

Cape Schools Open Minds and Open Doors

Community • Academics • Passion • Ethics

THE BEACON: OUR STUDENT AND FAMILY HANDBOOK

2014—2015

CAPE ELIZABETH HIGH SCHOOL: A TRADITION OF EXCELLENCE AND ENGAGEMENT

This Handbook is Under Construction for
Organization and Presentation. It is
presently in DRAFT form. It is
presented for review of content.

345 Ocean House Road
Cape Elizabeth, Maine 04107-2441
799-3309

2013-2014 Accomplishments at a Glance

- ❖ First ever, highly successful STEM Career Fair (supported by CEEF)
- ❖ CEHS hosted the Maine Supreme Judicial Court, which held three appellate hearings in actual cases.
- ❖ State Championships in Chess, Math Team, Speech, Mock Trial, Boys Cross Country, Boys Tennis, Girls Soccer, Boys Lacrosse, Girls Alpine Skiing
- ❖ Science Team took first place in Northshore Science League (CEHS is the lone non-Massachusetts school that participates in this competition)
- ❖ David Dutton earned 3rd place nationally in Ford AAA Student Auto Skills Competition
- ❖ Jane Vaughn was Merriconeag Poetry Festival Winner
- ❖ Zoe Gillies was honored as a Prudential Spirit of Community Award Distinguished Finalist
- ❖ Cape Jazz Ensemble earned third place in the Berklee Jazz Festival in Boston
- ❖ Sailing team earned a place in National Regatta
- ❖ Approximately 80% of our students were active on a school athletic team
- ❖ Approximately 85% were active in some extracurricular activity
- ❖ All of our graduating seniors spent two weeks working on a Senior Transition Project, serving the community or interning in a job experience, followed by presentations to parents and staff
- ❖ All of our seniors donated at least three hours to Cape senior citizens in our Senior to Senior program
- ❖ We said good-bye and best wishes to one of CEHS's longest-serving and much beloved teachers, Health Teacher Andrea Cayer

CEHS's Administrators and Counselors, Dedicated to Service

Principal

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799-3309 (ext. 402)

School Nurse

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Assistant Principal

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College Counselor

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**School Counselor for Classes of 2016 &
2018**

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Athletic Office Assistant

Ms. Susan Ray

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**School Counselor for Classes of 2015 &
2017**

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Ms. Karen O'Kelly

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**Social Worker and Substance Abuse
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Ms. Pam Vose

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You may contact all staff at CEHS via e-mail at:

<http://www.cape.k12.me.us/directory.htm>

CAPE ELIZABETH SCHOOLS VISION, MISSION AND VALUES

CAPE SCHOOLS OPEN MINDS AND OPEN DOORS

WE EMPOWER STUDENTS WITH ACADEMIC, PERSONAL, AND SOCIAL KNOWLEDGE AND SKILLS NEEDED TO BUILD FULFILLING AND ENGAGED LIVES

Community: We value the connections among our school, local, and global communities that foster meaningful participation in a dynamic and diverse world.

Academics: We value rich and varied learning experiences that support critical thinking, perseverance, effective communication, and independent and collaborative work inside and outside of the classroom.

Passion: We value personal investment in learning in an environment that nourishes joy and creativity, protects risk-taking, and cultivates individual expression.

Ethics: We value decision-making and actions guided by the principles of personal integrity, empathy, responsibility, and respect for self and others.

CEHS Mission, Vision, Values, Beliefs and Expectations

CAPE SCHOOLS OPEN MINDS AND OPEN DOORS

We empower students with the academic, personal, and social knowledge and skills needed to build fulfilling and engaged lives

Core Values of our School

Community. We value the connections among our school, local, and global communities that foster meaningful participation in a dynamic and diverse world.

Academics. We value rich and varied learning experiences that support critical thinking, perseverance, effective communication, and independent and collaborative work inside and outside of the classroom.

Passion. We value personal investment in learning in an environment that nourishes joy and creativity, protects risk-taking, and cultivates individual expression.

Ethics. We value decision-making and actions guided by the principles of personal integrity, empathy, responsibility, and respect for self and others.

Core Beliefs about Schools and Learning

We believe that all students can learn at high levels, but different students learn in different ways and at different speeds. We believe that it is the fundamental job of educators to ensure student learning by working continuously together to answer the following three questions:

- What do we want students to learn?
- How will we know when each student has learned?
- How will we respond when a student experiences difficulty in learning?

We believe that students will most readily learn in an environment that is safe; where they feel known and cared about; where the expectations are clear and the instruction is skillful; where educators collectively share responsibility for student learning; and where students are challenged to see real-life applications of their learning.

Learning Expectations

All students will learn to....

Academic Competencies

- Write proficiently
- Read well and reflectively
- Conduct appropriate and in-depth research
- Express themselves clearly in oral presentations
- Solve problems and challenges with creativity, insight, and persistence, using tools and resources well suited to the task

Before graduation, each student will demonstrate proficiency reflecting college and career readiness in each content area required by law.

Civic and Social Competencies

- Complete work in a timely way
- Demonstrate academic honesty
- Be engaged in classes
- Persevere and seek/accept help when work becomes difficult
- Treat others with dignity, honesty, and respect
- Work productively in team settings

What We Stand For

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the School Board has developed a System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment. These standards are the principles we stand for as a school community.

