

KENNEBUNK HIGH SCHOOL

**Student & Family
Handbook
2025 – 2026**

**89 Fletcher Street
Kennebunk, ME
04043**

The objective of RSU 21 is to be a welcoming and inclusive community that supports the safety and well-being of all our students, faculty, and staff. We are committed to implementing programs and practices that support diversity, equity, and inclusion.

RSU 21



**T: (207) 985-1110
F: (207) 985-1350**

<http://khs.rsu21.net>

Table of Contents

Table of Contents	1
Welcome	4
Kennebunk High School Faculty & Staff	5
School Traditions	7
School Philosophy & Values	8
RSU 21 Strategic Plan, Vision, and Focus Areas	8
KHS Mission and Expectations	8
Policy Statement	8
General Information	9
Advisory	9
Assemblies	9
Automobiles & Parking Permits	9
Bell Schedules	10
Cell Phone and Personal Technological Devices at KHS	11
District Calendar	12
Drop-off and Pick-up	12
Field Trips	12
Foreign Exchange Students	13
Guidelines for Student Clothing at School	13
Library Information Center	14
Locks & Lockers	14
Lost and Found	14
Parent Conferences/Open House	14
Passes	15
Posters	15
School Insurance	15
Social Work	15
Student Computer Electronics/Use	15
Student Information Directory	16
Academics	17
Academic Eligibility	17
Academic Honesty	17
Academic Services	18
Gifted and Talented Education Services (GATES)	18
Academic Supports	18
Course Selection Process	18
Add/ Drop Information	19
Course Work Completed Outside of Kennebunk High School	19
Early College Experience	19
Exams	19
GPA (Grade Point Average)	20
Weighted GPA	20

Grade Reporting	20
Grading Scale	20
Graduation Alternatives	21
Graduation Honors	21
Grades and Eligibility - (Policy Code: JJJ/JJIC)	21
Graduation Requirements	22
Honor Roll	22
Incompletes	22
Multi-Tiered System of Supports (MTSS)	22
NCAA Information for Students	23
Referrals and General Education Interventions	23
School Counseling Services	23
Selection of Educational Material	23
Student Enrollment	23
Student Placement	23
Attendance	24
Tardiness, Truancy, and Chronic Absenteeism:	24
Family Vacations	25
Leaving School Early	25
Senior Privilege	25
Transportation	25
Student Conduct & Expectations	27
Code of Conduct	27
Behavioral Expectations	27
Student Life	36
Co-Curricular/Extracurricular Eligibility & Participation	36
Athletics	36
Clubs	38
Dances	38
National Honor Societies	38
Emergency Information	39
Evacuation and Emergency Drills	39
School Cancellations/Delays	39
Health Services and Information	40
Administration of Medications	40
Communicable Diseases	40
Concussions	40
Health Screenings	40
Illnesses and Injuries	40
Illness Guidelines for Parents/Guardians	40
Physical Examinations	41
Student Immunizations	41
Student Allergies	41
Food & Nutrition Services	41
Partnership with Home	41

Distribution of Material by Non-School Individual or Group	42
Homework	42
Parent/Guardian Conferences and Report Cards	42
Parking	42
Permission Slips	42
Personal Belongings	42
Pictures	42
Student Education Records	43
Teacher/ Parent/Guardian Contact before school and Visits to the School	43
Telephone Calls	43
Volunteers	43
Additional Important Board Policies for RSU 21 Families	44
Affirmative Action Notice	44
Transgender and Gender Expansive Students	44
Bomb Threats	44
Books and School Property	44
Bullying	45
Expulsion	45
Harassment and Sexual Harassment	45
Sexual Misconduct	45
Non-Discrimination	47
Participation by Homeschooled Students in School Programs	47
Relations with Law Enforcement Authorities	47
Restraint and Seclusion	47
Searches	47
Secure Storage of Firearms	48
Student School Board Members Policy	48
Students Experiencing Homelessness	48
Substance Abuse	49
Suspension	49
Tobacco/Electronic Smoking Device Possession	49
Threats of Violence	49

Welcome

Welcome to Kennebunk High School!

Kennebunk High School is a 4-year public high school with an enrollment of approximately 650 students, 70 teachers (70% advanced degrees), and nearly fifty additional staff members. Students who live in Arundel, Kennebunk, and Kennebunkport have the opportunity to attend this amazing school. Recently, KHS was named the #2 public high school in the State of Maine for the fourth year running by US News and World Report. The mission of Kennebunk High School is to “Develop productive global citizens by building knowledge and character.”

Located just outside the center of Kennebunk on Fletcher Street, the newly-renovated Kennebunk High School opened in 2018 and is a state of the art facility. The school features interactive whiteboards in each classroom, STEM labs, a 400+ seat Auditorium, and a 100 seat lecture hall. In terms of athletic facilities the school features a 1,000 seat gymnasium, multi-purpose stadium track and field, two baseball and softball fields, a five-court tennis facility, and several multi-purpose practice fields.

KHS features a rigorous academic program with many pathways toward earning a diploma which include internship and career/technical education programs, Advanced Placement (15 course offerings), early college courses, a STEM Scholar Program, and the International Baccalaureate Diploma programme (19 course offerings). Additional course offerings include Common Core, College Preparatory, and Honors level. Each enrolled student has access to a Chromebook which they will keep in their possession for the entirety of their high school career.

KHS has a wide range of co-curricular activities with a participation rate of over 80% of our students. There are 44 athletic teams (26 varsity) and 31 clubs that are growing each year. The arts and music programs are robust. Each year there are several plays and musicals produced along with art exhibits which are held in the school or in the community. Students in chamber choir, concert chorus, wind ensemble, concert band, and jazz band participate in district and state festivals and competitions, as well as performances for the greater community. Each year Kennebunk High School has a college admissions percentage rate of greater than 80%. Additionally, 18% enter the workforce and 2% enlist in the military.

Please feel free to contact us here at KHS if you would like further information or may be interested in a tour of this amazing facility.

Scott Tombleson
KHS Principal



Kennebunk High School Faculty & Staff

Front Office	School Counseling
Scott TomblesonPrincipal Stephanie GriffinAdmin. Asst. To Principal Don WeaferAssistant Principal Valerie WestAssistant Principal Missy KasprzakAdmin. Asst. To Asst. Principals Jason ChamplinSchool Resource Officer	Christine BissonSchool Counselor Amie FelkerSchool Counselor Judy MilliganSchool Counselor Bruce LewiaRegistrar/Master Scheduler Linda McCluskeyAdmin. Assistant Linda WiewelAdmin.Asst/Scholarships
Athletics / Physical Education	Nurse / Social Work / Food Service
Joe SchwartzmanAthletic Director Kristen ParkerAdmin. Asst. To AD Arlene VerreAthletic Trainer Alexandro FuscoAsst. Athletic Trainer Richard KlattHealth Keith NoelPhys. Ed Jason SullivanPhys. Ed	Brooke PriceNurse Diann GutSocial Worker Tara PullenSocial Worker Elizabeth RoopeSocial Worker TBD.....Substance Abuse Counselor Katherine StinsonFood Service Manager
Instructional Support / Alternative Education	Library / Information Technology
Meghan HubaczInstructional Strategist Jennifer MooneyInstructional Support Rob SullivanInstructional Support Ann StockbridgeCo-op Coordinator/Internships Jaquelyn HolmesAlternative Education Edward SharoodAlternative Education	Aimee ThompsonLibrarian Finn LaneLibrary Tech Information Technology Chase GravesTechnology Support Sheila WellsTechnology Support Waynn WeltonTechnology Support
English / ESOL Department	Mathematics Department
Beth Carlson (Dept. Chair) Mackenzie Anderson Ivy Gardner Ellen Jardine (ESOL) Susan Thombs Andrew Young Margaux DePue Mara Lamprey Erin Shanahan Jane Tucker	Crystal St. Onge & Jonathan Young (Dept. Chairs) Emilie Cornell Joe Heathco Caroline Lavoie Stephanie Virgilio Sean Doherty Eric Johanson Lori Marsh
Modern / Classical Language Department	Science Department
Lauren Besanko (Dept. Chair) Caroline DuBois Karina Magee Paige Willard Laura Latinski Monica Sandifer	Neil Battagliese & Michael O'Brien (Dept.Chairs) Erin Boggs Lisa McLellan Sarah Stowell Katie Farber Steven Scoville Joshua Viola
Social Studies Department	STEM Department
Shannon LeBlanc & Lindsay Venezio (Dept. Chairs) Nate Bean Todd French Greg Smith Tom Dupuis Rebecca Moy Sean Watson	Seven Siegel (Dept. Chair) Aaron Germana Beth Keezer

Special Education	Educational Technician Staff
Megan Murray (Dept. Chair) Karen Campanella Isabel Dumas Jason Kenuk Michelle Shirley Maeve CorishSpeech/Lang. Pathologist Ben HutchinsSchool Psychologist Christina RichardsonOccupational Therapist	BobbieJo Boulay Judith Dennis Anne Marie Hill Donna Lindgren Paul Maguire Claudia Pasquarello Blanche Ciangiulli Valerie Dumas Katie Ledoux Terry Locke Jennifer Niese Robin Vaughan
Performing Arts	Visual Arts
Mara DaleTheater Eric Halpin-DesmaraisBand Jesse Myers-WakemanChorus	Clara-Luz Hoffman Marnie Rollerson Katie Mooney

RSU 21 Contact Information

RSU 21 Central Office is located within Kennebunk Elementary School at 177 Alewife Road, Kennebunk, ME 04043 T: (207) 985-1100 W: https://www.rsu21.net/	
Central Office	Special Services
Dr. Martin Grimm.....Superintendent Shelly AllenAdmin. Asst. To Superintendent Amy ManettiAdministrative Secretary Dr. Paul RasmussenAssistant Superintendent Tristan Lozuaway-McComseyAdmin. Asst. to Asst. Super.	Rachel BratterDir. Special Services Dr. William PutnamAsst. Dir. Special Services Arlene DeckerAdmin. Assistant
Directors	School Board
Dawn TherrienHuman Resources Gwen BedellFinance Jamie JensenInformation Technology Matt ShinbergCommunications Richard Terwilliger-SmithOperations TBD.....Curriculum & Instruction	Matthew Strafford (Board Chair), Kennebunk, 2027 Britney Gerth (Board Vice Chair), Arundel, 2028 Mandy Cummings , Arundel, 2026 Kirstan Watson , Arundel, 2027 Leah Bares , Kennebunk, 2026 Arianna Efstathiou , Kennebunk, 2028 Brian McGrath , Kennebunk, 2028 Abigail Spadone , Kennebunk, 2027 Lesley Stoeffler , Kennebunk, 2026 Bob Domine , Kennebunkport, 2026 TBD, Kennebunkport, Megan Michaud , Kennebunkport, 2027 Student Representative , TBD Student Representative , TBD
RSU 21 Schools and Departments	
Kennebunk Elementary School (Pre K-2).....207-985-4402 Mildred L. Day School (K-5).....207-604-5900 Middle School of the Kennebunks (6-8).....207-467-8004 Special Services Department.....207-985-3960	Kennebunkport Consolidated School (K-5).....207-967-2121 Sea Road School (3-5).....207-985-1105 Kennebunk High School (9-12).....207-985-1110 Transportation Department.....207-985-2622



School Traditions

School Colors: Blue and White

School Mascot: “Bunkie” the Ram



School Song:

Cheer! For our Dear High School
Long may it be
Known by the motto
“On to Victory”
Never from her parted
Where ‘er we go,
Here’s a shout for Kennebunk
She’s ours you know
Rah, Rah, Rah!

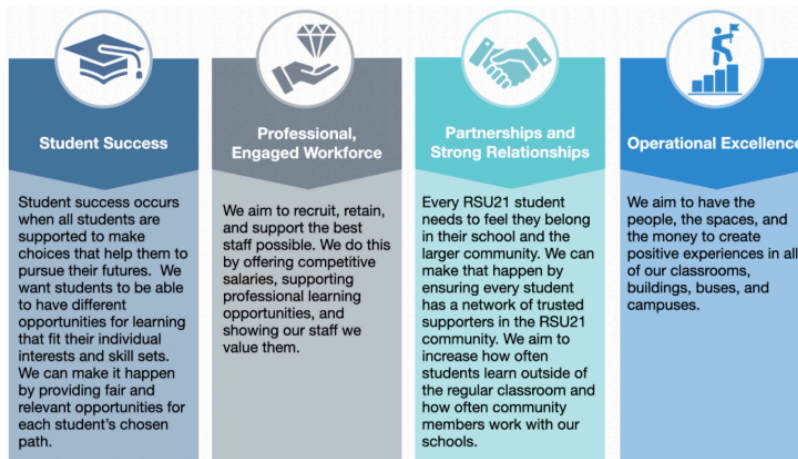
Teams that we are proud of
Sportsmanship, too
Fight to gain the victory
Of the White and Blue
Cheering to the finish
Never to give in
Here’s a shout for Kennebunk
We’re out to win
Rah, Rah, Rah!



