes followed by dismissal

Attendance/Tardiness/Dismissal

In the event that a student will be absent, please have parents/guardians notify the school office as soon as possible by calling 207-730-4800 or emailing at msoffice@scarboroughschools.org. 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/guardian in the case of an absence, school personnel will make efforts to contact them. If a student is absent from school, they may not attend after school or evening activities on that day without prior permission from a building administrator.

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

Students 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 or email 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 their 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 to school with a note stating the following:

- Student name
- Parent's signature
- Reason for dismissal
- Time for student to be dismissed

All students who are dismissed early from the 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 (2) 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 their 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 must 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 near or at 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 receive a free breakfast and/or lunch, or bring their own food from home. View the daily offerings on the school website via the Central Office and Nutrition Program links.

To prevent spills and protect laptops, please follow these guidelines:

- Lunch: Pop-top (aluminum) cans are only allowed in lunchboxes and must be consumed strictly in the cafeteria. Sodas and caffeinated beverages are discouraged.
- Classrooms and hallways: All drinks outside the cafeteria must be in a water bottle or have a screw top lid.

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 entrance lobby.

Allied Arts Offerings

Allied arts classes are included in our curriculum to provide students with a variety of course offerings that are exploratory in nature. Grades in Allied Arts 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. Allied Arts classes include the following:

Art	Health	STEM	World Language
Band	Chorus	Music	Physical Education
Digital Citizenship (6th Grade Only)	Digital Literacy (6th Grade Only)		

Band/Chorus

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

Extra-Curricular & Co-Curricular Activities

Middle School co-curricular programs are designed as an extension to the classroom to promote and develop a well rounded experience for our students. At SMS, we believe that character development is and should be at the forefront of what drives our program goals, processes and results. Our programs shall challenge student's intellect, stimulate creativity, promote leadership, enhance academic achievement and provide a means for students to express their artistic and performing talents while growing as young members of our society and community. As such, our guidelines are in place to help develop those life long skills and get students to understand that in being a member of a team, they are representing something bigger than themselves. To view the complete code of conduct online, please visit <https://www.scarboroughredstorm.org/middle-school-athletics>.

GENERAL INFORMATION

School Cancellations & Delays

In the event of a school cancellation or delay, an announcement of 'No School' will be broadcast on local radio and 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 start 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 with a driver's licence. School badges are required to be worn by all visitors.

Grading & Reporting

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

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 the age of 18 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 legal rights can be established. If copies of records are requested, the cost will be five cents (\$0.05) per page copied, plus postage. A complete copy of this policy may be obtained through the Superintendent's office.

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 the Middle School 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, and at each semester. 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 "meets" 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.
- 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 (2) to five (5) 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 the 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 illnesses and accidents. If a student is not feeling well, they may ask their 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 degrees Fahrenheit, 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 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 (2) 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 Expectations

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

The following are prohibited as it relates to clothing, footwear and accessories:

- Items that promote the use of tobacco, alcohol or other drugs
- Items that are intended to identify the wearer as a member of a particular gang
- Items with displays that are sexual, vulgar, lewd, violent, indecent or include insulting words (e.g. racial/ethnic slurs). The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment
- Items that are destructive of school property (e.g. cleats, pants with metal inserts that scratch furniture)

Students are required to wear footwear at all times. Footwear should be appropriate for the school setting.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

Food Deliveries

Students are not to utilize food delivery services at any time on school property.

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 or 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 & Electronic Devices

Cell phones and electronic devices will not be used between the hours of 7:40am and 2:20pm for any reason.

Students may use the main office or clinic phone with permission if they are sick or if there has been a schedule change for an activity. **Note: for a complete list of the cell phone and electronics exceptions, please refer to the Digital Handbook, which can be found on the SMS website.**

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 and 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 a disciplinary infraction.

Discipline Process

Note: For a complete list of Behavioral Expectations and the Discipline Continuum, please refer to the Digital Handbook, which can be found on the SMS website.

