

Student & Parent Handbook/Planner
2026 – 2027

11 Municipal Drive
Scarborough, ME 04074
207.730.5000

Scarboroughschools.org

SCHOOL LEADERSHIP TEAM

Nathan Theriault, Principal
Michael P. LeGage, Director of Athletics & Student Activities
Sarah Blaisdell, Assistant Principal
Jeffrey Oliver, Assistant Principal

INSTRUCTIONAL LEADERSHIP TEAM

TBD, Technology Integration Coach
TBD, Librarian
Briana Kelman, Foreign Language
Erin Landry-Fowler, Fine Arts/Video/PE
Ryan Facey, Social Studies
Albert McCormack, Science
Lauren Bornstein, English
Nicole Petherbridge, Mathematics
Wendy Spaulding, Student Services
Jim Watson, Special Education
Christy Zavasnik, Career Pathways Coordinator

BUILDING SUPPORT TEAM

TBD, Building Coordinator
Paula Davis, Receptionist/Attendance (Admin I)
Jordan Ferreira, Athletic & Activities Administrative Specialist
Elizabeth Henderson, Administrative Assistant – Senior Placement Office
Lisa Manning – Administrative Assistant - Assistant Principals
Mike Beeler, School Resource Officer
Heather Lalezeri, Athletic & Activities Secretary
Karen Sprague, Administrative Assistant - Principal
Vickie Sutyak, Administrative Assistant - Student Services Department
Stacey Hang & Lisa Verzoni, School Nurse
TBD, School Safety/Attendance

Welcome to Scarborough High School

Welcome to Scarborough High School for the 2026-2027 school year. It's good to be back full time this fall!

The High School Handbook was developed to assist students, parents, and staff members in understanding their roles and responsibilities at SHS. You will be able to find definitions and explanations of our school policies and programs throughout this handbook. Many students find the daily calendar to be an efficient way to keep track of assignments, school events, and personal schedules.

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

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

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

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

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

<https://shs.scarboroughschools.org/student-life/student-handbook>

Scarborough Board of Education

(As of June, 2026)

John Kelleher.....	jkelleher@scarboroughschools.org
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Sara Claret Gozavez, Student Rep, 2027	
Katherine Dolan, Student Rep, 2028	

District Administration

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School Administration

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Sarah Blasdel, Assistant Principal.....	sblasdel@scarboroughschools.org
Jeffrey Oliver, Assistant Principal.....	joliver@scarboroughschools.org

Michael LeGage, Director of Athletics and Student Activities..... mlegage@scarboroughschools.org

Main Office	730-5000
Principal's Office	730-5002
Assistant Principals' Office	730-5102
Athletics/Student Activities	730-5012
Health Services (Nurses)	730-5015
Senior Placement	730-5030
Student Services (Guidance)	730-5020
School Resource Officer	730-4316

Staff Directory

Name	Department	Email
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SCARBOROUGH PUBLIC SCHOOLS MISSION

The Scarborough Public Schools mission is to provide a safe and inclusive learning environment where each student is empowered to be a resilient, lifelong learner ready to contribute to society. This includes offering a broad and flexible

curriculum, fostering a positive learning atmosphere, and developing each student's full potential. The school system also emphasizes the importance of effective communication between school and home and maintaining a healthy, safe, and efficient learning environment.

SHS BELIEFS AND VISION OF THE LEARNER

Scarborough High School believes that all students are learners and that learning is driven by high expectations, multiple pathways, and the intentional use of high-impact student-centered instructional and assessment practices. We believe in the holistic development of our students and that student participation in extracurricular activities, the exploration of postsecondary and career options, and an organized and coordinated system of supports for all students are key to supporting students' education and development.

Scarborough High School Vision of the Learner			
Guiding Educational Principles		Core Values	
	Clear and Effective Communicators	S T O R M	Stewardship
	Self-Directed Lifelong Learners		Trustworthiness
	Creative and Practical Problem Solvers		Openness
	Responsible and Involved Citizens		Resilience
	Integrative and Informed Thinker		Magnanimity
	- Demonstrate organized and purposeful communication in English and at least one other language. - Use evidence and logic appropriately in communication. - Adjust communication based on the audience. - Use a variety of modes of expression (spoken, written, and visual) and performing including the use of technology to create and share the expressions).		- Demonstrate awareness of personal and community health and wellness. - Make choices that keep the school a great place for all. - Participate positively in the community and design creative solutions to meet human needs and wants. - Leave things better than you found them.
	- Recognize the need for information and locate and evaluate resources. - Apply knowledge to set goals and make informed decisions. - Apply knowledge in new contexts. - Demonstrate initiative and independence. - Demonstrate reliability and concern for quality.		- Demonstrate honesty. - Accept responsibility for personal decisions and actions. - Admit mistakes and work to fix them. - Demonstrate ethical behavior and the moral courage to sustain it.
	- Observe and evaluate situations to define problems. - Frame questions, making predictions, and design data/information collection and analysis strategies. - Identify patterns, trends, and relationships that apply to solutions. - Generate a variety of solutions, building a case for a best response and critically evaluate the effectiveness of the response. - See opportunities, finding resources, and seeking results. - Use information and technology to solve problems.		- Explore new ideas, perspectives, and concepts. - Demonstrate flexibility including the ability to learn, unlearn, and relearn. - Take intellectual risks. - Embrace feedback and opportunities for growth.
	- Understand and respect diversity. - Display global awareness and economic and civic literacy.		- Identify and manage emotions in healthy, constructive ways. - Persevere in challenging situations.
	- Gain and apply knowledge across disciplines and learning contexts and to real life situations with and without technology. - Evaluate and synthesize information from multiple sources. - Apply ideas across disciplines. - Apply systems thinking to understand the interaction and influence of related parts on each other and on outcomes.		- Demonstrate social awareness. - Extend compassion, understanding, and respect to others. - Assume positive intent. - Use interpersonal skills to learn and work with individuals from diverse backgrounds.

SCHOOL BOARD POLICIES

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

DAILY SCHEDULES

Alternating Days - Block Schedule-Monday, Wednesday, Friday

Time	Red	White
8:00 – 9:15 (75)	1	1
9:20 – 10:35 (75)	2	2

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

Alternating Days-Block Schedule-Tuesday, Thursday

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

Early Release Day

Time	Red	White
8:00 – 9:00 (60)	1	1
9:05 – 10:05 (60)	2	2
10:10 – 11:10 (60)	3	3
11:15 – 12:55 Lunch A: 11:15-11:40 Lunch B: 11:55-12:20 Lunch C: 12:30-12:55	4 + Lunch	4 + Lunch

1-hour Delay-Monday, Wednesday, Friday

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

1-Hour Delay-Tuesday, Thursday

Time	Red	White
9:00 – 10:00 (60)	1	1
10:05 – 10:40 (35)	A EAST	A EAST
10:45-11:45 (60)	2	2
11:50 – 1:20 (60) Lunch A: 11:50-12:15 Lunch B: 12:23-12:48 Lunch C: 12:56- 1:20	3 + Lunch	3 + Lunch
1:25 – 2:25 (60)	4	4

2-hour Delay

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

PARENT OPPORTUNITIES

Mailing Lists, PowerSchool, and Directory Information

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

Parent-Teacher Conferences

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

SHS Communication of Events

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

SPS 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 	- 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)

STUDENT SUPPORT SERVICES

There are a variety of support services available to students at Scarborough High School. They include, but are not limited to:

Crisis Response Team

It is unfortunate, but always possible, that a crisis will occur that impacts the high school community. Recognizing this, a team of school and community members has been formed and trained to respond to such emergencies. The goal of the team is to facilitate a smooth and caring response in the event of a crisis, realizing the importance of maintaining a normal school atmosphere while providing help for those students and adults who need our support. A crisis response plan includes management guidelines and specific intervention strategies for responding to personal, school, or community emergencies that impact the emotional and physical well-being of our students, staff, and community.

School Nurse (Health Services)

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

home, school, and community.

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

School Social Workers

School social workers are available at Scarborough High School for consultation with students and parents to assist with personal, family and other issues which may be negatively impacting students' academic performance. Students may be referred for services by a school counselor or school administrator. Services available include individual, group, and referral to appropriate community resources. Services are confidential.