School Philosophy & Values

RSU 21 Strategic Plan, Vision, and Focus Areas

We believe in providing each student with the opportunity to develop to their fullest potential in an academically challenging, supportive and safe environment. Our graduates will leave school able to demonstrate and apply essential knowledge and skills across a content-rich curriculum with literacy and numeracy as cornerstones. “Developing productive global citizens by building knowledge and character”



KHS Mission and Expectations

Mission -

Kennebunk High School is committed to providing a varied and rigorous academic program. Within a safe and caring environment, all students will be encouraged to realize their fullest potential and become lifelong learners as well as responsible members of society.

Expectations -

- **Staff** will model and teach positive behaviors, and communicate clear and consistent expectations to students and families.
- **RSU 21** will provide programs and opportunities that support students to develop positive behaviors, reflect on their actions, build stamina to self regulate and repair harm with others.
- **Parents/Guardians** will reinforce the expectations of behaviors within the RSU 21 community.
- **Students** will engage with staff to learn and use strategies that support positive interactions with self and others.

Policy Statement

The RSU21 School Board of Directors and the Administrative team have developed a comprehensive menu of policies, which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members they have been published on our website. All policies herein are subject to change, and changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws. Please view the link to the school board policies website for a complete view of [RSU21 Board Policies](#).

Please note that this handbook and the District website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. The District reserves the right to correct any errors, inaccuracies, or omission and to change or update information at any time without prior notice. In case of any inconsistency between this handbook or the website and RSU 21 Board Policy, the Board Policy will govern.

General Information

Advisory

The goal of the Advisory program is to create a relationship between each student and a member of the faculty. The advisor serves as a significant adult connection for each student in the group and facilitates communication with and for students by leveraging restorative practices. Advisories are meant to support and improve the social-emotional well-being of all students at KHS. Other meetings may happen during this period and are scheduled through the main office.

Assemblies

Students are required to attend all assemblies and are expected to be courteous and attentive. Applauding is appropriate for assemblies; whistling, yelling, etc., is not. Any student dismissed from an assembly because of poor conduct must report to an Assistant Principal. A student who fails to attend an assembly will be considered absent unexcused.



Automobiles & Parking Permits

Driving to school and parking at KHS is a **privilege** afforded to students. It is important that students respect all driving laws and speed limits while on campus. **In order to park at KHS students must [register](#) their vehicles with the School Resource Officer.** Parking privileges may be revoked for violation of laws and policies. Students riding e-bikes to KHS must also respect the rules of the road and could have privileges revoked if not followed.

Students may park on school grounds on a space-available basis. The Kennebunk High School parking lot is school property, and all RSU 21 school rules shall be enforced in the parking lot. The following specific rules apply to parking in the KHS parking lot:

1. The license plate number of the vehicle to be parked on school grounds must be provided in the [Student Parking Agreement](#).
2. Student vehicles parked on school property are subject to search. Student vehicles and their contents, including containers located therein, may be searched upon reasonable suspicion that the vehicle contains evidence that the student has violated RSU 21 or school rules, or state or federal law.
3. All motor vehicles parked in the parking lot are off-limits to students during the school day. In the event that a student needs to go to their vehicle they may obtain a written pass or verbal permission from the principal, assistant principal, or school resource officer to go to a vehicle.
4. Park in assigned student-parking areas only.
5. Keep the vehicle locked at all times. The school is not responsible for stolen property.
6. Properly register and inspect all vehicles. Motorcycles and mopeds are considered regular vehicles and follow all vehicle rules.
7. Obey campus speed limit of 5 mph. Pedestrians have the right of way.
8. Show good driving habits. Reckless driving or improper use of an automobile on campus will result in disciplinary action.
9. Provide the main office a description of any vehicle that will be left on campus overnight or for an extended period of time. The main office will notify security.
10. Do not operate motor driven vehicles on any athletic field or on adjacent walkways without prior permission. **The school reserves the right to vehicles violating parking rules (at the owner's expense).**

Bell Schedules

Regular Schedule (M, T, Th, F) (Five minute passing between classes)	
Block 1	7:45 - 9:05
Block 2	9:10 - 10:26
Advisory	10:31 - 10:55
Block 3	11:00 - 12:48
	A Lunch 10:55 - 11:25
	B Lunch 11:35 - 12:05
	C Lunch 12:15 - 12:48
Block 4	12:53 - 2:11

Late Start Wednesday (Five minute passing between classes)		Two-Hour Delay Schedule* (Five minute passing between classes)	
Block 1	9:00 - 10:05	Block 1	9:45 - 10:40
Block 2	10:10 - 11:15	Block 2	10:45 - 11:40
NO ADVISORY ON LATE START		NO ADVISORY WITH 2HR DELAY	
Block 3	11:20 - 1:00	Block 3	11:45 - 1:10
	A Lunch 11:15 - 11:45		A Lunch 11:40 - 12:05
	B Lunch 11:50 - 12:20		B Lunch 12:12 - 12:37
	C Lunch 12:30 - 1:00		C Lunch 12:45 - 1:10
Block 4	1:05 - 2:11	Block 4	1:15 - 2:11

* Career Technical Education Students & Two-Hour Delays

AM CTE programs at Sanford and Biddeford are canceled. Students that drive to school can arrive at KHS for their Block 3 class at 11:45am. AM CTE students who take RSU21 buses to KHS are expected to report to the cafeteria for their CTE block until 11:40am (AM CTE student only). PM CTE students will go to lunch after block 1 and leave from KHS at their normal time – PM CTE students will miss their block 2 class.

Cell Phone and Personal Technological Devices at KHS

We believe that cell phones and personal technology in classrooms should not impact instruction, student learning and the social and emotional wellbeing of our school community. Therefore, students' personal technology devices (cell phones, airpods, etc.) during academic classes (including study halls) should be turned off and put away. ([Policy JICJ](#))

If a student uses their personal device during class, they will:

First Offense - Receive verbal warning.

Second Offense - Turn their device in to the teacher until the end of the class and attend a teacher detention.

Third Offense - (or refusal to give teacher phone) - Office referral, parent contact and office detention.

Rationale for this practice:

- We want to keep students and teachers safe (filming/taking pictures without consent and sharing on social media).
- As teachers, we are legally obligated to maintain the privacy of students who have not signed a media release form.
- We want to support other teachers who are having difficulties.
- Cell phones present a distraction to student learning and teacher instruction.
- Our practice needs to be in line with the district's policy (included below).

Staff/Student Expectations:

- Student cell phone use will not be allowed at all during class time in all classrooms.
- Reminder: some students will be exempt from this policy due to student's IEP and/or 504 plan (student health and safety).
- Practice will only apply to classrooms NOT advisory.
- Practice will apply to study halls.



District Calendar

You can find the 2025-2026 Instructional Calendar as well as links to all of the school specific calendars at this link [here](#).

2025-2026 INSTRUCTIONAL CALENDAR REGIONAL SCHOOL UNIT 21 - KENNEBUNK, KENNEBUNKPORT, AND ARUNDEL

DATES TO REMEMBER:

QUARTER END DATES

NOVEMBER 7
JANUARY 23
APRIL 3
JUNE 16
(LAST STUDENT DAY WITH NO SNOW DAYS)

TRIMESTER END DATES

NOVEMBER 28
MARCH 13
JUNE 16

THE CLOSING DATE FOR THE SCHOOL YEAR WILL BE ADJUSTED TO REFLECT THE ACTUAL NUMBER OF SNOW DAYS USED.

180 STUDENT DAYS
184 TEACHER DAYS

BOARD APPROVED:
MARCH 17, 2025

AUGUST

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25-26 NEW INSTRUCTIONAL STAFF ORIENTATION
27-28 PROFESSIONAL DEVELOPMENT DAY
29 NO SCHOOL

SEPTEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 LABOR DAY OBSERVED (NO SCHOOL)
2 FIRST STUDENT DAY (GRADES 1-9) AND SRTC/BRTC
3 FIRST STUDENT DAY (10-12)
4 FIRST STUDENT DAY (PRE-K AND KINDERGARTEN)
(21 STUDENT DAYS)

OCTOBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

13 INDIGENOUS PEOPLES' DAY (NO SCHOOL)
(22 STUDENT DAYS)

NOVEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

11 VETERANS' DAY OBSERVED (NO SCHOOL)
26 PARENT/TEACHER CONFERENCE (TEACHERS ONLY)
27-28 VACATION (NO SCHOOL)
(16 STUDENT DAYS)

DECEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

24-31 VACATION (NO SCHOOL)
(17 STUDENT DAYS)

JANUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 VACATION (NO SCHOOL)
3 SCHOOL RESUMES
19 MARTIN LUTHER KING DAY (NO SCHOOL)
(19 STUDENT DAYS)

FEBRUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

26-28 VACATION (NO SCHOOL)
(15 STUDENT DAYS)

MARCH

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(22 STUDENT DAYS)

APRIL

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

17 PARENT/TEACHER CONFERENCE (TEACHERS ONLY)
20-24 VACATION (NO SCHOOL)
(16 STUDENT DAYS)

MAY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4-5 PRE-K SCREENING (NO SCHOOL FOR PRE-K STUDENTS)
25 MEMORIAL DAY (NO SCHOOL)
(20 STUDENT DAYS)

JUNE

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

7 ANTICIPATED KHS GRADUATION
16 LAST STUDENT (HALF) DAY (NO ALLOWANCE FOR SNOW DAYS)
29 BIRTHDAY (NO SCHOOL)
(17 STUDENT DAYS)

Key

Late Start (6-12) / Early Release (K-5)

Late Start Wednesday (6-12)

Professional Development Day

Parent/TeacherConference Day (K-12)

Vacation/Holidays (No School)

Half Day for Students

Drop-off and Pick-up

- Beginning of the day Drop-off:** Students may arrive between **7:00 AM and 7:40 AM**. Students should be dropped off by the main entrance opposite the Fletcher Street entrance (same location as buses). Doors open at 7:00 AM. Students will be considered **tardy** if they arrive after **7:45 AM**.
- End of day Pick-Up:** All students are dismissed at 2:11 PM. Please note that buses have priority for dismissal, and traffic will likely be heavy until around 2:30 PM due to many student drivers. Unlike drop-off, students may be picked up at the Fletcher Street entrance.



Field Trips

Students are expected to adhere to the KHS Code of Conduct, including all rules and regulations, while on school-organized field trips. The discipline continuum will apply to any warranted circumstances that arise while off campus. A permission form will need to be completed before students leave on any field trip.

Foreign Exchange Students

Kennebunk High School is pleased to welcome international exchange students to our school to promote cultural diversity and help students learn the skills and knowledge needed to live in our global society. KHS staff and students realize that foreign exchange students are here to experience both the American education system and culture. In addition, these international students will introduce KHS students to a foreign culture and, perhaps, instill in them the desire to become exchange students themselves.

During any one year, KHS will accept no more than five (5) exchange students from approved agencies. We have established the following guidelines pertaining to foreign exchange students:

- Foreign exchange students who wish to attend Kennebunk High School must have reached the age of 16 by October 15 of that academic year.
- Although exchange students will be considered members of the senior class, an academic program will be developed according to their individual needs and age. In addition, the grading scheme will be determined on an individual basis according to the student's academic needs and English proficiency.
- Exchange students are allowed to participate in athletics consistent with MPA guidelines and eligibility requirements. Exchange students are ineligible to participate in athletics if they have graduated from high school in the home country.
- Exchange students are required to remain at KHS for the entire day unless the Principal has authorized senior privileges.
- Exchange students will participate in graduation ceremonies during which they will receive a Certificate of Attendance, not a KHS diploma.. See [Policy Code: JEABB](#) for more information.

Guidelines for Student Clothing at School

Kennebunk High believes our dress code should **help all students succeed equally** and never promote harmful ideas about gender or body image. We're committed to ensuring our rules and how we enforce them **don't discriminate against or marginalize anyone** based on their race, gender, background, religion, sexual orientation, income, gender identity, or cultural beliefs.