Although our philosophy has a strong restorative focus, situations may also require disciplinary action. Established discipline procedures assist in clarifying expectations and help students in accepting their responsibility 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 the 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, vapes, 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 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 main office with a discipline referral for problems such as fighting, bullying, harassment, repeated misbehavior, disruption to the learning environment, 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 who are suspended 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. During their suspension, students will have the opportunity to complete classroom assignments.

Students assigned an in school suspension (ISS) lose the privilege to attend classes. A student in ISS is supervised and is expected to do their work. The time in ISS is for a student to complete school work as well as reflect on their behavior. The student will be given classroom assignments. 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.

BULLYING AND CYBERBULLYING PREVENTION

For complete information, please see 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 School Board to provide all students 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:

- Bullying
- Cyberbullying
- Harassment and sexual harassment (as defined in board policy ACAA)
- Retaliation against those reporting such defined behaviors
- Making knowingly false accusations of bullying behavior

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

Reporting

Note: Refer to the Reporting Form- JICK-E1

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

- School staff, coaches, and advisors for extra-curricular activities are required to report alleged incidents of bullying to the school principal or other school administrator
- 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 administrator
- 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
- Acts of reprisal or retaliation against any person who reports an 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

Parents/guardians and students are responsible for reviewing and understanding each of these policies:

- IJND-R: Scarborough School Department Website Regulation
- IJNDB: Student Computer & Internet Use
- IJNDB-R: Student Computer & Internet Use Regulation

These policies detail 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. Student policies are located on the Scarborough School District website.

No students will be issued a school laptop until Scarborough School District receives a signed 'Chromebook Care, Use & Responsibility Guide'– located under the student's PowerSchool account, and the student/parent/guardian(s) have viewed the Parent Laptop Information slide deck, located on the school website.

SCARBOROUGH SCHOOLS EXPECTATIONS FOR ADULT COLLABORATION & COMMUNICATION

Elements of Engagement	School Community Expectations	Examples of Expectations
<p>Communication</p> 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Discuss issues with appropriate staff (teacher, bus driver, coach, etc.) when they happen
<p>Collaboration</p> 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Know students' schedules and help them be prepared with necessary materials (e.g. bus scan cards, laptops, library books, snacks, weather-appropriate clothes, etc.) • Create and Maintain a consistent dismissal schedule • Read district, building and classroom newsletters and communications • Check take-home folders and online programs regularly (e.g. PowerSchool, SeeSaw) • Emphasize appropriate and safe use of technology (laptops, cell phones, smart watches, etc.)
<p>Community Culture</p> 	<ul style="list-style-type: none"> • Treat staff as trained educational professionals • Respect staff time • Prioritize safety and educational time for all students 	<ul style="list-style-type: none"> • Acknowledge the hard work, expertise, and education of staff • Recognize that educators make decisions with the safety and benefit of the group as a whole in mind (e.g. 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 (e.g. avoid texting and calling)

		students during school hours)
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SCHOOL BOARD POLICIES & NOTIFICATIONS

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 207-730-4100 or on the Scarborough School website at <https://www.scarboroughschools.org/board/policies>.

Weapons, Violence & 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 underwritten 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.

Secure Storage Notification- States with Storage Laws

BE IT RESOLVED, by the Council of the Town of Scarborough, Maine in Town Council assembled that jointly with the Scarborough Board of Education,

WHEREAS, an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm; and,

WHEREAS, every year, roughly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day, and 70 percent of these incidents take place inside a home; and,

WHEREAS, another 1,200 children and teens die by gun suicide each year, most often using guns belonging to a family member; and,

WHEREAS, in incidents of gun violence on school grounds, 75 percent of active shooters are current students or recent graduates, and up to 80 percent of shooters under the age of 18 obtained their guns from their own home, a relative's home, or from friends; and,

WHEREAS, research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of unintentional firearm injuries among children and teens; and,

WHEREAS, the U.S. Secret Service National Threat Assessment Center recommends the importance of appropriate storage of weapons because many school attackers used firearms acquired from their homes; and,

WHEREAS, across the country, lawmakers, community members, and local leaders are working together to implement public awareness campaigns which encourages secure gun storage practices and highlights the public safety risks of unsecured guns; and,

WHEREAS, school districts across the country have begun to proactively send materials home to parents and guardians informing them of applicable firearm storage laws and firearm secure storage best practices; and,

WHEREAS, keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of all adult stakeholders; and,

WHEREAS, state law imposes penalties on adults when a child gains unsupervised access to unsecured firearms; and,

WHEREAS, in order to continue with preventative measures to increase student and school safety, we must act now.