Senior Placement Office

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

Student Services Department (Guidance)

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

Substance Use Prevention and Intervention Services

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

TELEPHONE NUMBERS FOR TEENS

For General Resource INFORMATION REGARDING resources for students & families, you can call: 211ME or e-mail 211ME.org

Scarborough Human Resources 730-4025

For kids who qualify for General Assistance funds in need of emergency housing

Teenagers in Crisis 774-HELP (4357)

Family Crisis Services 767-4952 or 874-1973

or 1-800-537-6066

Kids First (Divorce support services) 761-2709

Sexual Assault Response Services 1-800-871-7741

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

Alcohol and Other Drugs

Day One for Youth and Families 874-1045

ME Tobacco Helpline 1-800-207-1230

Narcotics Anonymous 1-800-974-0062

Poison Control Center 1-800-222-1222

Abuse and Neglect

Adult & Child Abuse-Neglect	1-800-452-1999
Children and Family Services	207-624-7900
<i>The Department of Human Services is mandated by the State to investigate reports of child abuse and neglect, and if necessary, remove children from homes and place them in foster care pending court action.</i>	
Dept. of Human Services (AFDC, Food Stamps, Etc.).....	207-624-4168 or 1-800-442-6003
Domestic Violence Hotline(Statewide)	1-866-834-HELP (4357) 1-800-799-7233
NAMI Maine Helpline	1-800-464-5767
NAMI Maine Teen Text Support Line.....	207-515-8398
Domestic Violence Resources for Cumberland Cty (YAPP) & (Through These Doors)	1-800-537-6066
Suicide and Depression	
Center for Grieving Children	775-5216
Maine Suicide Prevention Line	1-888-568-1112
Sweetser Children's Services	1-800-434-3000
Outpatient Mental Health Referrals (MMC Outpatient Service).....	1-844-292-0111 or 780-0020
National Suicide Prevention Lifeline: A confidential suicide or crisis helpline 24/7	1-800-273-8255
Or test Answer to 839863. The chat line is also available:	
https://suicidepreventionlifeline.org/GetHelp/LifelineChat.aspx	
Crisis Text Line: Text HOME to 741741	
The Trevor Project: A confidential helpline for LGBTQ teens. 24/7	1-866-488-7386
Maine Warm Line: A confidential peer-to-peer support line. 24/7	1-866-771-WARM (9276)
Equality Maine-LGBTQ Support	761-3732

GENERAL INFORMATION

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

Academic Honor Code - Statement of Purpose

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

Expectations

- Each student is assumed to be an honorable person
- Each student is a person who can be trusted at all times
- Each student is forthright under all circumstances
- Each student is a person who, if s/he says s/he will do something, will do it because s/he is giving her/his word and pledging her/ his honor
- Each student is expected to help others achieve their personal best. Students will always be ready to judge honorable and dishonorable behavior when they see it around them. Students must neither permit behavior of a dishonorable type, nor must they accept anything that results from dishonorable behavior

What is academic dishonesty?

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

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

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

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

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

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

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

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

Consequences

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

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

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

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

WORKS CITED: Smallwood, William L. The Naval Academy Candidate Book. Litchfield Park, Arizona: Beacon Books, 1989.

ADD/DROP and COURSE CHANGES

Teachers and the Student Services Department of Scarborough High School make every effort to recommend a course of study that is challenging and academically appropriate for each student. Parents are encouraged to be part of the course selection process and to discuss the criteria and guidelines for course selection with the School Counselors and recommending teachers. **Note:** Effective for the Class of 2030, SHS students will only be allowed to take dual enrollment courses after the completion of their third semester of high school, and provided they meet any established criteria for dual enrollment set by the cooperating college, university, or other postsecondary institution.

At the start of each school year, the Student Services Department will establish an Add/Drop window for course changes. Any student who wants to make a schedule during the Add/Drop window should meet with their School Counselor.

Once the Add/Drop window closes, students are strongly discouraged from making schedule changes. If a schedule change becomes necessary, students will need to take the following steps:

1. Discuss the change with his or her teacher(s), school counselor, and parent(s);
2. Complete a Schedule Change form, if a change is warranted, and obtain all required signatures.
3. Return the Schedule Change Form to the appropriate school counselor who will make the changes to the schedule.
4. Students must follow their original schedule until the schedule change has been processed.

If the student is passing at the time of the withdrawal a WP will be assigned. If the student is failing the course at the time of withdrawal, a WF grade will be assigned. A grade of WF or WP is not counted in the student GPA. However, any student with a WP or WF will be excluded from Honor Roll for that quarter. The receiving teacher of record, in consultation with other school staff as appropriate, will have the final decision for determining how the incoming grade will be calculated and handled.

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

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

ACCIDENTS

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

AGE

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

ANNOUNCEMENTS

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

ASSEMBLIES

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

ATHLETIC/ACTIVITIES AND SCHOOL EVENTS

Students who attend a school/district extra-curricular event are expected to conduct themselves in a way that represents themselves and their school community in a positive manner. Student behavioral expectations and all school rules apply to school sponsored activities, at SHS, other schools, as well as any facility where an SHS activity is held. Students who conduct themselves in an inappropriate manner or break a school rule will be subject to disciplinary action.

ATTENDANCE

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

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

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

ABSENCE

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

Excused Absence

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

1. Personal illness with parental communication
2. An appointment with a healthcare professional that **MUST** be made during the regular school day (documentation may be requested)
3. Observance of a recognized religious holiday when the observance is required during the school day
4. A family emergency with parental communication, at the discretion of the administration.
5. A planned absence for a personal or educational purpose which has been approved in advance by school administration
6. Subpoenas and court orders
7. School sponsored activities or field trips
8. Absences due to disciplinary suspensions.
9. Other exceptions as reviewed by the Principal

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

Extended Absence

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

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

Planned - Special Absence

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

UNEXCUSED. There are several steps in the approval process:

1. The parent/guardian writes a letter to the Principal outlining the date(s) and reason for the absence. Once Admin II

receives this letter the student will receive a planned absence form from Admin II.

2. The student then carries the planned absence form to each teacher and asks for a signature and brief written comment regarding class status and make-up expectations. This **MUST** be completed prior to the absence.
3. After the form is filled out by all teachers the student must have their parent/guardian sign the completed form.
4. The student then returns the completed form to Admin II prior to the absence.

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

Unexcused Absence from School

Unexcused student absences do not meet the criteria of an “excused” absence for a school day. Students who are absent unexcused for a school day will receive the following consequences:

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

Students who accumulate seven (7) consecutive unexcused absences from school or ten (10) or more unexcused absences from school are considered truant. (See Truancy section below.)

Tardiness to Class

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

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

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

First Unexcused Class Tardy	=	Teacher Warning
Second Unexcused Class Tardy	=	Classroom Detention
Third/Subsequent Unexcused Class Tardy	=	Two hour Office Detention

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

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

Truancy

Definition

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A. § 500I-A) and he/she:

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

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

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

AUTOMOBILES AND STUDENT PARKING

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

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

BEHAVIORAL EXPECTATIONS

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

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

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

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS

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

It is our goal for schools to be a safe and secure learning environment for all students. It is the intent of the Scarborough Board to provide all 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:

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

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

Reporting

(Refer to the Reporting Form-JICK-E1)

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

- A. School staff, coaches and advisors for extra-curricular activities are required to report alleged incidents of bullying to the school principal or other school administrator. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school administrator.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to

report this behavior to a staff member or school administrator.

- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports 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.

BUS TRANSPORTATION

Regular transportation to and from school will be provided for all students at specific and regular pickup and drop off points. For safety, the Transportation Department will issue each student a bus card to scan as they get on and off their bus. While students will not be denied entry on a bus due to a missing or broken card, this bus card is the responsibility of the student. At all times, students are to conduct themselves in a manner that ensures safety and is in line with all aspects of the Student Handbook. Students transported to school by school bus need to remember that upon entering the bus in the morning, they are "in school." Inappropriate behavior on the bus may result in the loss of bus privileges or other disciplinary consequences. Upon arriving at school and disembarking from the bus, students will enter the school building immediately and will remain on school property until dismissal.