Students **MUST** wear

- Shirt
- Bottom: pants/sweatpants/shorts/dress/leggings
- Shoes; activity-specific shoe requirements are permitted (i.e. for sports)

****Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include specific assignment-specific attire, but should not focus on reinforcing gender stereotypes or promoting cultural-specific attire.**

Students **CANNOT** wear

- Violent language or images
- Images or language depicting weapons, drugs, or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Helmets or headgear that obscures the face (except as a religious observance)

Failure to Comply with Guidelines for Student Clothing

- School responses will be consistent with the school's overall discipline plan and will include the restorative philosophy of Kennebunk High School. Students should expect the following dynamics if they fail to comply with the guidelines:
 - Students should expect a private request to put on an article of their own clothing to meet the expectations of the guidelines. If the student does not have anything of this nature, they will see if they have a friend who does. Students should not expect to be offered an article of clothing that is not their own or to have a parent contacted to bring clothing to the school unless those options are all that are available.

- Students could meet with a school counselor or participate in a restorative process, if appropriate
- Student class time will only be interrupted as a result of a clothing code violation when absolutely necessary.
- Student refusal to meet the guidelines of student attire after the above steps are taken will result in a restorative conversation with a teacher and/or administrator.



Library Information Center

The Library Learning Commons is open from 7:15am to 3:00 pm Monday through Friday. Students are welcome to use the library for reference resources, leisure reading, research, tutoring, study halls, testing, and meetings.

The library is open to all students who conduct themselves in a manner conducive to library study. Students who abuse the privilege and do not exhibit respect for the other students will lose the right to use the library during school hours. Students should obtain a pass to the library from the library staff prior to the block they wish to come. To avoid missing an opportunity because of high demand, it is best to obtain the pass prior to the start of the school day. One pass per study hall per student will be given out per day. Upon arriving at the library, students sign in at the library desk. Students must sign out when leaving. Students may

also access the library from academic classes at the teacher's discretion. Students do not need a library pass for before or after school hours; however, they do need to sign in when they arrive and sign out when they leave. Books may be borrowed for twenty one school days and subsequently renewed. Magazines and audio-visual materials may circulate at the discretion of the librarian. Students will be charged for damaged or lost books and an obligation will be added to their PowerSchool account. The library provides 24/7 access to digital resources, research materials, and audio/ebooks. Please visit the [library website](#) for access to these resources.

Locks & Lockers

Students interested in obtaining access to a locker should check in with the main office. Lockers are the property of the school district and may be inspected and searched at any time by the Principal or designee. Students will be issued locks (where appropriate) and always should keep lockers locked to ensure the security of the contents. Only locks issued by the school should be used. Some students may share a locker. Never leave valuables and/or money in lockers. Students who lose locks will be charged the replacement cost of \$5.00. Each student is expected to use only an assigned locker and **will be held responsible for the condition and contents of the assigned locker**. Lockers must be emptied and cleaned out prior to the last day of school.

Lost and Found

All "lost and found" items should be turned into the main office. Any student who has lost an article should report the loss to the main office and check for the return of the article. Lost and found articles that have not been collected at the end of each semester will be cleaned and donated.

Parent Conferences/Open House

Parent conferences will be held twice per year in each of the Fall and Spring semesters. The school uses an online registration tool for parents to schedule times with teachers. Students are encouraged to attend conferences. There will be an Open House at the start of the school year to provide time for families to come in for an initial meeting with teachers. Open House is **NOT** a conference but a time for families to become familiar with the courses their student is taking.

Passes

Students should not be in the corridors without a pass during class time. Students must obtain passes prior to study halls for make-up work with an individual teacher or visitation to the school counseling office or library. Individual teachers will determine their own procedures for students leaving for any reason during class.

Posters

All posters for clubs, events, fundraising, dance, etc., must be brought to the main office for approval before being displayed. The Principal or an Assistant Principal will initial all approved posters. **Posters may only be displayed on bulletin boards in the cafeteria, hallways, or outside the main office. Posters should not be placed on painted walls or painted doors.**

School Insurance

Students may purchase accident insurance at a nominal fee through the school. All athletes and all students taking technology courses and/or career technical education courses must have this insurance or similar coverage. Payment must be made by check or money order. Forms are available in the main office.

Social Work

Social workers are available to students for school-related issues. Parents or guardians should call the main office if they do not wish their students to have access to this service. Referrals are generally made by students, teachers, school counselors, and administrators. Social workers can be reached through the main office or the school counseling office.

Student Computer Electronics/Use

[Policy Code: IJNDB](#) - The Board has adopted a comprehensive policy and procedure concerning student use of school computers, devices and the Internet. Students are required to follow the policy and rules at all times and have no expectation of privacy in their use of school computers and networks. The policy and rules are provided to students and discussed in class each year. Students who violate the policy/procedure may have their privileges limited, suspended or revoked.

All students at KHS will receive a Chromebook, charger, and case. As detailed fully in the Board policy, students and parents/guardians are fully responsible for the proper care of their school-issued devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

All students are responsible for their actions and activities involving school unit technology, on school-issued devices as well as any personal devices used on the school's networks. The Board policy details prohibited uses, security issues, rules associated with device usage, as well as proper use of the Google G-Suite. Please refer to the Board policy for details. Students must sign an Acceptable Use Policy prior to using the internet at KHS.

Student Information Directory

If you want information regarding:	Where to find answers:
Attendance / Excuse for absence / Early dismissal	Main Office
Pass for tardiness to school	Main Office
Excuse to leave school grounds	Assistant Principals
Lockers	Main Office Admin. Assistants, Assistant Principals
Lost and Found	Main Office or Hallway leading to Cafeteria
Obligations (materials not returned to school / fees)	Main Office
Community Service	Main Office or School Counseling Office
Academic Courses / Schedule change advice	School Counseling Office
After school jobs / Careers	School Counseling Office
Colleges / Early College Experience	School Counseling Office
Early Graduation / Transfer to another school	School Counseling Office
Military Service	School Counseling Office
Apprenticeships / Extended Learning Opportunities (ELO's)	Mrs. Stockbridge
Medical or Health Information	Nurse's Office
Sports	Athletic Director
Automobile registration & Parking permits	School Resource Officer
Safety Concerns	Administrators / School Resource Officer
Work Permits	Office of the Superintendent

Academics

Academic Eligibility

[Policy Code: JJJ-JJJC](#) Board policy governs the academic requirements Kennebunk High School students must meet to be eligible for activities and/or athletics. Ineligible students may not participate in any form of: contests, performances, athletic events, practices, rehearsals, try-outs, auditions, running for office, clubs, meetings, and/or elected or appointed student offices. Please see the Board policy for full requirements and details of the policy and procedures for determining eligibility.

Academic Honesty

[Policy Code: JJCD -](#) At Kennebunk High School, academic honesty is essential to our learning community. All students are expected to complete their work with integrity, take ownership of their learning, and give proper credit when using the ideas or words of others. Academic honesty prepares students not only for success in high school, but also for the expectations of college, careers, and civic life.

What is academic honesty?

Academic honesty means:

- Submitting work that reflects your own thinking, effort, and understanding
- Citing sources accurately when using information, language, or ideas from books, websites, articles, or AI tools
- Using permitted resources on assessments and assignments
- Following assignment and collaboration guidelines set by your teacher

What is academic dishonesty?

Academic dishonesty includes any action intended to misrepresent your academic work. This may include:

- Copying or submitting someone else's work as your own (plagiarism)
- Using AI tools or online sources without permission or without citation
- Submitting work that was completed by someone else (including family members, tutors, or friends)
- Using unauthorized help during a test or quiz
- Sharing work or answers with others when not allowed

How does KHS respond to academic dishonesty?

KHS takes violations of academic integrity seriously and approaches them with a balance of accountability and learning. When a concern is identified, the following steps will occur:

1. **Investigation** – The teacher will review the situation, meet with the student, and document the concern.
2. **Family Communication** – The teacher or administrator will contact the family to discuss the issue and next steps.
3. **Restorative Learning** – The student may be asked to complete a reflection, attend a conference, or redo the assignment with proper support (e.g., citation guidance or academic coaching).
4. **Disciplinary Response (if applicable)** – Repeated or more serious infractions may result in loss of credit, administrative referral, or consequences consistent with the KHS Code of Conduct and course-specific academic policies (e.g., dual enrollment, AP, etc.).

KHS is committed to fostering a culture of academic integrity where students learn to think critically, use resources responsibly, and grow into principled learners and leaders. All students are expected to abide by RSU 21's Academic Honesty Agreement.

Academic Services

Multilingual Learners (ML) – [Policy Code: JHBEA](#) and [RSU 21 LAU Plan](#), Focusing on addressing the language needs of multilingual (ML) students while supporting families, staff, and the community.

Gifted and Talented Education Services (GATES)

GATES is a comprehensive K-12 program of formal and informal services provided to effectively nurture the learning needs of those students who require services due to their unique cognitive and affective functions that differ markedly from their peers. GATES complies with state-mandated requirements for gifted programs and focuses on identifying students who require specialized programs to meet their unique learning styles. The mission of the GATES program is to identify and meet the academic and emotional needs of these students, recognizing that asynchronous development is a key characteristic where intellectual, emotional, and social development may progress at different rates. Social and emotional development is crucial for these students, who may require support in navigating their unique experiences and developing healthy social skills. The GATES staff designs and provides opportunities that address both academic and social-emotional needs through specialized programming and guidance, continuing to work hard to offer strong programs based on current research and trends in gifted education.

Academic Supports

Students should be aware of the following opportunities for extra help and may consult with their school counselor with any questions:

1. Teachers make themselves available either before or after school on a regular basis. Check with individual teachers for their schedules.
2. National Honor Society students are available for small group and individual tutoring opportunities.
3. Students may also have access to a Guided Study (a small-group version of academic study). Students should reach out to their school counselor for assistance with Guided Study or Learning Center.

Course Selection Process

The course registration process begins in the spring with a review of the [Program of Studies](#). School counselors meet with students to provide an overview of the entire process and explain available options. Students, in collaboration with counselors, parents, and teachers, select courses based on graduation requirements, career goals, interests and skills. The School Counseling Department offers career exploration opportunities through group workshops, individual sessions, and reference materials. Such exploration can play an important part in the selection of courses.

All students must be on full-time status unless the Principal grants other status. Full-time students must be enrolled in six full-time courses each semester or the equivalent thereof. Full time courses meet one block.

As students select their courses, they need to consider the appropriate level of rigor to pursue. Those planning to be college, career, and citizenship ready after graduation, should take a challenging variety of courses in high school. This would include, but not be limited to, the requirements for graduation from KHS. Teachers assist in the process by making recommendations based upon a student's grades in previous courses and standardized test scores. The intent of teacher recommendations is to ensure that students encounter both challenge and success in their coursework. A student who disagrees with a recommendation may appeal to the principal via a course reconsideration process. The Master Schedule is built based upon student requests. Seniors are scheduled first, followed in priority by Juniors, Sophomores, and Freshmen.

Add/ Drop Information

Students are encouraged to resolve scheduling conflicts prior to the end of the school year in June or during the summer. Subjects selected with considerable forethought seldom need changing. It is expected that students make realistic choices in their classes. Scheduling conflicts are defined as:

1. too many or not enough classes
2. classes scheduled at the same time
3. imbalance (too many classes one day/not enough the other day)
4. summer school makeup
5. need to repeat a failed course

A student who is having academic difficulty with a particular subject after school begins can meet with his/her respective teacher, parent, and counselor to determine the appropriateness of a change. These changes may only be made for the following reasons:

1. academic improvement
2. inappropriate level placement
3. personal issues (via meeting with administrator)
4. medical necessity
5. financial necessity
6. administrative decision

Students may add or drop a first semester or a full year course during the first eight days of school. After that time, no new classes can be added to a schedule. During semester two, **students may add or drop a semester two course during the first five days of the semester.**

A student who drops a class AFTER the eight days in September or AFTER the five day period for semester two (for semester two courses) will receive a grade of W on the transcript. Students may not add or drop a course during the last two weeks before a quarter or semester ends.

When a student changes a course level, school counselors will send a transfer grade to the teacher of the new course. If the student is transferring to a lower level course, school counselors will send a weighted grade to the new teacher. The date of the transfer determines what percentage the transfer grade will count toward the quarter grade.

Course Work Completed Outside of Kennebunk High School

Any credit earned outside of Kennebunk High School for graduation purposes needs **prior approval** from the Principal or the principal's designee. This includes credit to be earned via summer school, online courses, or any other non-KHS format. Students looking to complete work outside of KHS should schedule an appointment with their school counselor to discuss the process.

Early College Experience

Seniors who are interested in the early college program should contact their school counselor for more information.

Exams

NWEAs are state-mandated exams that will be administered at a time to be determined to all high school students across the state in grades 9 through eleven. These exams are supported by the State of Maine and will be administered at KHS. The Maine Department of Education requires all high schools to deliver the NWEA test to the 9th and 10th grade students. The school and the district is held responsible for this State-mandated testing and there may be long-term funding impacts if participation is too low. All KHS students are expected to complete all three subtests.