NOW THEREFORE, BE IT RESOLVED, that the Board directs the Superintendent and staff to update the Student Handbook to include information about parent/guardian's legal obligations regarding the secure storage of firearms and to create an appropriate letter to parents and guardians that explains the importance of secure gun storage and the legal obligations to protect minors from accessing irresponsibly stored guns, to be included in all annual registration materials at each school site.

BE IT FURTHER RESOLVED, that the Town Council and the Town Manager, along with the Board and the Superintendent will continue to partner with local law enforcement agencies, health agencies and non-profits to collaborate and increase efforts to inform residents of their obligations regarding secure storage of firearms in their homes.

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 & 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 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 & 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 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 & 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, age or disability are prohibited.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS & INFORMATION RIGHTS

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 (\$0.10) 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 and 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 the disclosure of personally identifiable information in education, 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 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 30 days of enrollment, whichever is later.
- Education records may be disclosed to school officials with a 'legitimate educational interest.' A school official has a legitimate educational interest if they need to review an educational record in order to fulfil their 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, evaluations 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 the School Department has not complied with the requirement 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

U.S. Department of Education

Office of Civil Rights

33 Arch Street, Suite 900

Boston, MA 02110-1491

LAPTOP VIOLATION RUBRIC

Expected Behavior: As an SMS Student, I will...	Level 1 Consequence	Level 2 Consequence	Level 3 Consequences
...bring my laptop to school <u>everyday</u> .	Natural consequences; After forgetting their laptop four (4) times in a semester, loaners will not longer be provided; Pencil/paper will be used		
... know where my device is at all times. I will not leave the device in a common area (gym, cafe, hall, learning commons, bus)	<ul style="list-style-type: none"> Guardian notification: Warning Reflection form (as appropriate) 	<ul style="list-style-type: none"> Guardian notification Reflection form 	<ul style="list-style-type: none"> Guardian notification Reflection form Potential loss of take home privileges Meeting with administration
... use the webcam appropriately and for school work only. The webcam is for me to take pictures/videos for school projects. The webcam is not for me to take selfies, pictures of others, make non-educational videos or slideshows, etc.	<ul style="list-style-type: none"> Guardian notification slip from teacher/staff where incident or inappropriate use occurred 1 week in penalty box (Student Penalty Box Request must be completed) Depending on the content/location, there could be a meeting with parents, the SRO and administration 		
... use my device appropriately. My device is for schoolwork only while I am at school and at home. I will not use my device to play games or visit non-educational websites both at home and during school. Examples of non-educational websites: Social Media, Gaming, Streaming, etc.	<ul style="list-style-type: none"> Parent notification Reflection form (when appropriate) 24 hours in penalty box (Student Penalty Box Form must be completed) 	<ul style="list-style-type: none"> Parent notification Reflection form 1 week in penalty box (Student Penalty Box Form must be completed) Loss of take home privilege <p>Students may be required to participate in cyber safety activities in order to be released from the penalty box.</p>	<ul style="list-style-type: none"> Parent notification Reflection form 2 weeks in penalty box (Student Penalty Box Form must be completed) Loss of take home privilege <p>Students will be required to participate in cyber safety activities in order to be released from the penalty box.</p> <p>Any Additional Infractions: Meeting with parent and administration</p>
... use all school issued accounts appropriately. This includes using your Google Applications (Google Docs, Google Slides, etc.) for school work only.			
... treat my device and peers' devices with respect. I will not slam the lid, turn the device off, drag the case on the ground, or participate in any other destructive actions on my device or my peers' devices.			

Penalty Box Details: Students' Chromebook is configured to access only academic websites- Google Classroom, Google Docs, Math Textbook, IQWST, NewsELA, etc. Students **cannot** visit YouTube, Gmail or complete Google searches from www.google.com
(6/2/2026)