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

BUS RULES (all SHS Discipline Continuum expectations apply)

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

CHANGE OF ADDRESS

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

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

CLASS STANDING (For Class Rank see Grading)

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

Freshmen Status = first year high school student

Sophomore Status = second year high school student

Junior Status = third year high school student

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

Students are required to take at least 6 credits in their freshman, sophomore, and junior year to be considered a full-time student at Scarborough High School. Students may take 5 credits during their senior year IF they are on track to graduate.

COMPUTER USE POLICIES AND PROCEDURES (see electronic devices)

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

COURSE EXPECTATIONS AND COURSE SYLLABUS

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

COURSE FAILURES

Students who fail a course should meet with a School Counselor to discuss options for earning that credit. Summer school enrollment, repeating a course to earn a passing grade, or some other pathway to equivalent credit may be required prior to continuing the program sequence.

CRIMINAL TRESPASS

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

DANCE/Prom EXPECTATIONS

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

Eligibility

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

Dance Dress Code

- Students' attire and behavior should reflect the expectations in the SHS student handbook.
- Violation of the dress code will result in a denial of entrance into or removal from the dance.
- Homecoming Dance: Semi-formal.
- Prom: Formal

General Information

- Students/guests must have a ticket and a valid identification (i.e: student ID or driver's license) to enter the venue.
- All students attending the dance are required to arrive no later than 1 hour after the start.
- Once a student leaves the building there will be no re-admittance.
- Dances start and end times will be established by school administrators and will be communicated to students in

advance of the event.

Dance Protocol

- Inappropriate dancing will not be tolerated
- No grinding
- Students that fail to follow these dance rules will be required to leave the dance. Parents will be notified to take students home.

Procedure for Non-Scarborough Student Attendance

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

DELIVERIES TO STUDENTS

The school will do its best to deliver school-related messages and materials to students. Non-school-related deliveries are not a priority and will not be the school's responsibility. Food deliveries are prohibited at all times during the school day.

Dress Code

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

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

The following items do NOT constitute acceptable school attire:

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

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

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

EXAMS/ADVANCED PLACEMENT

In an effort to encourage students to attempt the AP Exam for each AP class in which they are enrolled, teachers may exempt from the course final exam any student who takes the AP Exam. This option is available to teachers of all AP

students, not just seniors, and does not depend on the semester average. Students who choose not to take the AP Exam when enrolled in an AP course **must** take the final exam for the course regardless of their academic standing in the course.

EXAMS/EARLY EXAMINATION REQUESTS

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

EXAMS/MID-TERM AND FINAL EXAMINATIONS

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

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

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

ELECTRONIC DEVICES – PERSONALLY OWNED

Personally-owned electronic devices include personally-owned cellular telephones and other personal electronic devices with Internet or cellular network capabilities. Exceptions may only be made for a student's Individualized Education Programs, Section 504 plan, Individualized Health Plan, or translation needs when no other option is available (Board Policy JICJ).

1. Students are prohibited from using personally-owned electronic devices during the school day.

Note: If this rule is violated, school staff members may immediately confiscate the device. The device will be brought to Admin II, held until the end of the day, and the discipline continuum will be followed. Any refusal to surrender an electronic device will be considered insubordination and further discipline will be imposed.

2. Personally-owned electronic devices must be off and stored in an area designated by school administration during the school day.
3. Any use of personally-owned devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal on any device is prohibited during school hours and/or at school-sponsored activities.
4. Personally-owned electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policy/procedures and/or school rules. **Note: A building administrator may maintain possession of a personally-owned electronic device as long as reasonably necessary for evidentiary purposes.**
5. Students violating these rules will be subject to discipline and/or sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.
6. Evidence of illegal activities involving personally owned electronic devices will be referred to appropriate law enforcement authorities and building administration may give a device to law enforcement authorities upon request.

ELECTRONIC DEVICES – SCHOOL ISSUED DEVICE INFORMATION

1. The high school electronic device, case, and charger issued by Scarborough High School is **the property of the Town of Scarborough**. The electronic device and all school issued accessories must be returned at the end of each school year.
2. When the electronic device leaves Scarborough High School, it is **NO LONGER CONNECTED TO THE SCHOOL NETWORK**. Although the Scarborough High School filter parameters will follow the device, we still recommend that you enable filters on your home internet service to protect against unwanted or inappropriate content. Be aware of any open

wireless connections.

3. The electronic device issued to students is **an educational tool and should only be used in that capacity**. Once the electronic device is issued to a student, that **student is responsible for the electronic device at all times**. Students are responsible for his/her actions and activities involving the electronic device issued to them at all times.
4. Any use of the electronic device that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, forwarding, downloading or displaying any materials that are defamatory, abusive, vulgar, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited. Applicable School Board Policies include, but are not limited to: IJNDB, IJNDB-R, IJNDB-E
5. The school district retains control and supervision of all devices owned or leased by the school district. The school district reserves the right to monitor all computer, internet and email activity by students. Students have no expectation of privacy on school issued electronic devices.
 - a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
 - b. Teachers and Staff have the right to check student electronic devices at any time.
6. Replacement cost and/or repair for damages not covered by insurance of the school issued electronic device are the responsibility of the student.
7. Inappropriate use or neglectful care of a student electronic device will result in disciplinary action, which may include loss of privilege to the electronic device. Harsh, violent and/or inappropriate handling of the electronic device which includes, but is not limited to, slamming the lid shut, dropping the electronic device onto a desk, throwing the electronic device on the floor, etc... is prohibited. The student is responsible for the cost of any damage caused by neglect or inappropriate use/handling of the electronic device.
8. Scarborough Public Schools recommends the school issued electronic device is included in the parent or guardian's homeowner insurance policy.
9. The electronic device should be in the student's possession or locked in a secure location at all times. If an electronic device is stolen or lost, it should be reported to the school resource officer (SRO) and K-12 Technology Specialist immediately.
10. Downloading or installing software on the electronic device is prohibited.
11. It is the student's responsibility to share his or her Google account information with his or her parent/guardian.

EXPECTED CARE OF SCHOOL ISSUED DEVICES

1. Scarborough High School has a technology coach, onsite IT field technician, and other IT staff to assist with training and troubleshooting.
2. School-issued electronic devices should not be exposed to extreme hot or cold temperatures, for example- leaving the device in a car. Exposure to extreme hot or cold can cause screen cracks and battery erosion.
3. Charging school-issued electronic devices will take place at home. All devices must be fully charged at the beginning of each school day.
4. In order to prevent loss of data, students should...
 - a. Choose a password that is easy to remember, as it will be their password for the school year.
 - b. Always use their @scarboroughschools.org account for document storage.
5. In order to prevent damage to school-issued electronic devices...
 - a. Keep all food and drinks away from electronic devices.
 - b. Always use the electronic device on a flat surface.
 - c. Never leave your electronic device on the floor, on top of notebooks or books- this is an invitation for an accident.
 - d. Always use a carrying case when moving from room to room with the electronic device.
 - e. Never charge your electronic device in its carrying case; it may overheat.
 - f. Chargers and any cables should be lined up straight with the connector when inserting or removing the charger from a school-issued electronic device.
 - g. Chargers should be wrapped up and stored neatly; a twisted charger cord can cause damage to both the charger and the electronic device.

6. Students' electronic devices should be clean and neat at all times
 - a. No stickers or marks other than those designated by your K-12 Technology Specialist should be placed on the electronic device or accessories.
 - b. The use of water or cleaning solutions on the device is *not* recommended. Wipe the screen gently with a clean, soft cloth.

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

EMERGENCY PREPAREDNESS, SCHOOL SAFETY AND SECURITY

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

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

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

EXEMPTION FROM INSTRUCTION

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

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

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

FACILITIES USE

Any use of school facilities must be approved by the administration. This includes use for meetings, practices, and any other formal or informal use. All indoor school facilities requests must be entered into the Scarborough Public Schools Facilities Reservation system.

FUNDRAISING

All groups wishing to fundraise must receive approval by the school administration and will schedule such activities through the Athletic/Activities Office. Student involvement in fundraising may only occur during the defined season for the stated activity or during summer months. Fundraising request forms can be accessed on the Scarborough High School webpage.