AP/IB Exams In addition, KHS students are encouraged to participate in rigorous courses. RSU 21 funds all examination fees for the Advanced Placement (AP) and International Baccalaureate (IB) courses. **All students taking AP and IB courses must sit for all exams and assessments relative to their chosen course of study.**

KHS Mid-year and Final Exams If a midterm, final exam, or other end of semester summative project is given, it will count for 10% of the semester average.

GPA (Grade Point Average)

KHS uses a 100-point numerical scale to determine grade point average (GPA). For the purposes of report cards, transcripts, eligibility lists, college applications, honor rolls, and graduation honors stoles, Honors, IB, AP, and college courses receive additional weight when determining the student's weighted GPA. **GPA is not rounded for purposes of determining High Honor and Honor Stoles.** Class rank will be calculated based on weighted grades at the end of the third quarter.

Weighted GPA

KHS has a weighted GPA grade system that gives added value to Advanced Placement, International Baccalaureate, and honors level courses.

HONORS classes: (grade earned +3) = weighted grade

AP and IB classes: (grade earned +5) = weighted grade

Early College Courses:

- Beginning 2022-2023: All Early College courses will be weighted at the HONORS level.
- Before 2022-2023: Only the Early College courses taught at KHS by KHS teachers were weighted at the HONORS level.

The Weighted GPA is used for the following:

- to determine eligibility
- to determine eligibility for National Honor Society (as one indicator)
- to report the weighted grade earned and GPA on transcripts
- to determine percentiles for college application purposes
- to calculate honor stoles. High honor stoles require a weighted cumulative GPA of 93.00 or higher. Honor stoles require a weighted cumulative GPA of 90.00 or higher. The GPA is not rounded up.
- to determine the Valedictorian and Salutatorian

Grade Reporting

Quarterly grade reports can be viewed on the Parent Portal in PowerSchool. Parents or guardians who cannot access PowerSchool may request a hard copy of a student's grades through the school counseling office.

Grading Scale

Kennebunk High School uses a 100-point numeric grading system. The following is a breakdown of the grading in relation to the traditional alpha system:

A+ 98 - 100	B+ 90 - 92	C+ 82 - 84	D+ 74 - 76	F 0 - 69
A 95 - 97	B 87 - 89	C 79 - 81	D 72 - 73	
A- 93 - 94	B- 85 - 86	C- 77 - 78	D- 70 - 71	

Graduation Alternatives

[Policy Code: JKEA](#) - Students are encouraged to remain in high school for a full four years and to participate in as many course offerings and activities as possible. However, other options are available provided that the student has met all Kennebunk High School requirements prior to graduation:

Admission to a Post-Secondary School

This alternative is available to students who are talented enough to receive admittance to a post-secondary institution while still in high school. Courses taken at the post secondary institution may be applied for college credits from that institution, and, if needed, for graduation credits at Kennebunk High School. Students are responsible for their own college admission, expenses, and for providing Kennebunk High School with a transcript of all courses taken at the post-secondary school. Students in this program will graduate with the original class of entry provided the KHS graduation requirements are met. Students wishing to enter this program should consult with their guidance counselor as soon as possible.

Early Leaving *

Students who have completed all graduation requirements by the end of the first semester of Senior year may leave school at the end of January. Students taking this option will not be eligible to participate in interscholastic athletics and co-curricular activities beginning on the first day of the second semester.

Early Graduation *

Students who have completed all graduation requirements at the end of their junior year are entitled to a diploma and may graduate that school year.

* A student seeking Early Leaving and/or Early Graduation a student must:

- Submit written parent/guardian approval
- Meet with a School Counselor to complete appropriate forms and
- Set up a conference with the Principal, School Counselor, and parents/guardians.

Graduation Honors

The following weighted grade point average cutoffs are used to determine the awarding of Graduation Honor Stoles at the end of third quarter:

- High Honors (Gold Stole) 7-semester GPA of 93 or higher
- Honors (White Stole) 7-semester GPA of 90 or higher

**Note: GPA is not rounded up*

Grades and Eligibility - ([Policy Code: JJJ/JJC](#))

To be eligible to participate in athletic, co-curricular or extra-curricular activities a student must carry six classes or six courses or the equivalent. To be academically eligible, a student must pass five full-time courses or an equal program to five courses each quarter. Grades earned in the fourth quarter of the previous year are the determining factor for eligibility for fall activities and/or athletics. Incoming grade 9 students are exempt from fourth quarter eligibility requirements as per Maine Principals Association policy.

A student who passes four full-time classes in a quarter is deemed ineligible and may appeal to the Principal for a waiver for conditional eligibility. The waiver requires the student to sign a contract which ensures that the student will report on a bi-weekly basis his/her status to the principal regarding all currently enrolled classes. A student must pass 5 classes and be making satisfactory progress in all other classes to maintain conditional eligibility. Ineligibility means no participation in any form in:

- | | |
|---|---|
| a. Contests/performances/athletic events; | d. Clubs/meetings; and/or |
| b. Practices/rehearsals; | e. Elected or appointed student offices |
| c. Tryouts/auditions/running for office; | |

Graduation Requirements

[Policy Code: IKE](#) - To be awarded a high school diploma from RSU 21, students must earn a minimum of 24 credits. Of the 24 credits that students must earn:

- 4 must be in English/Language Arts
- 3 must be in Mathematics
- 3 ½ must be in Social Studies
- 3 must be in Science (with at least one year of laboratory study)
- 1 must be in Fine Arts
- 1 must be in Physical Education
- 2 must be in World Language
- ½ must be in Health
- **Additionally, all students must complete 30 hours of community service.**

Honor Roll

High scholarship is recognized by the announcement and publication of an Honor Roll at the end of each marking period. Below are the necessary grades one must achieve to be on the Honor Roll (weighted grades are used for determination of Honor Rolls).

High Honors - An average of 93 or higher with no grade lower than an 85.

Honors - An average of 85 or higher with no grade lower than a 79.

A grade of 78 or lower automatically excludes a student from the Honor Roll. Honor Rolls recognize outstanding individual achievement at all levels of grading. All names are arranged alphabetically without regard to the level at which the grade is earned.

NOTE: Students whose grades are incomplete two weeks after the close of the marking period will not appear on the Honor Roll.

Incompletes

It is the student's responsibility to complete work missed due to absences. The student should make arrangements with teachers to complete missed work. In cases where time is insufficient for the student to complete recently missed work at the end of the quarter, the teacher will give a grade of Incomplete. Following each quarter, should an incomplete grade be necessary, a teacher may allow two weeks for completion of all work. If extenuating circumstances require more time, the student and school counselor will submit a contract for approval by the Principal or Principal's designee. If the student fails to complete work within the two-week period following the close of the marking period or within the parameters of a written agreement, the teacher will close the grades and determine the student's final grade. At the end of the semester for semester courses or at the end of the year for year-length courses, no "incompletes" will be given to students without the approval of an administrator.

Multi-Tiered System of Supports (MTSS)

The Academic and Behavioral MTSS teams, which are composed of teachers and support staff, meet regularly to discuss students' needs. Teachers refer students to MTSS to seek ideas and techniques that may help children successfully achieve academic standards and develop skills.

NCAA Information for Students

College-bound Division I and II athletes must send academic records to the NCAA Clearinghouse to determine eligibility to participate at a Division I or II college as a freshman student-athlete. To register with the Clearinghouse, a student must complete the Student Release Form (SRF) online. The SRF does two things: 1) it authorizes each high school a student has attended to send the Clearinghouse the student's transcript, proof of the student's academic information to all colleges that request his/her eligibility status.

If interested in playing Division I or II college athletics, students and their parents should consult the NCAA Clearinghouse website, <http://www.ncaa.org/> to determine requirements as soon as possible. For more information, see KHS Athletic Director Joseph Schwartzman.

Referrals and General Education Interventions

[Policy Code: IHBA](#) - Parents/guardians, and other persons who are aware of a child who may require special education and/or supportive services are asked to contact the Director of Special Services at (207) 985-3960.

School Counseling Services

School Counseling services are offered PreK-12 and include short-term individual counseling, formal guidance classes, and groups dealing with specific areas of need. The school will provide notification to parents/guardians for any ongoing school counseling services apart from our classroom counseling program.

Christine Bisson (cbisson@rsu21.net) 10th Grade: Last names A-G 11th & 12th Grade: Last names A-K	Amie Felker (afelker@rsu21.net) 10th Grade: Last names P-Z 11th & 12th Grade: Last names L-Z	Judy Milligan (jmilligan@rsu21.net) 9th Grade: Last names A-Z 10th Grade: Last names H-O
---	--	--

Selection of Educational Material

[Policy Code: IJJ](#) - A student's parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. Such requests shall be made to the appropriate teacher or the library media specialist. Access to the materials shall be provided within a reasonable time after such a request is made.

Student Enrollment

A student transferring into RSU 21 from another district must be registered online through the district's process. Parents/Guardians of children leaving the system should notify the school office so that a transfer of records can be made to the new school. Parents/Guardians update student enrollment data annually.

Student Placement

The process of student placement in classes and/or programs is determined by a combination of educational needs and teacher recommendation. With the exception of high school schedules, which are released in early July, all student classroom placement information is shared in August.

Attendance

Full time school attendance is required for all children from their 6th to their 17th birthday under state law. Parents/Guardians are responsible for the attendance of students under 17. The Board and school will work with families to ensure compliance. RSU 21 Board [Policy JE](#) defines that students are expected to attend school every day unless they have an **excused absence**, which includes:

- Personal illness
- An appointment with a health professional during the school day
- Observance of a recognized religious holiday
- A family emergency
- A planned absence for personal or educational purposes (must be approved in advance)
- Education disruption, as outlined in [Policy JEA](#)

If a student is going to miss a school day, or be tardy, their parent/guardian should call the high school at (207) 985-1110 or use the absence reporting form found on the [KHS website](#).

***Note:** If a student is absent, they may not participate in any co-curricular events on the day of the absence unless excused by a healthcare professional and/or an administrator.*

Tardiness, Truancy, and Chronic Absenteeism:

[Policy Code: JHB](#) Regular and punctual school attendance is crucial for educational success. RSU 21 has policies on student attendance and truancy. Unexcused absences that count toward truancy are monitored and reported to the state as required.

A student arriving after **7:45 AM** will be considered **tardy**. Tardy students must sign in at the office to receive a tardy slip before going to class. ***Note:** Three tardies in one semester (reset each semester) will result in a 30 minute detention. Detentions for tardies must be served prior to participating in any co-curricular activity.*

Responsibilities under this attendance policy are as follows:

- **Student responsibilities:** The student is responsible for regular attendance in all classes in order to benefit from continuity of instruction, sequential presentation of material, class interactions, self-discipline, and responsibility. The student is responsible for all work missed due to absence and should make necessary arrangements for making up that work with a teacher.
- **Parental responsibilities:** The parent or guardian is responsible for communicating to the school a student's absence. The general communication protocols include phone calls, written notifications, and required verifications.
- **School responsibilities:** The school office and each teacher will be responsible for maintaining daily class attendance records. The administration and school counseling personnel will work with all students encountering attendance difficulties.

Truancy

Students will be considered truant in the following scenarios:

- Student accrues the equivalent of **10 full days of unexcused absences** during a school year
- Student has **seven full days of unexcused absences or five consecutive school days of unexcused absences** during a school year

When these thresholds are met, a letter describing the truancy (including dates of absence) will be drafted, signed by the principal or assistant principal, and sent home to the parent/guardian. The school will comply with State-mandated reporting of these thresholds, including sending a copy of the letter to the superintendent.

RSU 21 also collects and reports information on absenteeism. All student absences (excused or unexcused) are monitored and can trigger outreach to families related to **chronic absenteeism**. There is a strong relationship between student attendance and student success. RSU 21 encourages parents to limit taking students out of school outside of district vacations.

Family Vacations

Kennebunk High School understands that families sometimes choose to take vacation while school is in session. The trip is often beneficial for family togetherness and the experience can be of educational value. We ask that you have your child pick up a planned absence form from the main office to make contact with the teacher/school in writing prior to your child's absence. Teachers are not required to provide school work prior to a student's absence. Students are responsible for material missed due to an absence.

Leaving School Early

A student who is dismissed before **2:11 PM** is considered "early dismissal" for attendance records. Parents/guardians must report to or call the office to sign out students. A student will only be called to the office once the parent/guardian has signed out the child.

Senior Privilege

Seniors that are in good academic standing and have a free block in their schedule may fill out the [Senior Privilege Form](#) in order to be able to sign themselves out of school for their free block. Please look at the link to the form to see the complete eligibility list. Key components of eligibility include: completion of 30 hours of community service prior to the first day of senior year, passing all classes in the last quarter of Junior year, taking 5+ credits. School administration reserves the right to revoke release privileges of a student at any time.

Transportation

[Policy Code: EAA](#) - The mission of the Transportation Department shall be safe, efficient and reliable school transportation for eligible RSU 21 students. School buses and vans shall be purchased, operated, and maintained through RSU 21 for that purpose. School transportation services are provided for the transportation of students to/from school and school related activities for RSU 21.

[Policy Code: EAA-R](#) - Transportation Department Policies and Procedures

[Policy Code: JICC](#) - Students shall conduct themselves in a mature and responsible manner, not only in school but also on buses, at athletic programs, and in all school related activities. Failure to meet expected conduct will result in disciplinary action consistent with established Policies and Procedures of the district, school, and state laws.

Any student violating discipline/safety rules while riding on an RSU 21 transportation vehicle is subject to a corrective action process. The **Transportation Rubric for Corrective Action** provides the levels of behavior and corrective actions for each offense. These rules are posted on all buses.

RSU 21 Bus Rules: Respect Your Riding Privileges. Follow These Rules:

1. **Seat to seat, back to back.** Never stand while the bus is moving.
2. **No eating or drinking.**
3. **Talk quietly** with people in your seat and across the aisle only.
4. **Nothing out the window:** no gestures, no voices, no hands, no papers.
5. **Respect all people and property.** You don't have to be friends, but be friendly.
6. **Permission must be obtained from the operator** prior to opening windows.
7. **Middle School and High School students** must receive permission from the Transportation Director before riding on elementary school runs.
8. If a student is causing a safety infraction that endangers the lives of other passengers, the vehicle operator has the right to stop the vehicle, notify the transportation office of the safety infraction, and the student will be removed from the vehicle. The student will be transported home on another school transportation vehicle.

Video Cameras on Transportation Vehicles: The Board recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety

with students' interests in privacy, the Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities.

Late Bus

Transportation is provided at 4:00 pm each afternoon at the main entrance. Late buses do not travel all of the streets covered by regular transportation routes. Students will be dropped off as close to home as possible, but should anticipate walking some distance. This transportation service is limited to students participating in co-curricular activities and those receiving extra academic help. Note that student conduct code expectations apply on the Late Bus.

Transportation to Career and Technical Education Programs (SRTC and BRCOT)

According to School Board Policy, students attending the Sanford and Biddeford Centers must ride the bus provided by the district to and from the regional centers. The **centers prohibit students from bringing cars to the school unless the course requires students to transport themselves or there is an emergency**. If either of those scenarios arises, a student must complete the following steps prior to using any personal vehicle to go to the Sanford or Biddeford Technology Centers:

- Obtain written permission from the CTE school director or teacher
- Obtain written permission from a parent/guardian, and
- Obtain signature of KHS Assistant Principal authorizing the student to use the vehicle.



Student Conduct & Expectations

Code of Conduct

Promoting ethical, responsible, and positive student behavior is essential to the RSU 21 Board's educational mission. Students must conduct themselves respectfully, maturely, and responsibly in school, on buses, and during all school-related activities. The district has a comprehensive set of policies and procedures addressing student conduct issues, and students and parents/guardians are expected to be familiar with them. These policies include, but are not limited to:

- [Policy JIC](#): Student Code of Conduct
- [Policy AC](#): Nondiscrimination/Equal Opportunity and Affirmative Action
- [Policy JICIA](#): Weapons, Violence, and School Safety
- [Policy JICH](#): Substance Abuse Policy
- [Policy ADC](#): Tobacco and Electronic Smoking Device Use and Possession
- [Policy JIH](#): Questioning and Searches of Students
- [Policy JICI](#): Use of Personal Communications Devices
- [Policy JICK](#): Bullying
- [Policy JICD](#): Academic Honesty
- [Policy JK](#): Student Discipline

Behavioral Expectations

Resolving Behavioral Situations

We believe that emphasizing positive behavior and safety benefits our students, staff, and community. We understand that interpersonal and intrapersonal challenges can lead to feelings of anger, hurt, resentment, and fear.

Our first priority is always to create a safe space to respond to conflicts/challenges in ways that allow individuals to:

- Tell their story
- Express their thoughts and feelings
- Understand how the situation happened
- Understand how it can be avoided another time
- Feel understood
- Acknowledge the harm that was caused and understand others' feelings
- Find a way to repair harm and move forward

RSU 21 believes that it is important to use deviations from behavioral expectations as an opportunity to have students self-reflect and identify better choices for their actions. We acknowledge that punitive responses do not repair relationships, are rarely considered fair, and often leave individuals feeling alienated and frustrated. RSU 21 has made the decision to use punitive measures in selected situations and has developed rubrics and/or continuums for disciplinary actions to ensure thoughtful and fair administration when necessary.

Disciplinary Action & Expectations at Kennebunk High School

The Code of Conduct for Kennebunk High School emphasizes the rights and responsibilities of all students. It is important that all students and parents/guardians understand these rights and the rules that are in place to protect these rights. Bullying, harassment of any kind, and other civil rights violations **will not be tolerated**. The principal, assistant principal, teachers, coaches, and other school officials enforce the Code of Conduct consistent with existing policies and procedures regarding student discipline. The Board's discipline policies can be found at **Policy Codes: [JK](#), [JKD](#), and [JKE](#)**.

To clarify expectations for students, teachers, and support staff in responding to challenging behavior, Kennebunk High School has categorized behavior into four categories:

- Minor
- Moderate
- Major
- Critical

The response to the behavior will be responded to in a responsive, fair, progressive manner based on:

- **SEVERITY** of the behavior
- **IMPACT** the behavior has on others and/or the learning environment, and
- **FREQUENCY** in which the behavior occurs

Students have the legal right to due process before receiving school consequences. Kennebunk High School maintains the position that effective disciplinary responses address behavior while refraining from interrupting a student's education to the extent possible. Interventions to student misbehavior will incorporate educative and restorative components to utilize progressive disciplinary measures so students may grow in self-discipline. Considerations for graduated discipline interventions will include evaluation of frequency and severity of infraction, with safety being of the utmost concern.



What is a MINOR behavior?	
A minor behavior is a relatively low-level infraction that does not pose a significant threat to safety or the disruption of the learning environment.	
<u>Responsible party for addressing behavior:</u> TEACHERS: Initially, minor behaviors are addressed by the classroom teacher and generally do not require intervention from other school personnel unless the misbehavior is repeated. Repeated behavior would move to the next category.	
Examples of MINOR attendance related behaviors...	Our concerns because of the behavior...
Tardiness to class, skipping class, leaving class before the bell, misuse of hall pass, and/or leaves class too frequently.	Missed learning opportunities, missed opportunities to demonstrate learning, the impact on self and others, safety concerns, not meeting or respecting expectations.
Examples of other MINOR classroom behaviors...	Our concerns because of the behavior...
Misuse of materials, not following directions, talking out in class, throwing objects, bothering other students, cell phone use that violates classroom expectations, lack of engagement, inappropriate language/outburst, disruptive interactions with peer(s)/faculty that can be mediated in the moment.	Safety of the classroom/individuals, impact on self and others, interruption of learning activities, not meeting or respecting expectations, not typical behavior from the student, worried about academic success, impacting student/student and/or student/teacher relationships in the classroom.
Potential responses to behaviors...	
● Redirect: Verbal/nonverbal ● Communication home to express concern: Email or call, but be sure to receive a response within 24 hours (unless on a Friday, then next school day) or try to reach out again ● Teacher-student conference away from others: Express your concerns with the student and gather feedback from them. This may happen before school, after school, or a mutually agreed upon time ● Student break to self-regulate: Provide an opportunity for the student to walk away and think about what occurred. ● Change of seat: Keep student away from distractions ● Positive reinforcement ● Teacher detention(s)	
When MINOR behaviors do not change after implementing classroom interventions...	
● Teachers will share with an administrator the interventions that have already been attempted. ● Administrator will connect with the teacher to collaborate on next steps before, during, and/or after the due process given to the student.	

What is MODERATE behavior?	
A moderate behavior is more serious than minor infractions and may disrupt the learning environment or compromise school safety to some extent. While not as severe as major behaviors, can still have significant impacts on the school environment, students, and staff.	
<u>Responsible party for addressing behavior:</u> - Classroom teachers are encouraged to collaborate with the student's parent/guardian, school counselor, team/co-teacher, and/or administrator to interrupt the behavior - Collaboration between school staff and the student's parent/guardian	
Examples of MODERATE classroom behaviors...	Our concerns because of the behavior...
Repeated minor behaviors, persistent class disruption, disrespectful behavior toward peers or staff, academic dishonesty, misuse of classroom-issued pass, repeatedly skipping classes	Safety of the classroom/individuals, impact on self and others, interruption of learning activities, not meeting or respecting expectations, not typical behavior from the student, worried about academic success, impacting student/student and/or student/teacher relationships in the classroom.
Potential responses to behaviors...	
Parent/Guardian Contact: Notify parents/guardians about the behavior and discuss interventions or consequences (see rubric) Office Detention: 30-60 minute detention before school, after school, during lunch, or during academic study Loss of Privileges: Temporary restriction on privileges that may include participation in extracurricular activities or use of certain school resources Behavioral Contract: Formal agreement outlining expectations and consequences for future behavior In-School Support: Counseling, mentoring, or academic support to address underlying issues contributing to behavior Out-of-School Suspension (OSS): While a last resort for moderate behaviors, a student may be temporarily removed from school for a specified period, typically for severe or repeated infractions. An OSS at this level may be up to 5 days.	

What is MAJOR behavior?	
A major behavior is a serious interaction that may significantly disrupt the learning environment, threaten safety, or violate school policies or laws. Major behaviors may be a singular event or a repeated and willful disregard of the reasonable school rules. At this point, the student is not responding to the graduated interventions the school has put in place (see Policy JK)	
<u>Responsible party for addressing behavior:</u> - Major behaviors require an immediate response from school administration due to concern for school safety and the well being of the student - Classroom teachers and/or staff are expected to contact administration immediately if a major behavior occurs in their classroom and/or other areas of the building	
Examples of MAJOR classroom behaviors...	Our concerns because of the behavior...
Physical altercation, possession or drugs or weapons, bullying or harassment, significant vandalism, repeated defiance of authority, truancy	Safety and security of all students and staff, creating a sense of fear and insecurity, disruption of learning progress, decreased academic progress
Potential responses to behaviors...	
Immediate Intervention: Removal of the student(s) from the situation to evaluate and ensure safety School Investigation: Interim steps will be taken to allow school administration to conduct an investigation into the claims and reach a determination. This may include school-issued no contact order, transition plan, and parent/guardian meeting Parent/Guardian Meeting: Convene a meeting with parents/guardians to discuss the behavior, consequences, and interventions in order for the student to successfully re-enter the building and/or classroom. In some cases, a student may not return to class until a parent/guardian conference has taken place. Law enforcement may be present due to the nature of the event Behavioral Contract: Formal agreement outlining expectations and consequences for future behavior Out-of-School Suspension (OSS): Temporary removal from school for a specified period, typically for severe or repeated infractions. An OSS at this level may be up to 10 days and the principal may request additional time from the Superintendent Reevaluation of Supports: Review and adjust support plans for ongoing behavior management	

What is CRITICAL behavior	
Critical behaviors are extreme incidents that pose immediate danger to individuals or the school community as a whole. Critical behaviors may be a singular event or a repeated and willful disregard of the reasonable school rules. At this point, the student is not responding to the graduated interventions the school has put in place (see Policy JK)	
Responsible party for addressing behavior: Critical behaviors warrant an immediate response from school administration and may involve the Kennebunk Police Department	
Examples of CRITICAL classroom behaviors...	Our concerns because of the behavior...
Weapons possession, severe physical assault, bullying and harassment, substance abuse, truancy, threats of violence, hate crimes	Overall safety concerns of students and staff, disruption of learning, emotional and psychological impact, resources allocation that diverts from other aspects of education, culture and climate impact on trust and cooperation
Potential responses to behaviors...	
Immediate Intervention: Removal of the student(s) from the situation to evaluate and ensure safety Parent/Guardian Meeting: Convene a meeting with parents/guardians to discuss the behavior, consequences, and interventions in order for the student to successfully re-enter the building and/or classroom. A student may not return to class until a parent/guardian conference has taken place. Law enforcement may be represented due to the nature of the event Immediate Safety Measures: Evacuation or procedural changes to normal building operations as necessary to ensure the safety of students and staff Law Enforcement Involvement: Contact law enforcement immediately to address the situation and ensure legal consequences are pursued Emergency Suspension: Immediate removal of the student pending a formal investigation and disciplinary hearing. An OSS at this level may be up to 10 days and the principal may request additional time from the Superintendent that may exceed 10 days Reevaluation of Supports: Review and adjust support plans for ongoing behavior management	

Discipline Continuum Response Matrix

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, at the discretion of the building administration. Any infraction may lead to suspension or removal from co-curricular programs, including athletics. Suspensions, in or out of school, will be at the administrator's discretion. All disciplinary actions may be augmented by restorative practices, as deemed appropriate by school staff.