GRADING INFORMATION

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

1. At the end of five (5) high school semesters a weighted GPA will be calculated, which awards weighted points for grades in Level 5 (1.15), Level 4 (1.10) and Level 3 (1.05) courses. This will be recalculated again at the end of six (6) semesters and at the end of seven (7) semesters. Rank in Class (RIC) information by decile is available after the completion of five high school semesters.

- Both the weighted, unweighted GPA, and decile will be reported on the student transcript after five (5) high school semesters. Students who are graduating early will not receive a decile rank.
- Honor Roll, Athletic/Activities eligibility, and senior privilege eligibility will be determined based on unweighted grades in each class.
- Students taking Advanced Placement courses by means of independent instruction through agencies outside of Scarborough High School must take the AP Exam in order to have the class weighted by the 1.15 factor.
- The Valedictorian and Salutatorian will also be determined using weighted GPA and calculated at the end of seven high school semesters. To be eligible for these distinctions, students must have completed at least seven (7) high school semesters and completed at least four (4) high school semesters at Scarborough High School.
- Upon the completion of seven high school semesters, those students achieving a cumulative weighted GPA of 93 - 94.99 will graduate Cum Laude, 95 - 97.99 will graduate Magna Cum Laude, and 98 or higher will graduate Summa Cum Laude. Students graduating with these distinctions will receive graduation regalia in recognition of their accomplishment.
- Students enrolled in a dual enrollment course are responsible for submitting their official transcript to Student Services no later than February 1 for fall courses and June 1 for spring courses of that school year.

GRADUATION REQUIREMENTS

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

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

Scarborough High School administration, faculty, and staff apply a set of graduation standards and learning goals that align with the content-area standards of the Maine Learning Results. To be a full-time student, students are required to take at least 6 credits in their freshman, sophomore, and junior years or be enrolled in a principal-approved course of study. Students on pace for graduation may choose to take five (5) credits in their senior year.

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

English = 4 credits

Social Studies = 3 credits

Mathematics = 3 credits

Science = 3 credits

Fine Arts = 1 credit

Health = 0.5 credit

Physical Education = 1 credit

Technology = 0.5 credit

Electives = minimum of 6 credits

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

Multiple Pathways and Opportunities

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

- Academic courses offered by the school
- Dual enrollment or early college courses (**Note:** Effective for the Class of 2030, SHS students will only be allowed to take dual enrollment courses after the completion of their third semester of high school, and provided they meet any established criteria for dual enrollment set by the cooperating college, university, or other postsecondary institution.)

- Career and technical education programming
- Alternative or at-risk programming
- Apprenticeships, internships, fieldwork, or exchange experiences
- Independent studies or long-term projects

Demonstrating Achievement in Guiding Principles

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

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

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

Course Selection Guidance

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

In order to earn high school credit(s) for alternative learning experiences and/or courses, a student should meet with their School Counselor, and may also be required to meet with the Career Pathways Coordinator and/or the Building Principal to obtain proper approval.

After successful completion of approved requirements, a student may be required to submit proof of completion to their School Counselor.

Course Failures and Credit Recovery Guidance

Students who fail a course should meet with a School Counselor to discuss options for recovering the credit. Summer school enrollment, school-year credit recovery, or repeating the course to earn a passing grade may be required prior to continuing the program sequence. Upon completing credit, students should meet with their counselor as appropriate to verify completion of the credit and provide appropriate documentation as needed.

To maintain the integrity of the Scarborough High School diploma, starting with the Class of 2027, students are limited to no more than two (2) credits of credit recovery through Edgenuity (either summer school or during the school year), BYU, or other approved options.

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

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

Legal Reference: Title 20-A, 4722 as referenced in PL 2017

Ch. 127 (Maine Dept. of Ed. Rules)

Adopted: November 3, 1988

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

Gun Safety Resolution

RESOLUTION 23-001

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's 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 parents' 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 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.

Signed and dated this 18th day of May 2023, on behalf of the Scarborough Board of Education and the Superintendent of Scarborough, Maine.

Shannon Lindstrom
Board Chair

Diane Nadeau
Superintendent of Schools

HONOR ROLL

The Scarborough High School honor roll is calculated and recognized:

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

qualifying grade. Incomplete grades must be made up within two weeks of the quarter closing date.

HOMEWORK

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

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

IMMUNIZATIONS

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

INCOMPLETE GRADES

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

INSURANCE

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

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

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

LOCKERS

Lockers will be assigned to all students at the start of the school year. Lockers are to be used for the storage of personally-owned electronic devices, books, school-related materials, and coats or jackets. Students are responsible for their own personal property while in school. This responsibility includes not leaving items unattended and properly securing personal items in their assigned lockers.

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

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

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

LOITERING

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

LOST AND FOUND

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

LUNCH

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

When students have finished eating, all refuse; papers, etc. must be cleared from the table and disposed of properly. Students are not to leave the cafeteria during lunch without permission of the lunchroom supervisors or an administrator. Snacks are available in the cafeteria during lunch periods, and before school.

FREE AND REDUCED LUNCH MEAL OPTIONS/INFORMATION

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

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

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

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

MAKE UP WORK

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

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

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

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

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

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

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

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

MEDIA ACCESS TO STUDENTS

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

requesting interviews pertaining to the activity.)

MEDICATIONS

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

MESSAGES

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

PASSES

It is expected that all students are out of the hallway at the start of each class throughout the entire class period. If necessary to leave the student's assigned area, **ALL** students are required to have a pass when moving throughout the school building during class periods. Students are to go directly to the destination described on their pass. If students want to go to the Learning Commons during a study hall period, they need to be given permission from the study hall teacher at the beginning of the period. Students found without an appropriate pass or no pass at all will be issued disciplinary consequences.

Notice Regarding School Integrated Pest Management (IPM) Policies

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

PRIVACY

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

PUBLIC DISPLAY OF AFFECTION

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

SCHOOL AND THE LAW

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

SCHOOL PROPERTY

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

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

SEARCHES

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

SECOND FAMILIES AND CHILD CUSTODY

Both residential and non-residential parents, custodial and non-custodial, are welcome to build an active partnership with

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

SENIOR PRIVILEGES

1. Early release/late arrival is available for eligible seniors who request to have the privilege of being excused from school when they have a Study Hall during the first or last period of the day. A "Senior Privilege Application" must be completed, signed and approved in the fall by a building administrator and will be re-checked each quarter. To **earn this privilege, the student must** be passing all classes and maintain an average of 75 or better (non-weighted grades) with passing grades in each class. The previous quarter grade is used to determine eligibility. Semester and exam grades are not used for this criterion.
2. Extended privileges may be granted at the administration's discretion. These privileges may include dismissal from Study Halls, and will require a GPA of 85 or better (non-weighted grades) with passing grades in each class.
3. Senior privileges may be revoked by an administrator at any time as part of a disciplinary action. Parents may also revoke these privileges by contacting the assistant principal.
4. Seniors wishing to use the Learning Commons rather than leave campus during a study hall **MUST** report to their study hall first.
5. Students are to sign-out/in through Admin I. Seniors are to use **ONLY the Main Entrance** to the building during the school day. Upon return, students are allowed to sit in the lobby area but are not permitted to go to lockers or classes until the bell rings.
6. Students are expected to follow all aspects of the contract for Senior Privilege.

SPECIAL EDUCATION/504 REFERRALS

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

STUDENT RECORDS ACCESS

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

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

STUDY HALLS

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

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

- No card playing, games of chance, gambling.
- Students are to bring sufficient material with them to study for the entire period
- Students who do not adhere to study hall rules are subject to the same disciplinary action that exists for course classes

- Passes from study hall to the Learning Commons and other locations may be granted at the discretion of the study hall teacher. They must be complete and signed.
- Study hall teachers are a valuable resource and students should feel free to ask study hall teachers for help with their studies.

SIGNING OUT OF STUDY HALL

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

SUBSTANCE ABUSE

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

SUMMER SCHOOL

Summer school programs are available for students who have failed semester-long or year-long courses. Students who fail a course with a grade of at least 55 may be eligible to enroll for credit recovery during summer school.

To maintain the integrity of the Scarborough High School diploma, starting with the Class of 2027, students are limited to no more than two (2) credits of credit recovery on their transcript.

Students who fail a course should meet with a School Counselor to discuss options for recovering credit.