Discipline Continuum Response Matrix

Possible Behavior Infraction <i>*Behavior infractions will be logged in PowerSchool.</i>	Progression of Response to Behavior				
	Minor	Moderate	Major	Critical	SRO Referral
Academic Dishonesty (Policy JICD) <i>The false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own.</i>	✓	✓	✓		
Bullying (Policy JICK) Including but not limited to: • Cyberbullying • Bullying • Intimidation • Harassment • Bias-based behavior			✓	✓	✓
Conflict <i>Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Most conflicts arise when students see the same situation through different points of view. This may include the following:</i> • Non-violent/non-physical • Verbal put-downs • Verbal altercation short of a fight	✓	✓	✓		
Defiance/Insubordination/Non-compliance <i>Failure to follow directions or talking back.</i> • Failure to follow the rules or the school • Obstructing a school investigation • Intentionally falsifying claims or rumors • Violation of school-issued No Contact	✓	✓	✓		
Disruption <i>Interruption of class or school activities including, but not limited to:</i> In Hallways • Outside food/drink deliveries • Loitering • Being in an unauthorized area • Misuse of hall pass • Exhibiting unsafe behavior (running, leaving belongings unattended) Unauthorized use of personal device (cell phone) • Taking unwanted pictures of students/staff • Circulating posts on social media that disrupt the school building Secure Campus Breach All exterior doors are locked at 7:45 AM. Any student who jeopardizes the safety of the school by opening a secured interior or exterior door will be subject to disciplinary action.	✓	✓	✓	✓	✓

Possible Behavior Infraction <i>*Behavior infractions will be logged in PowerSchool.</i>	Progression of Response to Behavior				
	Minor	Moderate	Major	Critical	SRO Referral
Fighting <i>Mutual participation in physical violence</i>			✓	✓	✓
Gambling - <i>Betting or risking something of value with that leads to an impact on student's educational experience</i>			✓	✓	
Harassment based on Race, Ethnicity, Gender, Sexual Orientation, or Religion (Policy AC) <i>Disrespectful messages in any format based on a protected class such as gender, ethnicity, race, religion, disability, physical characteristic, or other protected class.</i>			✓	✓	
Parking Violation - Reckless driving on campus - Parking without registering with SRO - Parking in unauthorized areas	✓	✓	✓	✓	✓
Property Damage <i>Intentional damage or defacement on another person's or school property</i> - Graffiti - Vandalism	✓	✓	✓	✓	✓
Sexually-Based Infraction - Sexual Harassment (Policy ACAA) - Sexual activity/misconduct - Sexual assault			✓	✓	✓
			✓	✓	✓
					✓
Skiping Class <i>Leaving or missing class without permission</i>	✓	✓	✓		
Tardy <i>Persistent or excessive tardiness to class or school</i>	✓	✓			
Technology Use Violation (Policy IJNDB) <i>Computers, networks, and internet services</i>	✓	✓	✓	✓	✓
Theft <i>In possession of, has passed on, or is responsible for the removal of property that is not their own without permission</i>	✓	✓	✓	✓	✓
Threatening Behavior <i>Behavior causing fear of injury or harm to people or property</i> - Verbal against school personnel or another student - Physical against school personnel or another student		✓	✓	✓	✓
Trespassing <i>On campus when that privilege has been suspended or revoked</i>			✓	✓	✓

Possible Behavior Infraction <i>*Behavior infractions will be logged in PowerSchool.</i>	Progression of Response to Behavior				
	Minor	Moderate	Major	Critical	SRO Referral
Unauthorized Area - Loitering in hallways/bathrooms - Attending an unscheduled lunch - Use of locker room without permission - Multiple students in a single use bathroom or bathroom stall - Any area inside/outside the school building unless with a specific and legitimate purpose as determined by school administration or other school personnel		✓	✓	✓	
The following items or events are strictly prohibited and are considered a CRITICAL behavior that will warrant an immediate response from school administration and may involve the Kennebunk Police Department.					
Arson Plans to and/or participate in burning or property				✓	✓
Hazing (Policy ACAD) <i>An activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.</i>				✓	✓
Use/Possession of Weapons (Policy JICIA) <i>Possession or used of knives, guns, or other objects readily capable of causing bodily harm</i>				✓	✓
Use/Possession of Alcohol and/or Restricted Substances (Policy JICH) <i>Possession or use of alcohol, drugs, or other substances that are limited, controlled, or banned. Misuse of allowed substances in an unapproved way. This includes tobacco products and e-cigarettes/vapes.</i> <i>Refusal of health/wellness evaluation, including search and seizure.</i>			✓	✓	✓
Use/Possession of Combustibles <i>Possession or use of substances or objects capable of setting fire to or burning something</i>			✓	✓	✓
Violent Incident with Injury (Policy JIC) <i>Battery, assault, harassment, homicide, physical altercation, robbery (taking by force), school threat, sexual assault, threat with an injury such as stabbing or bullet wounds, concussions, fractured or broken bones, cuts requiring stitches, requirement of treatment by EMS or non-school health professionals</i>				✓	✓
Violent Incident without Injury (Policy JIC) <i>Battery, assault, harassment, physical altercation, robbery (taking by force), school threat, sexual battery, threat with no injury</i>				✓	✓

Student Life

Co-Curricular/Extracurricular Eligibility & Participation

[Policy Code: JICI](#) - Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well being of students and promote healthy, enriching and safe co- and extracurricular opportunities for all students. Please see the [Policy Code JICI](#) for more specific information.

To be eligible to participate in co-curricular and extra-curricular activities, a student must attend school and be present in all classes on the day of the activity. A student who arrives after 7:45am and is tardy unexcused may not be allowed to participate in any co-curricular or extra-curricular activity on that day unless the student completes his/her detention prior to the activity.



Athletics

Kennebunk High School offers a robust athletic program. Students are encouraged to participate in athletics to help maintain a healthy lifestyle, stay active, and build relationships and community. KHS offers many sports for students to participate in at various levels. For more information please visit the [KHS athletics website](#).

Athletic Programs at KHS:

Fall	Winter	Spring
Field Hockey V/JV/First Team	Alpine Skiing (Boys/Girls)	Baseball V/JV/First Team
Cross Country V (Boys/Girls)	Swimming/Diving V (Boys/Girls)	Softball V/JV
Boys Soccer V/JV/First Team	Wrestling V (Boys/Girls)	Tennis V (Boys/Girls)
Girls Soccer V/JV/First Team	Ice Hockey V/JV (Boys/Girls)	Track & Field V (Boys/Girls)
Football V/JV/First Team	Boys Basketball V/JV/First team	Boys Lacrosse V/JV
Cheerleading V	Girls Basketball V/JV	Girls Lacrosse V/JV
Golf V (Boys/Girls)	Cheerleading V/JV	Co-Ed Unified Bocce
Girls Volleyball V/JV	Indoor Track V (Boys/Girls)	
	Co-Ed Unified Basketball	
	Girls Hockey Co-op V	

Athletic Eligibility

In addition to satisfying the requirements for Academic Eligibility, to be eligible for athletics a student must:

1. Have passed at least five courses from the previous marking period;
 - a. OR, have passed four classes and meet with an administrator for a waiver (contract) in order to participate. The contract is reviewed bi-weekly;
2. Have completed parental permission forms and provided proof of insurance;
3. Have medical forms and/or a physical from the school doctor or family doctor;
4. Be under 20 years of age;
5. Have used less than eight consecutive semesters of eligibility allowed upon entrance into grade 9; and
6. Be a full time student enrolled at KHS or have proper Homeschool forms on file

Athletes are governed by the athletic code policy from the first day of preseason practice or meeting to the final day of post season play or the athletic awards program, whichever is later in the school year. The Activities Code and the Maine Principals' Association regulate eligibility for varsity sports.

Athletic Team Selection

The Kennebunk Athletic Department intends that every student be involved in an extracurricular activity. Although this is our intention, a student's first choice of team may not be available. Coaches of teams that must limit the number of players will state this at an informational meeting prior to the beginning of the season. Reasons for limiting team size include amount of equipment/uniforms, coach/athlete ration, facility size, and available playing time. After conducting a tryout period, coaches will select players for a team. Coaches will speak with individuals released from a team to encourage them to try out for another athletic team.

Athletics During Weekends and Vacations

Coaches will distribute practice and game schedules prior to the sports season. The Kennebunk Athletic Department and coaches expect that athletes will be at practices and contests on weekends and/or during vacations. We ask the cooperation of the parents in assisting the athlete in this commitment. Absences from practices/games on weekends and/or during vacations may affect an athlete's status on a team.

Single Season Sports Participation

Students will be allowed to represent, practice, and compete for KHS in only one sport per season. The single sport policy includes participation in practices for another sport. Any student who wishes to change sports may do so with the approval of the athletic director in consultation with respective coaches.

Spectators At Activities

Any spectator exhibiting disruptive behavior at a Kennebunk High School activity will not be allowed to attend any other events during that school year.

Traveling To Or From A Contest Or Activity

Students must travel with the group to and from all activities on transportation provided by the District. In rare cases, exceptions may be made. At the request of a parent, the student may be released directly to the custody of the parent. If a parent requests the student be released to the custody of anyone other than the directly, the parent must complete a "Request of Waiver of Use of RSU 21 Transportation" form prior to the student's leaving for a contest or activity. These forms may be obtained from the Athletic Director and the school Principal. These forms require signatures of several people, so we suggest careful prior planning. At personal discretion, a coach or advisor may check and/or inspect backpacks, gym bags, and duffel bags for scheduled events with prior notification. The coach/advisor may exclude from the trip any student who refuses to comply. **SMOKING AND OTHER USES OF TOBACCO OR OTHER SUBSTANCES** are prohibited on school property including transportation to, from, and during activities. Individual coaches or advisors may impose **DRESS, CONDUCT, CURFEW, and PRACTICE REGULATIONS**.

Note: Refer to the [Athletic Handbook](#) for additional athletic department guidelines and information

Clubs

Clubs and activities change from year to year based on student interest and faculty availability. [Please click on this link to access the most up to date list of extra-curricular activities and clubs.](#)

Dances

Social events at KHS should provide opportunities for safe, fun, and healthy social interactions. The expectations for student behavior at these events mirror the expectations for students every day in school. In order to ensure that activities meet this standard, students who attend are expected to:

- Demonstrate a respect for fellow students and adults in attendance
- Respect school property (or property where dance is held)
- Be free of the influence or possession of alcohol and/or other illegal substances
- Dance in a manner that is appropriate for a school setting and that takes into consideration the collage to have events that are safe, fun, and healthy
- Exhibit control of language and behavior
- Dress in accordance to the school guidelines for student dress
- Attend within the specified times and understand that once leaving the premises, no re-entry is allowed
- Students will be made aware of these expectations through the use of a contract prior to dances.



To participate in a school dance, students are required to sign the [Kennebunk High School Dance Contract](#). This contract needs to be signed only once and will be kept on file for the duration of their time at KHS. If a student wishes to bring a guest to a dance, the KHS student must fill out a [KHS Guest Dance Contract](#) and have their guest's school fill out information as well. These guest dance contracts must be turned in a minimum of 24 hours prior to the dance. Middle School students and any individual beyond the age of 20 may not attend school dances including the prom.

Students who are absent from school and/or have not completed a suspension may not attend dances. No students will be admitted after 1 hour from the start of the dance without prior approval. *Students who attend a school dance are subject to a random breathalyzer test to be administered by the school administration. In addition, if reasonable suspicion warrants, students may be searched.*

National Honor Societies

National Honor Society - The nation's premier organisation established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor outstanding students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1912. For more information about NHS at KHS please visit the [KHS National Honor Society website](#).

National Technical Honor Society - National Technical Honor Society (NTHS) is the honor society for Career & Technical Education (CTE). As a national non-profit student organization, NTHS has been recognizing outstanding student achievement in CTE since 1984. Having served over 1.2 million members in secondary and postsecondary chapters across the country and beyond, NTHS continues to support the next generation of skilled workers and leaders through chapter activities built around our Core Four Objectives of career development, leadership development, service, and recognition.

Emergency Information

Early in the school year, each child's address, parents'/guardians' home and work phone numbers, and doctor's name are requested. We also require the name and telephone number of two people to be contacted in the event the parents/guardian cannot be reached. Parents are required to update information related to emergency contact information and media releases for students ANNUALLY. We cannot stress strongly enough the importance of this information and the need for it to stay current. Please include an email address and/or cell phone numbers if you have them.

Evacuation and Emergency Drills

We are deeply committed to protecting the health and safety of our students. Kennebunk High School has developed emergency response plans and procedures that address a wide variety of potential issues. Throughout the year, teachers work with the students to establish and practice emergency procedures to ensure the safety and well being of the students while they are in school. Students are familiarized with the procedures and practices that are conducted on an ongoing basis throughout the year.

School Cancellations/Delays

"No school" or "delayed school" announcements will be sent out via phone and/or email with the ReachMyTeach service. Additionally, these will be posted on the RSU 21 website at www.rsu21.net. Occasionally, it is necessary to delay the opening of school due to inclement weather. If snow starts to fall heavily or if there is severe inclement weather (i.e., icing of the roads) after your child is in school, the only early release will be at the middle and high schools so the buses for the elementary school can run as close to the designated times as possible.



Health Services and Information

A Registered Nurse, certified as a School Nurse by the Maine Department of Education, provides health services on a full-time basis. The following is a summary of health services provided to students.

Administration of Medications

The nurse administers medications to students at school. RSU 21 [Policy JLCD](#) - Administering Medication to Students provides information about this topic. Forms to request the administration of medications, as well as other information related to health services can be found on each school website.

Communicable Diseases

[Policy Code: JLCC](#) - The school's chief responsibilities in the control of communicable disease are to encourage parents/guardians to make full use of all available preventative measures; to see that sick children do not come to school; to arrange to return sick children home who become sick while at school; and to protect pupils from exposure to communicable disease (Policy JLCC): Students may be excluded if they have a confirmed or suspected contagious illness that could place others at risk. Exclusion decisions are based on guidance from the Maine Centers for Disease Control and/or the student's or school's physician.

Students and staff with influenza (flu) should be excluded until at least 24 hours after symptoms resolve. They must be fever-free for 24 hours without the use of fever-reducing medication such as Acetaminophen or Ibuprofen. Contact the school nurse if you have questions or concerns.

Concussions

[Policy Code: JJIF](#) - Any student suspected of having sustained a concussion or other head injury in any school-sponsored athletic activity (and any other covered activities) must be immediately removed from the activity, practice or game. A student suspected of having sustained a concussion or other head injury must receive a brain injury evaluation and written medical clearance from a licensed healthcare provider trained in concussion management prior to his/her being allowed to resume participation in the athletic activity (and any other covered activities). Such return to participation may be gradual, and in all cases should be based on current accepted standards of care and the health care provider's recommendations.

Health Screenings

The nurse screens students for distance vision in grade 9. If a problem is identified, a written report is sent to parents/guardians. A follow-up visit with an optometrist for an eye/vision problem will be requested.

Illnesses and Injuries

The nurse assesses and provides care to students who are not feeling well or who are injured. Consultation is made with parents/guardians as needed. Common student complaints are headache, dental pain from dental appliances, stomach ache, sore throat, muscle aches, joint discomfort, rashes, minor lacerations and abrasions. In an emergency situation, Kennebunkport EMS is contacted to transport the student to the hospital. Injuries taking place at home should not be referred to our nurse for treatment.

Illness Guidelines for Parents/Guardians

Regular attendance at school is essential to learning success; however, there are times when a student should be at home for personal benefit as well as the well being of other students and staff. Please refer to [“When Should I Send My Child to School?”](#) for guidance about whether your child should not attend school.

Physical Examinations

[Policy Code: JLCA](#) - A registered nurse provides health care for chronic and acute illnesses, as well as injuries and emergencies in the school setting. A full list of health services provided is available in [Policy JLCA](#).

If a student is ill or injured, they should see the school nurse for an assessment. The nurse can work with the student and contact parents/guardians as needed to discuss dismissal and/or other treatment options to best meet the needs of the student and to minimize absences. All dismissals due to illness or injury require verbal consent from a parent/guardian. In an emergency situation, EMS is contacted to transport the student to the hospital.

Parents/guardians should provide an annual student health update. This may be done with the online PowerSchool updates. The nurse should also be contacted if there are health changes throughout the year.

Student Immunizations

[Policy Code: JLCB](#) - RSU 21 assesses written documentation from doctors to assure that students are fully immunized in accordance with Maine law. Students must be compliant with state immunization requirements to attend school.

Student Allergies

[Policy Code: JLCCB](#) - The RSU 21 Board (Board) recognizes that at any given time there may be students in our schools who have serious allergies. While The RSU 21 District (District) cannot provide a totally allergen-free environment, the District will take reasonable steps to work with staff, students, and their parents/guardians to minimize the risks of severe allergic reactions at school.

The Board directs the Superintendent, building administrators and school nurses to develop and implement appropriate procedures to address student allergies. It is understood that these procedures may vary from school to school, since middle and high school students can be expected to take more responsibility for managing their allergies than students in the elementary grades.

Food & Nutrition Services

RSU 21 participates in the food programs sponsored by the United States Department of Agriculture and the State Department of Education. Breakfast and lunch are available at no cost to students, free of charge. The regulations of the National School Nutrition Program are followed in administering these programs. Schools offer a choice of healthy meals each school day. All meals are served to meet the nutrition standards that have been established by the U.S. Department of Agriculture. Full student meals at all schools are at no charge. If students choose to bring a meal and want to purchase a la carte items, a charge is associated. Checks or cash for a la carte items can be sent in with your child and MUST be in a clearly marked envelope, or you may mail a check to RSU #21, SNP, 177 Alewife Road, Kennebunk, ME 04043. The quickest and easiest way to add money to your child's account is by adding money online at <https://family.titank12.com>. The hosting company does charge a small credit card processing fee for this service. This is a great way to keep track of your child's school nutrition account. [The Food and Nutrition Services page](#) on the RSU 21 Website has additional information and forms.

Partnership

The partnership between home success of every student. We



with Home

and school is critical to the encourage dialogue among

parents/guardians and faculty and suggest that parents/guardians bring concerns or questions to the respective teacher or the principal as soon as they arise.

Distribution of Material by Non-School Individual or Group

[Policy Code: KHC](#) - Because it is the intention of the District not to provide a forum to be used by outside individuals or groups to communicate with students or employees, Board Policy KHC governs the distribution of materials by non-school individuals or groups. Non-school individuals or groups include school employees acting outside the scope of their assigned duties as school employees. Please refer to policy KHC regarding the specific circumstances by which materials may be distributed to students on school premises, and/or made available in a central location.

Homework

[Policy Code: IKB](#) - The homework policy for RSU 21 is a broad-based framework that allows each teacher, or team of teachers, to make deliberately sound educational decisions based on both student needs and the needs of the curriculum. The purpose of homework is specified to meet two needs – first, to provide additional practice for lessons taught in school and, secondly, to serve to motivate students to explore further in areas of interest. Reading, either independently or with a parent/guardian, is encouraged at all grade levels, and required at most.

Parent/Guardian Conferences and Report Cards

Information regarding progress reports and parent/guardian conferences will be sent to parents/guardians prior to each reporting period. Parents/guardians are encouraged to attend school activities, maintain communication with the school, and aim for one hundred percent participation at parent/guardian teacher conferences. Formal conferences with parents/guardians are scheduled twice a year. Additional conferences may be held whenever the teacher or parent/guardian thinks it would be helpful. The conference period is an effective means to interpret and understand student progress. Parents/guardians are encouraged to check posted grades quarterly in November, January, April and June.

Parking

Please park in designated parking areas only. Parking is NEVER ALLOWED IN THE BUS CIRCLE. If you are in the process of dropping off or picking up your child at arrival or dismissal times, you may stop by the curb on the front or back of the building; however, you MUST stay with your vehicle. We ask that you do not block access for cars behind you.

Permission Slips

Written permission is required for field trips. All permission slips must be dated and signed by a parent/guardian. PLEASE NOTE: Phone calls will only be accepted in case of emergencies. When a child is planning to participate in an activity after school other than their usual routine, written confirmation of this information is required (such as going to a friend's or to the public library). If you wish for your child to ride a different bus than usual, you must call the transportation department (985-2622) to confirm that there is room on that bus, and confirm the bus number.

Personal Belongings

Teachers reserve the right to use their discretion in requesting that students refrain from bringing toys or other items from home to school or keep such belongings in backpacks during the school day.

Pictures

Many times throughout the school year, there are occasions to take pictures of students. In addition to the yearly class pictures taken, teachers, news reporters, and infrequent television personnel will ask to take pictures of students involved in school activities or special projects. Pictures of students involved in their work and play, on field trips, and highlighting special areas of the curriculum are taken

on a regular basis. Frequently, we update the pictures being shown on the tv as you enter the school. At times, digital files will be made of class plays, exhibits, and special events. There is an annual online form for you to complete indicating your permission for pictures of your child to be taken and published. If you take photos while visiting the school for a special event or performance, please be mindful of not posting pictures of other people's children on social media.

Student Education Records

[Policy JRA](#) - RSU 21 shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information. FERPA provides certain rights to parents/guardians and eligible students (18 years of age or older) with respect to the student's education records, including the right to inspect and seek amendment to certain records,

RSU 21 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance at RSU 21 schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 21 must comply with any such request, provided that parents/guardians have been notified of their right to request that this information not be released without their prior written consent.

Information on the Internet

Under Maine law, RSU 21 shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parents'/guardians' names, without written parent/guardian consent.

Transfer of Student Records

As required by Maine law, RSU 21 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained)

Teacher/ Parent/Guardian Contact before school and Visits to the School

[Policy Code: KI](#) - Teachers may request to visit with parents/ guardians before school. This is done by appointment only. After 7:15 AM, parents/guardians and visitors will be allowed in classroom wings only with a scheduled appointment and permission from the principal, unless there is an emergency. Please enter through the main entrance in the back of the building near the office. For safety reasons, all visitors and volunteers MUST sign in at the front desk, present their driver's license, and receive an ID badge to be worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office.

Telephone Calls

Students or teachers will not be interrupted during instructional time for telephone calls, except in emergency situations. Parents/guardians should feel free to call the school to leave messages or ask questions, (207) 985-1110.

Volunteers

[Policy Code: IJOC](#) - RSU 21 has a strong volunteer program and welcomes parent/guardians and other community involvement in the schools. The safety and well-being of the students, staff and volunteers of the District is paramount. The District conducts criminal background checks on all volunteers who will be working directly with and/or who have access to students. Volunteer application forms can be found online or in the school office. All visitors and volunteers MUST sign in at the office and receive an ID badge to be

worn while in the building. Please be sure to sign out when leaving and return the ID badge to the office. Volunteers are responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteers are responsible for following the policies and practices for behavior followed by RSU 21 staff.

Volunteers are expected to conduct themselves in a professional and ethical manner with the RSU 21 values in mind. They should strive to maintain high standards of integrity and the use of good judgment in their dealings with students, with colleagues, and with members of the school community. Employees and volunteers are also expected to observe the letter and spirit of all school policies and procedures as well as all applicable state and federal laws and regulations.

Additional Important Board Policies for RSU 21 Families

Affirmative Action Notice

[Policy Code: AC-R-RSU 21](#)

The RSU 21 School Board does hereby reaffirm its commitment to equal opportunity and to an atmosphere for students and employees which is free of intimidation, ridicule, hostility, and offensiveness.

The RSU 21 School Committee recognizes its responsibility to comply with the provisions of the Maine Human Rights Act and those federal statutes with similar provisions that apply.

Questions regarding Affirmative Action and Title IX should be directed to Paul Rasmussen at the Superintendent of Schools Office at 177 Alewife Road, Kennebunk, ME; or 207-985-1100.

Affirmative Action Officer and Title IX Coordinator: Paul Rasmussen, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100) prasmussen@rsu21.net

Transgender and Gender Expansive Students

Policy Codes: [ACAAA](#) and [ACAAA-R](#) - RSU 21 strives to provide a safe and supportive environment for all students. This policy and procedure outline the protections and considerations we provide for students and families.

Bomb Threats

[Policy Code: EBCC](#) - Bomb threats are a significant concern to the district. Whether real and carried out or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of students, staff and school property. Bomb threats are not only a violation of Board policy which will result in disciplinary consequences, but are a crime under Maine law. All bomb threats will be reported to law enforcement for investigation and possible prosecution.