TELEPHONES

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

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

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

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

VISITORS

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

VOCATIONAL PROGRAM TRANSPORTATION

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

1. First Offense: 1hr Office Detention
2. Second Offense: 4hr Friday Detention
3. Third Offense: In-School Suspension and possible removal from program

WITHDRAWAL AND SCHOOL TRANSFER PROCEDURE

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

WORK PERMITS

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



SCARBOROUGH STUDENT ATHLETIC/ACTIVITY PROGRAM (AAP) GUIDELINES

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

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

Please Note: These guidelines are subject to change by SHS administration. For the most up-to-date version of the AAP guidelines, please refer to the school website and School Board policies:
(<https://www.scarboroughschools.org/board/policies>)

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

I. General Requirements

1. The online registration process must be completed prior to participation in athletics.
2. To start the athletic season physicals have to be valid, within the last two years, through the last play-day of that sport season.
3. To participate in an athletic season, students must have a valid physical examination completed within the previous two

years and valid through the final play date of that sport season.

4. Students must pay the school activity fee associated with their sport/activity prior to participating in the first countable game, competition, and/or performance. Please check the appropriate box in the online registration program if financial support is needed.

Payment of the sport/activity fee is not required to submit a registration. Registrations may be completed and submitted without payment.

Payment of the school activity fee may be made online via RevTrak or by submitting a check, payable to Scarborough Public Schools, to the Athletic & Activities Office. To make an online payment, visit scarboroughredstorm.org and select the "Dept. Info" tab, and then click the "Participation Fee Info" button.

5. Squad Selection/Cutting: It is our goal to provide as many students as possible with the opportunity to participate in the extracurricular program at Scarborough High School. Coaches/advisors strive to include as many students as possible without compromising the integrity of the activity. Safety, time, space, facilities, equipment, skill level, coachability and other factors are considered when determining the appropriate squad size for a particular activity.

The selection of members for extracurricular teams and activities is the responsibility of the coach/advisor. When it is necessary to cut a student from a team or club activity, the coach/advisor will inform the student and provide a reason(s) for the decision. A determination regarding the need for cuts will be made on the first day of the season (first practice/tryout) for that sport.

Students participating in sports that require cuts must participate in the tryout period. Students who do not participate in the tryout period forfeit the opportunity to participate in that sport for that season unless prior approval is granted by the Director of Athletics and Student Activities.

6. Once a student-athlete has participated in a countable contest for a sport/activity, no additions will be made to that roster. All other rules and requirements must be met prior to the student-athlete participating in any contest. Student-athletes may participate in only one high school sport per season. Students selected for a team that holds traditional cuts who voluntarily leave the team or are removed for disciplinary reasons will not be permitted to join another team during that season.
7. Length of Sports Season: A sport season begins on the first day of practice for that sport and officially ends with the MPA State Championship date for that sport. Student-athletes are not allowed to have "out-of-season" organized, sport-specific practices or meetings, or to participate in sport-specific fundraising activities, except during the summer session as outlined by MPA rules.
8. Hazing: Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school." Scarborough Public Schools believes that injurious hazing activities of any type, on or off school property, by any student, staff member, group, or organization affiliated with the schools are inconsistent with the educational process and are therefore prohibited. No student shall plan, encourage, or engage in hazing activities. Violators of this policy may be subject to disciplinary action, including suspension from school and/or extracurricular activities, expulsion, or other appropriate measures.
9. Transfer Rule: A student who transfers enrollment to another school without a corresponding change of residence by their parent(s) or legal guardian(s) may become eligible to participate in interscholastic activities if a "Transfer Waiver Approval Form" is properly filed with the MPA office. The form must be initiated by the receiving school. The SHS Athletics/Activities Access Protocol Packet/Procedures must also be completed.
10. Exchange Students: Exchange students must hold a J-1 visa limited to one academic year and should be placed through a Council on Standards for International Educational Travel (CSIET)-listed foreign exchange program. Schools must ensure that a student has not graduated from their home country's equivalent of high school and/or has not completed more than eight semesters at the high school level; otherwise, they will be ineligible to participate. All MPA transfer rules apply to exchange students. The SHS Athletics/Activities Access Protocol Packet/Procedures must also be completed.
11. A student with disabilities will have equal opportunities to participate in field trips and/or extracurricular activities if he or she meets the essential eligibility requirements. The school district will provide reasonably necessary accommodations or related aids and services that will allow the student to participate in the particular field trip and/or extracurricular activity.

12. **Playing Time:** Education-based athletic programs focus on skill and confidence, growth, and character development. We encourage coaches to balance good judgment with a genuine concern for the best interests of players and teams as they make age-appropriate, discretionary decisions regarding playing time.

Athletics and some activities at Scarborough High School operate under a competitive model and adhere to regulations set by the Maine Principals' Association (MPA), Southwestern Maine Activities Association (SMAA), National Federation of High Schools (NFHS), as well as school policies. Students may be required to participate in a tryout to determine eligibility and placement. Team placement is based on skill level, coachability, commitment, physical development, and understanding of the sport. Final determination of team rosters will be made by the coaching staff in accordance with department guidelines.

Varsity Athletics:

SHS varsity athletic programs prioritize character development and growth while placing a strong emphasis on competitiveness and winning. Playing time may vary and is not guaranteed or equal. Playing time and/or role is not guaranteed from year to year, and varsity athletes may be asked to participate in junior varsity (JV) contests to gain additional playing experience.

Junior Varsity Athletics:

SHS junior varsity athletic programs prioritize skill development, confidence, growth, and character development. While winning is a goal, it is secondary to development. Playing time may not be equal but will be meaningful. Students will have opportunities to experiment with roles and positions, and some athletes may be asked to practice and/or participate in varsity contests to gain experience.

First Team Athletics:

SHS first team athletics prioritize learning and development over winning. There will be opportunities for players to acclimate to high school athletics in a developmental environment. Some athletes may be asked to practice and/or participate in junior varsity contests to gain experience.

14. **Transportation Limitations:** Due to an ongoing bus driver shortage, school transportation may not always be available for athletic contests. Families will be notified as early as possible via email (24+ hours notice) or through coaches (day-of notice). When no bus is available, it is the family's responsibility to arrange transportation. Coaches, schools, and booster organizations will not coordinate rides. Under no circumstances may a student drive themselves to or from a school-sponsored activity or contest. If an insufficient number of athletes are able to attend due to transportation issues and the contest cannot be rescheduled, it may result in a forfeit.

II. Academic Eligibility

The Athletics/Activities Office will only honor grades that are posted in PowerSchool as of the established stored grade date. The Athletics/Activities Office does not make changes or decisions regarding student grades. It is the responsibility of students and parents/guardians to be aware of academic standing prior to participation. Parents and students should monitor academic progress throughout the school year and may do so through the PowerSchool system, established communication with teachers, and/or by contacting student support services (Guidance Office).

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

A student is in good academic standing if they are meeting all of the following criteria:

1. Meets the eligibility rules established by the local school unit
2. Has not reached twenty (20) years of age
3. Has yet to fulfill eight full semesters at an approved secondary school or its equivalent

4. To be eligible to participate in athletics, a student must be fully enrolled and academically active in school. A student must be passing four (4) educational opportunities at the seasonal eligibility checkpoint. A fully enrolled student is one who is on track to accumulate the minimum number of credits required for graduation.

Educational opportunities are defined by school classes, vocational programs, college classes, etc.

Special Note: College classes and vocational classes typically count as two courses.