Books and School Property

[Policy Code: JICB](#) - Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement cost of such materials and an obligation will be added to the students PowerSchool profile. Students will be responsible for paying all obligations prior to graduation. Each building principal shall develop procedures for the collection of owed funds.

Bullying

[Policy Code: JICK](#) - The RSU 21 Board believes that bullying, including cyber-bullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying, including "cyberbullying," is not acceptable conduct in RSU 21 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. Please see Board Policy for definitions, application, consequences for violations, and other pertinent information.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Students who have been bullied or have witnessed bullying should report this behavior to the assistant principals. Parents/Guardians are also encouraged to report such incidents. School staff are expected to intervene when they see bullying behavior and report it to the principal. Bullying incidents are investigated and addressed in accordance with the Board's policy and procedure.

Expulsion

[Policy Code: JKE](#) - No student shall be expelled from school except by action of the Board per Policy JKE. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Board shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A). Students who violate this policy may be expelled under Title 20-A M.R.S.A. section 1001(9), which provides in pertinent part that, if found necessary for the peace and usefulness for the school, a School Board shall expel any student: who is deliberately disobedient or deliberately disorderly; for infractions of violence; who possess on school property a firearm, as defined in Title 17-A M.R.S.A. 2(12-A), without permission of a school official; who, with use of any other dangerous weapon as defined in Title 17-A M.R.S.A. 2(9)(A), intentionally or knowingly causes injury or accompanies use of a weapon with the threat to cause injury.

Additionally, as required by 20-A M.R.S.A. 1001(9-A) and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. 921 et seq., to school shall be expelled by the School Board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by those statutes, the Superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis.

Harassment and Sexual Harassment

[Policy Code: ACAA](#) - Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Regional School Unit 21 takes discrimination and harassment of any kind seriously and they may be grounds for disciplinary action.

Students, parents/guardians, and others should report any concerns to the building principal, school counselor or, directly to Paul Rasmussen, Assistant Superintendent and Title IX/Affirmative Action Officer, 177 Alewife Road, Kennebunk ME 04043 985-1100.

Sexual Misconduct

What types of sexual misconduct can or should I report?

You can report sexual harassment, sexual assault, domestic violence, stalking, or dating violence. It is important to remember that these sorts of misconduct are not always as limited as they may sound. Sexual assault can mean unwanted touching. Stalking can include a student who is bullying or harassing you online or someone threatening to share private images of you, not just somebody who is physically following you. Dating violence or domestic violence can include physical attacks, threatening you physically, taking

your cell phone from you in order to prevent you from calling for help, throwing things at you that could cause physical harm, or doing other things that make a reasonable person in your position feel physically intimidated, like destroying property or making suicide threats.

To whom should I make a report?

The best person to make a report to is RSU 21's Title IX Coordinator, Paul Rasmussen, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 207.985.1100 prasmussen@rsu21.net. You can also make a report to any school employee with whom you feel comfortable talking, but they must ultimately relay your report to the Title IX Coordinator.

Will I have to talk about what happened to me?

You will be asked to give some information about what happened to you, but you can ask for certain things that may help you feel more comfortable, such as having someone with you or having time to compose your thoughts in preparation to talk about what happened.

This information may need to be shared with your parents/guardians, the police department, or other school officials. However, you have a right to privacy and not to have information about your incident shared with people that do not need to know. If you file a formal complaint, you can talk to the investigator about any privacy concerns you have, for example if you do or do not want information about what is going on shared with your teachers or if you want any students that they are going to interview to be advised not to share information about your investigation.

There may also be an interview with the Children's Advocacy Center of York County (CAC), or with another neutral interviewer off school grounds. You should not have to talk to any police officers, although if criminal charges are pursued you may be requested to do so. In the case of a formal complaint, if you prefer to be interviewed once for all investigations (both criminal and the school's) by a neutral interviewer off school grounds, the school will consult with the authorities and the CAC to determine if a request for a single interview can be accommodated. You should be told about your interview in advance and have the opportunity to raise any concerns about who will be conducting your interview (for example based on their gender or your relationship with them).

What are my rights in the investigation if I am filing a formal Title IX complaint against another student?

You have a right to present information and names of witnesses to the investigator. You have a right not to be present in the same room as the other student during the investigation. In most cases, you have a right to receive a written decision from the school within no more than 40 business days of your complaint. You also have a right to appeal the decision if you do not agree with it.

What will happen while I am waiting for the investigation of my formal complaint to happen?

You can ask the Title IX Coordinator for certain supportive measures to help you in the meantime, for example:

- Connecting you with a sexual assault advocate
- Facilitating a safety planning meeting(s)
- Additional academic support (e.g. tutoring, extended due dates, additional office hours with teachers)
- Permitting a leave of absence
- Issuing a no-contact order with another student(s)
- Adjustments to class schedules
- Seating rearrangements
- Facilitation of friend and peer support before, during, and after investigation-related hearings, meetings, or interviews
- Faculty, Staff, or Administrator escorts between school and classes
- Accessibility to school counselors

Please note that supportive measures are also available if you decide not to file a formal complaint.

Non-Discrimination

[Policy Code: AC](#) - The Board has adopted a policy affirming its commitment to nondiscrimination and equal opportunity for applicants, employees, students and other individuals having access rights to school premises and activities under federal and Maine laws on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, family status, disability, or genetic information.

The term “sexual orientation” under Maine law means “a person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.”

Affirmative Action Officer and Title IX Coordinator: Paul Rasmussen, Assistant Superintendent, 177 Alewife Rd, Kennebunk, ME, 04043 (207.985.1100): prasmussen@rsu21.net

Participation by Homeschooled Students in School Programs

[Policy Code: IHBGA](#) - RSU 21 will cooperate in the home instruction of any child who resides within the district as required by state law and to the degree that the level of cooperation does not interfere with the responsibilities to students enrolled in regular programs. Board policy IHBGA sets forth specific details regarding information required from students and parents/guardians; suspension; termination of participation in academic programs, extracurricular, and cocurricular activities; and awards and honors.

Relations with Law Enforcement Authorities

[Policy Code: KLG](#)

School Resource Officers are intended to support the school in the following ways:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and the Kennebunk and Kennebunkport Police Departments, York County Sheriff, and other law enforcement agencies in addressing issues of concern to both departments.

Restraint and Seclusion

[Policy JKAA/JKAA-R](#) - As required by Maine law, the RSU 21 Board of Directors has adopted a policy JKAA/JKAA-R addressing Restraint and Seclusion of Students. If you have questions about this policy, please contact the school principal, Director of Special Education Services or Superintendent.

Searches

[Policy Code: JIH](#) -The Board of Directors of RSU 21 seeks to maintain a safe and orderly environment in the schools. There has been an increase in the presence of drugs in the RSU 21 schools; recent incidents in Maine and throughout the United States have also caused concern about the possible presence of drugs and weapons in our schools. To promote a safe and orderly environment, school administrators are authorized to search school storage facilities, students, and students’ belongings in accordance with Policy JIH and accompanying administrative procedure. Students may not bring, possess, or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline, or general welfare of the school. An individual student, and the personal property in the individual student’s possession, may be searched if reasonable grounds exist to suspect that the student has violated or is violating Board policies, school rules, and/or federal or State law. Student use of all school storage facilities, including but not limited to lockers and desks, is a privilege granted by the school and not a right. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of

privacy in school storage facilities or in any items placed in such storage facilities. School administrators have the authority to inspect and search school storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

Secure Storage of Firearms

On June 26, 2023 the RSU 21 School Board of Directors adopted a resolution entitled “RSU 21 Secure Storage Notification Resolution” articulating the importance of the secure storage of firearms in RSU 21 family households. RSU 21 urges all families to take necessary measures to securely store firearms. The following resources are provided to support understanding of this issue.

1. Schaechter, Judy. MD, MBA, FAAP. “Guns In the Home: Keeping Kids Safe.” <https://healthychildren.org/english/safety-prevention/at-home/pages/handguns-in-the-home.aspx>
2. Matthew Miller and Deborah Azrael, “Firearm Storage in US Households with Children: Findings from the 2021 National Firearm Survey,” JAMA Network Open 5, no. 2 (2022): e2148823, <https://jamanetwork.com/journals/jamanetworkopen/fullarticle/2789269>
3. Everytown for Gun Safety. #NotAnAccident Index. 2020. <https://everytownresearch.org/maps/notanaccident/>
4. Everytown for Gun Safety, “Preventable Tragedies: Findings from the #NotAnAccident Index.” 2021. <https://everytownresearch.org/report/notanaccident/>
5. Everytown for Gun Safety. “The Impact of Gun Violence on Children and Teens.” 20 Feb 23. <https://everytownresearch.org/report/the-impact-of-gun-violence-on-children-and-teens/> *Note this number has been updated and is now 1,300 per year.
6. Everytown for Gun Safety. How To Stop Shootings and Gun Violence in Schools A Plan to Keep Students Safe. 19 Aug 2022. <https://everytownresearch.org/report/how-to-stop-shootings-and-gun-violence-in-schools/> *Note the statistics are not exactly the same but they are close.
7. David C. Grossman et al., “Gun Storage Practices and Risk of Youth Suicide and Unintentional Firearm Injuries,” JAMA 293, no. 6 (2005): 707–14, <https://doi.org/10.1001/jama.293.6.707>
8. US Dept of Homeland Security, US Secret Service, National Threat Assessment Center. Averting Targeted School Violence: A U.S. Secret Service Analysis of Plots Against Schools. 2021.
9. “How moms are quietly passing gun safety policy through school boards.” NBC News/ 10 Feb 2020. <https://www.nbcnews.com/news/us-news/how-moms-are-quietly-passing-gun-safety-policy-through-school-n1132891>
10. Besmartforkids.org; Turner, Allison. “Be SMART Reduces Unintentional Shootings and Suicides.” National PTA website. 19 May 2021. <https://onevoice.pta.org/be-smart-reduces-unintentional-shootings-and-suicides/>; Kingkade, Tyler.
11. Besmartforkids.org, “In Schools,” <https://besmartforkids.org/share/in-schools/>
12. 17-A MRSA §554, <https://legislature.maine.gov/legis/statutes/17-A/title17-Asec554.html>

Student School Board Members Policy

Policy Codes: [BABB/BABB-R](#) - The RSU 21 Board supports the inclusion of up to two high school student representatives to the School Board each year. Each such student representative will serve in a nonvoting capacity. Each student representative shall attend business and workshop meetings. Each student representative shall serve a one-year term (defined as two complete school years). The procedures for eligibility, nomination. Selection and responsibilities are outlined in policy.

Students Experiencing Homelessness

[Policy: JFABD](#) - Regional School Unit 21 (RSU-21) recognizes its statutory obligation to provide a free public education to children and youth experiencing homelessness. These students will not be segregated or stigmatized on this basis. In cooperation with other school units, RSU-21 will provide students experiencing homelessness with suitable programs that assure equal access to education. Such education shall be provided according to the “best interests of the student experiencing homelessness,” meaning that, to the extent feasible, the student’s education shall continue in the school the student last attended before becoming homeless, unless doing so is contrary to the wishes of the student’s parent(s) and/or guardian(s).

Substance Abuse

[Policy Code: JICH](#) - RSU 21 recognizes that the use of illegal substances is a significant health problem for adolescents, often impacting negatively on behavior, educational opportunities, and developmental skills for athletic fields/courts, activities, and in the classroom.

In order to promote the safety, health, and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education; intervention; and discipline. Principally, any activity, including use, possession and selling substances, including alcohol, illegal drugs and medications not prescribed to a student is prohibited for all students at school, on school grounds, during school activities and in any vehicle used for school purposes.

Suspension

[Policy: JKD](#) - 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 per [Policy JKD](#). 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. The same exclusion applies to students who have been expelled.

Tobacco/Electronic Smoking Device Possession

[Policy Code: ADC](#) - Smoking, use of all other tobacco products and use of electronic smoking devices are prohibited at school, on school grounds, during school activities and in any vehicle used for school purposes by students, employees and visitors to the schools.

Threats of Violence

[Policy Code: JICIA](#) - It is important for students to have a learning environment free of violence, threats and disruptive behavior. Possession or use of weapons, or any use of an item as a weapon, violence, threats, damage to school property, stealing, lewd behavior, and other illegal and/or harmful behavior by students is strictly prohibited. RSU 21's Weapons, Violence, and School Safety Policy JICIA explains and defines prohibited conduct and authorizes disciplinary action, coordination with law enforcement, and coordination with psychological health resources when necessary.