Seasonal eligibility checkpoint:

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

5. Students found to be ineligible at the start of the season/activity will not be permitted to participate in that sport/activity. If the sport/activity includes an additional quarterly grading period, then a student may become eligible to participate as long as that eligibility is determined prior to the first countable event for that sport/activity. In addition, the sport/activity cannot have a try-out period in which students are "cut" from (do not make) the team.
 6. If seasonal eligibility requirements include an additional quarterly grading period and a student becomes ineligible to participate, they will no longer be permitted to continue participating in that sport or activity.
 7. Summer school courses may be used to regain eligibility from the second semester of the previous school year.
 8. Students with an "Incomplete" in one or more classes during the most recent marking period, where the incomplete affects their eligibility to participate, will be permitted to practice but may not compete in contests until the grades are completed and posted in PowerSchool. Students will be given only the designated amount of time, as determined by the administration, to complete the missing work and have grades posted.
- *In all instances involving interscholastic activities, all applicable regulations of the Maine Principals' Association and the applicable league shall be followed.*
 - *The eligibility status of transfer students, homeschooled students, and/or charter school students will be determined by the Principal and the Director of Athletics and Student Activities in accordance with guidelines established by the Maine Principals' Association. Transfer students are subject to a separate set of participation rules.*
 - *Student-athletes and their parents/guardians should be aware of eligibility requirements for students who wish to compete in athletics at the collegiate level. It is recommended that student-athletes register with the NCAA Eligibility Center as early as their freshman year of high school through the NCAA Eligibility Center (https://web3.ncaa.org/ecwr3/?utm_source=chatgpt.com). NCAA requirements include: (a) completion of 16 core courses; (b) a minimum GPA (grade point average); and (c) a qualifying SAT combined score or ACT sum score, depending on the division level. Because NCAA requirements may change from year to year, student-athletes and their parents/guardians are encouraged to review current information regularly at the NCAA Future Student-Athletes Page (https://web3.ncaa.org/ecwr3/?utm_source=chatgpt.com).*

III. Personal Conduct

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

1. All students are to conduct themselves as positive representatives of their families, their school, and their community at all times.
2. Students are not permitted to remain unsupervised on school grounds or inside the school building after school hours. Students must behave respectfully at all times, including the period between the last bell and the start of their activity. .
3. Profanity or sudden outbursts of negative emotion will not be tolerated in any situation or setting.
4. Students are expected to be polite and courteous to teammates, opponents, coaches, spectators, and officials.

5. Proper attire, neat in appearance, is required for all home and away contests.
6. Students are expected to meet, and strive to exceed, the behavioral standards outlined in the Scarborough High School Student Handbook. Students participating in AAP (athletic and activity programs) are reminded that all disciplinary obligations must be fulfilled prior to participation in any activities, including practices, competitions, and trips.
7. While traveling to and from events on the bus:
 - a. Excessive noise is not permitted.
 - b. Electronic devices with headphones are permitted at the discretion of the coach/advisor.
 - c. All students must remain seated while the bus is in motion.
 - d. No trash or equipment may be left on the bus.
 - e. Students may not change clothes on the bus.
 - f. Cleats may not be worn on the bus.
8. Sportsmanlike conduct is expected of all participants and spectators. Inappropriate behavior may result in suspension or dismissal from the team, removal from the event, and/or prohibition from attending future events.
9. Uniforms and equipment issued for a sport may be worn or used **only during practices or competitions by the student-athlete participating in that sport**. For example, game shirts may not be given to others to wear on game days. Students will not be held responsible for equipment or uniforms damaged during the normal course of practice or play. Students will be financially responsible for lost or damaged uniforms or equipment. Senior athletes may have graduation tickets and/or attire withheld until all uniforms and equipment are returned or replacement fees have been paid.
10. Social Media: Accessing, viewing, submitting, forwarding, downloading, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal is prohibited during school hours and/or at any school-sponsored activity.
 - Remember that content posted on the internet is permanent.
 - Avoid posting offensive or inappropriate language, pictures, videos, or comments.
 - Ensure that content posted online does not depict inappropriate or illegal activities.
 - Do not post anything you would not say in a public forum while representing Scarborough Public Schools or anything you would not say to the media.
 - Be in an appropriate state of mind when posting; do not post when angry, upset, or when your judgment may be impaired.
 - Never post your home address, local address, phone number(s), birth date, or other personal information.
 - Understand that anything posted online is accessible worldwide. Once content is posted, it becomes the property of the site and is beyond your control, even if access to your page is limited.
 - Ensure that any information posted online does not violate School Department, athletic department, or student-athlete codes of conduct.
 - Do not comment on athlete injuries, rosters, playbooks, officiating, or other confidential team information.
 - Student-athletes and program participants are expected to refrain from discussing scrimmages on social media, either before the event or regarding the outcome.
11. Spectator Behavior: Students who attend a school/district extracurricular event are expected to conduct themselves in a manner that reflects positively on themselves and their school community. Student behavioral expectations and all school rules apply to school-sponsored activities at SHS, other schools, and any facility where an SHS activity is held. Students who behave inappropriately or violate school rules will be subject to disciplinary action.

All spectators are expected to:

- (a) Treat everyone with courtesy;
- (b) Cheer for their team and not against the opposing team;
- (c) Treat officials with respect; and
- (d) Use appropriate language and behavior.

Additionally:

- (1) Insults or personal comments of any kind directed toward game officials, referees, or event workers are prohibited;
- (2) Inappropriate language or profanity will not be tolerated and may result in immediate ejection from the event;
- (3) Taunting or ridiculing either team or team members is prohibited;

(4) Chants that taunt, ridicule, or insult either team or team members are prohibited; and

(5) Spectators may not enter the playing area during a game.

Disorderly spectator behavior may result in a person being prohibited from attending future school-sponsored activities.

12. Student-athletes are expected to respect all facilities, including gymnasiums, locker rooms, fields, fitness rooms, and other activity spaces. Students are expected to take pride in these facilities by properly using trash receptacles and helping maintain clean and orderly conditions. Students are prohibited from entering unsupervised areas or areas unrelated to their activity.

13. NIL (Name, Image, and Likeness): A student-athlete may profit from the use of their own name, image, and likeness (NIL).

Permissible activities include commercial endorsements, promotional activities, social media engagement, and advertisements for products or services.

No employee of a member school, including coaches, teachers, or administrators, may be involved in a student-athlete's NIL activities.

Student-athletes are prohibited from referencing a member school or the Maine Principals' Association while engaging in NIL activities. Student-athletes may not endorse or promote third-party entities, goods, or services during team activities. Student-athletes may not wear apparel or display the logo, insignia, or identifying marks of an NIL partner during team activities.

Student-athletes are prohibited from participating in NIL activities involving the following products or services:

- Adult entertainment products or services
- Alcohol products
- Tobacco products
- Cannabis products
- Controlled dangerous substances
- Prescription pharmaceuticals
- Casinos and gambling, including sports betting, lotteries, and betting associated with video games, online games, or mobile devices
- Weapons, firearms, and ammunition

14. Cell phones, cameras, and other personal electronic devices may not be displayed or used in locker rooms, during participation in activities, on buses, or in restrooms. Students must comply with all school rules and policies regarding privately owned electronic devices. The use of cell phones or photo/video devices is prohibited unless prior permission has been granted. In addition, accessing, viewing, submitting, forwarding, downloading, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal is prohibited during school hours and/or at school-sponsored activities.

15: Title IX Information for Students: Scarborough High School is committed to providing all students with equal access to educational programs, activities, and athletics in an environment free from discrimination and harassment. Under Title IX, students may not be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex in any school program or activity. This includes academics, athletics, extracurricular activities, and school-sponsored events. The district prohibits discrimination and harassment as outlined in applicable law and district policy. Students who have questions, concerns, or wish to report possible discrimination or harassment may contact a school administrator, counselor, coach, advisor, or the district's Title IX Coordinator. Additional information regarding student rights, district policies, and reporting procedures is available in district policies and on the district website.

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

1. Any attendance discrepancy is the responsibility of the student and parent/guardian. All discrepancies must be resolved on the same day and prior to the last bell. Attendance issues will not be considered after the last bell on that day. Attendance policies will be enforced based on the information posted in PowerSchool at that time. Any attendance adjustments not recorded in PowerSchool but determined to be excused must be accompanied by a note from the teacher to the coach explaining the discrepancy in PowerSchool records.
2. A student is expected to prioritize their academic studies. If a student needs to meet with a teacher or staff member for extra help, the student must provide the coach/advisor with a note from the teacher or staff member verifying the reason for their tardiness to the practice or event.

3. School Attendance Requirement for Daily Participation

To be eligible for athletic participation on any given day, a student-athlete must:

- Be present for the entire school day;
- Be actively engaged in full-time academic instruction;
- Have no unexcused absences; and
- Not be absent due to illness, arrive late due to illness, or be dismissed during the school day because of illness.

If any of the above conditions are not met, the student-athlete will be ineligible to participate in practices, games, or team events on that day. If this occurs on the final school day of the week, the student-athlete will remain ineligible through the weekend and may resume participation on the next school day.

4. Extended Absences

An extended absence is defined as a multi-day absence from team activities, regardless of the reason for the absence (excused or unexcused). In all cases, the student-athlete must complete a re-acclimation period by attending and fully participating in a number of practices equal to the number of days missed before returning to competition. This requirement is intended to support student safety, conditioning, and reintegration with the team. Unsupervised "workouts" away from the coach and team will not be accepted as make-up or compensation days toward the student-athlete's return.

Examples of extended absences include:

- Family vacations
- Medical leave
- Academic obligations
- School-sanctioned trips or activities

Whenever possible, student-athletes are expected to communicate anticipated absences to their coach/advisor in advance.

5. Unexcused Absences

Unexcused absences from school or team activities are taken seriously. These may include:

- Skipping practice or a game without prior communication;
- Absences not approved by the coach or school; or
- Violations of the school's attendance policy.

Coaches have discretion to determine appropriate consequences for unexcused absences. Consequences may include loss of playing time, temporary suspension from team activities, or removal from the team for repeated offenses.

6. Coaching Discretion (Attendance)

While this policy provides a standard framework, individual circumstances may vary. Coaches have the authority to review absences on a case-by-case basis, considering the nature of the absence, communication from the student-athlete, and the overall impact on the team. Decisions will be made in consultation with the athletic office.

7. Parents/guardians are expected to arrange transportation for their child promptly following the conclusion of practice. **It is the expectation of Scarborough Public Schools that students travel to and from school-sanctioned activities using school-provided transportation when available.** The transportation permission form is available through the athletic office. Under no circumstances may a student drive themselves to or from a school-sanctioned activity. It should be a very rare occurrence for parents/guardians to transport their child home after a contest or event. In such cases, a transportation permission form must be completed and approved prior to the contest or event.
8. Bus schedules will be communicated to each team/club, and buses will not wait for students beyond the designated departure time. Students arriving by other transportation without prior approval from the Director of Athletics and Student Activities may not be permitted to participate. Once a bus has left the parking lot area, it will not return or stop to pick up any student who arrives late.
9. MPA Bona Fide Team Rule - A member of a school team is defined as a student-athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are not permitted to miss high school practice or competition to participate in or attend activities elsewhere. Students requesting a waiver must complete a Bona Fide Team Rule waiver application. Approval of any waiver is at the discretion of local administration.

1. Up to two waivers per student-athlete, per sport season, may be granted on a case-by-case basis for extraordinary circumstances.

2. **Penalty for violation of this policy:**

a. 1st violation: Suspension from one game/contest

b. 2nd violation: Removal from the team for the remainder of the season

Approval of a waiver request applies only to the Maine Principals' Association consequence. Waiver approval does not exempt a student-athlete from other school or team guidelines.

10. Member schools of the Maine Principals' Association, including Scarborough, are required to limit all participation, play, and practice in a sport to the season in which that sport is assigned. This policy applies to all team and individual interscholastic competition for grades 9 through 12. Student-athlete involvement in team fundraising may occur only during the sport's designated season and during the summer recess (typically July 1 through July 31).

V. Controlled Substances / Alcohol / Illegal Drugs

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

Prevention

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

Intervention

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

Rules and Sanctions

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

The term "prohibited substance" includes, but is not limited to:

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

Any violation 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.

First Offense

Students found in violation of this policy shall be held to the same standards as the discipline continuum. In addition, student-athletes may be required to practice for as many days as they have missed prior to returning to participation in any

contest. The student must also participate appropriately in an Action Plan developed by the SHS Substance Abuse Counselor.

Second Offense

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

VI. Awards - High School Athletics

To be eligible for awards, a student must be in good standing throughout their high school athletic career and must complete the full season in their sport. A varsity letter, certificate, and distinctive pin are presented to athletes who meet the criteria for lettering.

IMPORTANT REMINDER: Student-athletes often choose to display their pins on their sash at graduation. Pins are issued only once, at the conclusion of each season. Student-athletes are responsible for properly securing and maintaining their pins for use during the senior graduation ceremony. Lost pins may not be replaced.

Some athletic awards include the following:

- Edward J. "Packy" McFarland Scholar-Athlete Award is given to a senior male and female student-athlete who exemplifies the true meaning of a student-athlete by demonstrating strong academic achievement, athletic talent, and outstanding character.
- Richard P. Johnson Athlete of the Year is given to a senior male and female student-athlete who exemplifies outstanding athletic achievement during their high school career.
- The Athletic Department's Red Storm Award is given to student-athletes who participate in three sports in each of their four years of high school. These student-athletes will receive a plaque recognizing this outstanding accomplishment.

<https://www.scarboroughredstorm.org>

Twitter: @redstorm_sport

DISCIPLINE CONTINUUM

Note: All disciplinary actions are at the discretion of building administration and may be considered in conjunction with School Board policies as well as SHS policies and expectations.

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

DUE PROCESS - STUDENT APPEAL PROCEDURES

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

DETENTION REGULATIONS

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

- Provided there is a detention monitor, detention will run from 2:35 - 3:35 PM on Monday through Thursday, and 2:35 - 6:35 PM on Friday in Admin 2.
- No student will be allowed to enter after 2:35 PM.
- A quiet study hall atmosphere will prevail; students will be expected to have school work appropriate reading material with them upon arrival.
- Disciplinary problems or lack of willingness to study or cooperate will result in further disciplinary action and forfeiture of all time served on the day of detention.
- Detentions are NOT scheduled at the student's convenience.

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

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

SUSPENSION

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

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

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

- Students on out-of-school suspensions will not be allowed on school grounds without prior administrative approval. Violators will be considered trespassers. Students seeing a teacher after school (2:25 PM) on a suspension day must

check in with the office upon arrival.

- Absences due to disciplinary suspensions will be recorded as "Suspended" on student records.
- Suspended students are responsible for communicating with their teachers and obtaining schoolwork to be completed. The school secretaries are not responsible for collecting that work.
- An excessive number of out-of-school suspensions, or a single suspension for an extreme infraction of school rules, or chronic, multiple violations of the SHS Discipline Continuum may result in a recommendation for an expulsion hearing.
- In-school suspension may be used as a form of discipline if the facility and staffing allow. In-school suspension runs from 8:00-2:25. Students in in-school suspension must be on time, must not communicate with other students, must work the entire day, and must follow all guidelines set forth by the administration. Failure to comply with any rule will result in an out-of-school suspension for the remainder of the day, and a rescheduling of the in-school suspension for the entire day.

RE-ENTRY MEETINGS

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

NOTE:

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

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

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

Unserved Detentions and Suspensions: Freshmen, Sophomores, Juniors.

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

Important Reminder for Seniors:

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

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

DISCIPLINE CONTINUUM

Category 1 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.

INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD/SUBSEQUENT OFFENSE
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Violation of School Issued Device Policy

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

Applicable School Board Policies include, but are not limited to: IJNDB, IJNDB-R, IJNDB-E			
Violation of School Issued Device Policy	Warning Parent Contact	Computer Use – 5 days-restricted use Parent Contact	Computer Use-10 days-restricted use Parent Contact
Inappropriate Use or Neglectful Care of a School Issued Student Electronic Device Inappropriate use or neglectful care of a school issued student electronic device will result in disciplinary action, which may include loss of privilege to the electronic device. Harsh, violent and/or inappropriate handling of the electronic device which includes, but is not limited to, slamming the lid shut, dropping the electronic device onto a desk, throwing the electronic device on the floor, etc. is prohibited. The student is responsible for the cost of any non-warranty damage caused by neglect or inappropriate use/handling of the electronic device.			
Inappropriate Use or Neglectful Care of a School Issued Student Electronic Device	Warning Parent Contact Restitution	Restricted use of Computer Device to be determined by school administration Parent Contact Restitution	Restricted use of Computer Device to be determined by school administration Parent Contact Restitution
Disruptive behavior in class and sent to office	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
Disruptive behavior on school property and sent to office	Office detention – 1 hr.	Office detention – 2 hr.	Office detention – 4 hr.
Unexcused tardy to school	Warning	Office detention – 1 hr.	Office detention – 1 hr.
Unexcused tardy to class	Teacher warning	Teacher detention – 1 hr.	Office detention – 1 hr.
Unexcused absence from school	Friday detention – 4 hr.	1 day of In-School-Suspension	One day of In-School-Suspension Possible Parent Meeting and Attendance Plan Developed
Unexcused absence from class	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
Leaving Class without Permission	Teacher detention – 1 hr.	Office detention – 1 hr.	Office detention – 2 hr.
Insubordination Refusal to obey established and well defined rules and school regulations and failure to comply with a reasonable request by a staff member are considered acts of insubordination. Insubordination also includes being in an unauthorized area or loitering (i.e. washrooms, corridors, parking lots, etc.) during a student's regular schedule. Repeated violation of any rule constitutes insubordination.			

Insubordination	Office detention – 1 hr.	Office detention – 2 hr	4 hr. detention – Friday Possible Parent Conference
Abusive/Vulgar/Obscene Language			
Use of inappropriate language/behavior	Warning	Office detention – 1 hr.	Office detention – 2 hr.
Casual student-to-student inappropriate language/behavior	Warning	Office detention – 1 hr.	Office detention – 2 hr.
Directed at staff/peers	1 day Suspension	1 day Suspension	3 day Suspension
Traffic violations: Moving violation	Warning – summons	Summons & loss of driving for 1 semester	Summons and loss of driving privilege for remainder of school year*
Traffic violations: Parking violation – includes improper use of, handicap parking, visitor parking, and all other non-designated student parking areas	Written warning	Office detention – 1 hr.	Office detention – 4 hr. Possible loss of parking privileges
Dress Code Violation	Change of clothing or cover offensive item/area or remain in a study area, or sent home	Change/cover/stay in a study area, or sent home Office detention – 1 hr.	Change/cover/or study area, or sent home Office detention - 2 hr.
Unauthorized use of privately-owned electronic devices: Failure to comply with these rules, including refusal to surrender a device when directed by a staff member, will be considered insubordination and may result in additional disciplinary action including suspension.			
Unauthorized use of privately-owned electronic devices	Written Warning Item(s) is held in the office until the end of the school day	Office detention – 2 hr. Item(s)s held in office until the end of the day and may require parent retrieval Device management plan may be developed for during the school day	Office detention – 4 hr. Item(s) held in office until the end of the day and may require parent retrieval Device management plan will be developed for during the school day
Food – throwing/littering	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.

Dishonesty/ Misrepresentation	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
Failure to serve teacher detention	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
Failure to serve office detention or late to office detention	Warning – detention rescheduled	Office detention doubled	ISS – 1 day
Leaving school building without permission	Office detention – 1 hr.	Office detention – 2 hr.	Friday detention – 4 hr.
Leaving school grounds without permission	Office detention – 2 hr.	Office detention – 4 hr.	Suspension – 1 day
Category 2 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.			
INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD/SUBSEQUENT OFFENSE
Vandalism/Damage to or tampering with school or personal property	Based on severity of incident and following parental notification, the following consequences may be administered: restitution, police intervention, Friday detention – 4 hr., ISS – 1 day, OSS (TBD), and/or expulsion.		
Forgery, tampering with school documents/false calls	Office Friday detention – 4 hr.	3 day suspension	5 day suspension
Academic dishonesty (cheating) (Based on severity of incident)	Zero credit for work Office detention – 1 hr. Parent notification	Zero credit for work Office detention – 2 hr. Parent notification	Zero credit for work Friday detention – 4 hr. Parent notification
Smoking/Possession of tobacco products/Furnishing tobacco products including lighters, matches & smoking related items. This includes any electronic or simulated tobacco product/device.	Suspension – 1 day Possible police complaint/summons Referral to student assistance counselor, which includes an educational component	Suspension – 3 days Police complaint/summons Referral to student assistance counselor, which includes an educational component	Suspension – 5 days Police complaint/summons Referral to student assistance counselor, which includes an educational component
Hazing	Friday detention – 4 hr.	Suspension – 1 day	Suspension – 3 days Parent conference with school principal

Harassment Intimidation Threats	Discipline consequences will depend upon the severity and nature of the harassment, intimidation, and/or threat in question (see Scarborough Schools Student Harassment Policy). Incidents of harassment will be referred to the assistant principals and/or principal and may be reported to appropriate authorities outside the school system as warranted.		
Mob Action The assembly of two or more persons for the purpose of creating a disturbance, participating in an act of violence, and/or damaging property will result in disciplinary action ranging from detention to suspension with possible recommendation for expulsion.			
Theft	Suspension – 1 day Restitution & police complaint	Suspension – 3 days Restitution & police complaint	Suspension – 5 days Restitution & police complaint
Inappropriate and/or Unsafe Physical Contact	Friday Detention – 4 hr.	Suspension – 1 day	Suspension – 2 days
Fighting Fighting occurs when two or more students are engaged in a physical altercation that involves actions such as throwing punches, slapping, pushing, shoving, and/or similar behaviors.			
Fighting	Suspension – Up to 3 days Police contact Required student counseling	Suspension – 5 days Police contact Required student counseling	Suspension – 10 days Recommendation for expulsion hearing
Category 3 Infractions – consequences listed may include, but are not limited to, the following disciplinary guidelines for administrative use.			
INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD/SUBSEQUENT OFFENSE
Assault When one student is making physical contact with another student, pushing, shoving, slapping, throwing punches, and the other student is not engaging but only shielding or protecting themselves from the contact, this is considered assault.			
Assault	Suspension – 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing	Suspension – 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing	Suspension – 10 days Police complaint Mandatory student assistance counseling Possible expulsion hearing
Controlled substance(s), including alcohol,	Suspension – 3 days	Suspension – 5 days	Suspension – 10 days Possible expulsion hearing

possession/use/under the influence at school or school events (Each substance will count as a separate violation). Possession of paraphernalia	Police complaint Referral to student assistance counselor, which includes an educational component	Police complaint Referral to student assistance counselor, which includes an educational component.	Police complaint Referral to student assistance counselor, which includes an educational component
Controlled Substances, including Alcohol, Distribution/Selling	Suspension – 10 days Police contact Referral to student assistance counselor, which includes an educational component	Suspension – 10 days Police contact Referral to student assistance counselor, which includes an educational component	Suspension – 10 days Police contact Possible expulsion hearing Referral to student assistance counselor, which includes an educational component
Gross Misconduct Gross misconduct shall include any conduct, behavior or activity that causes, or may reasonably lead school authorities to believe substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel may occur. This will result in out-of-school suspension of up to 10 days police contact.			
Reckless Endangerment While committing an infraction of school rules, a student who intentionally or unintentionally jeopardizes the safety or wellbeing of others will be penalized from detention up to 10 days out-of-school suspension depending on the nature and severity of the act.			
False fire alarm/ Bomb threat/ Smoke bomb/ Any threat to the well-being of the school	Suspension – 10 days Required student services Police contact Restitution Possible expulsion hearing	Suspension – 10 days Required student services Police contact Restitution Possible expulsion hearing	Suspension – 10 days Required student services Police contact Restitution Possible expulsion hearing
Weapon possession	Suspension – 10 days Police contact Mandatory student services Possible expulsion hearing	Suspension – 10 days Police contact Mandatory student services Possible expulsion hearing	Suspension – 10 days Police contact Mandatory student services Possible expulsion hearing
Extortion	Suspension – 5 days Police contact	Suspension – 10 days Police contact	Suspension – 10 days Police contact Possible expulsion hearing

		Possible expulsion hearing	
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RESEARCH 101

1. CHOOSING A TOPIC

Choose a question or assignment

Find the main idea and key words

Brainstorm additional ideas and key words

2. RESEARCHING

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

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

3. DEVELOPING A THESIS

Write a thesis that is clear, focused, and relevant

4. GATHERING INFORMATION*

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

Gather new information that further supports your thesis

5. ORGANIZING/OUTLINING

Sort your information

Arrange topics and subtopics

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

Create outline

6. RESEARCH PRODUCT

Create rough draft

Revise rough draft

Write paper

Evaluate/Reflect:

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

7. COMMUNICATING INFORMATION

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

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

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

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

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