- Respect** *Honoring Self and Others*
Appreciate and honor diversity
Tolerate differing viewpoints
Contribute to a safe environment
Form judgments on truth, not rumors or gossip
Treat school property the way you expect others to treat your property
- Honesty** *Truthfulness*
Speak the truth
Do what you say you will do
Your work will be your own
Give credit to others in your work
- Compassion** *Genuine awareness of others' needs*
Treat others with kindness
Lend a hand to those in need
Demonstrate empathy and understanding
- Fairness** *Treating others as equals*
Treat others the way you want to be treated by others
Make amends for wrongs
Seek justice, not retribution
- Responsibility** *Accepting ownership for your actions*
Acknowledge and learn from mistakes
Accept consequences for one's actions
Report harmful or hateful behavior to an adult
- Courage** *Do the right thing even when there is a price to pay*
Do the right thing even if it may not be popular
Seek advice where there are tough decisions to be made
Laugh at yourself

School Schedule

Our school schedule consists of eight class periods plus our Achievement/Advisory Period. Each day, six of our eight periods meet. Classes are 50 minutes long. In a four-day rotation, each class meets three times. The Achievement/Advisory Period is explained under the Support Services section of this Handbook.

We hold three different lunch servings. Students in a study hall during the lunch period attend the middle lunch. Other students attend lunch depending on the location of their class that period within the building.

CEHS DAILY ROTATION OF CLASSES, 2014-2015				
DAY	A	B	C	D
7:55-8:45	1	1	1	2
8:50-9:40	2	2	3	4
9:45-10:35	3	4	4	3
10:40-11:10	<i>T, Th, F: Achievement Period</i>		<i>M, W: Advisory (till 10:55)</i>	
	<i>FIRST LUNCH - Floors 1 & 3 (except Math) 11:15-11:40</i>			
11:15-12:05	5	8	7	6
	<i>SECOND LUNCH - Study Hall Only 11:45-12:05</i>			
11:45-12:35	5	8	7	6
	<i>THIRD LUNCH - Floor 2 & Math 12:10-12:35</i>			
12:40-1:30	6	5	8	7
1:35-2:25	7	6	5	8

School District Calendar for 2014-2015

Cape Elizabeth School Department
2014 - 2015

Adopted: April 8, 2014

AUGUST/SEPT							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
25	H	26	27	28	29				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
22	23	24	25	26	27	28	29	30	31																									
29	30																																	
26 K-8 Teachers 27-28 K-12 Teachers 1 Labor Day 2 First student day Gr 1-12 Gr 9 start 7:55 am Gr 10-12 start 10:55 am 8 Kindergarten First Day 21 Student Days							13 Columbus Day 23 Early Release-Parent Conf 24 Parent Conference Day 31 First Quarter Ends (HIS & PC) 21 Student Days							11 Veterans' Day 21 First Trimester Ends (MS) 24-25 Teacher days 26-28 Thanksgiving Break 14 Student Days							12/22 - 1/2 Winter Break 15 Student Days							12/22 - 1/2 Winter Break 16 Second Quarter Ends (HIS & PC) 19 Martin Luther King Jr Day 19 Student Days						
FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
2	3	4	5	6	*13*		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
23	H	17	18	19	20		16	17	18	19	20	21	22	23	24	25	26	*27*			27	28	29	30				28	29	30	31			
13 Early Release 16 President's Day 17-20 Mid-winter Break 15 Student Days							20 Second Trimester ends (MS) 27 Early Release-Parent Conf 27 Third Quarter Ends (HIS & PC) 22 Student Days							16 Early Release 17 No Students 20 Patriot's Day 21-24 Spring Break 16 Student Days							25 Memorial Day 20 Student Days							7 High School Graduation 23 Last Day if 5 snow days used 12 Student Days						

- X First Day of School
- X K-8 Teachers Only
- X K-12 Teachers Only
- X Conferences: Teachers Only/No Students
- X Conferences: K-8 Early Release
- X District-wide Early Release
- X No School for Students and Teachers

PUPIL SCHOOL HOURS
Regular Schedule:
PC: 8:35 - 3:05
MS: 8:00 - 2:30
HS: 7:55 - 2:20
Early Release:
PC: 8:35-12:05
MS: 8:00-1:30
HS: 7:55-11:25

HIS Professional Mondays (11):
Sept 22 Oct 6 & 27
Dec 1 Jan 5 & 26
Feb 9 Mar 2
Apr 6 May 4
Jun 1

HIS Teacher Days (9):
Sept 22
Oct 27
Nov 1
Dec 1
Jan 5
Feb 9
Mar 2
Apr 6

K-8 Professional Mondays (6): 70 minutes
Sept 22 Oct 27
Nov 1 Dec 1
Jan 5 Feb 9
Mar 2 Apr 6

K-8 Teacher Days (8)
3 in August
1 in October
2 in November
1 in April
1 on Mondays

Note to Students and Parents/Guardians

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of Cape Elizabeth School Department policies and procedures. In case of a conflict between a Board policy/procedure and the rules in this handbook, the policy will prevail. The School Department reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and the School Department, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in each school office and is also available on the School Department's website at <http://www.cape.k12.me.us/policies/index.html>

ACADEMICS

ACADEMIC INFORMATION

Cape Elizabeth High School is a public four-year comprehensive high school of approximately 540 students. We are proud of our students' records of accomplishments and high levels of achievement in academics, athletics, and extracurricular activities. The annual [program of studies](#) published by the School Counseling Office is designed to guide you through the important course selection process.

GRADUATION REQUIREMENTS

All students are required to carry six courses (maximum seven). Successful completion of the following courses is required for a student to graduate from Cape Elizabeth High School.

- ❖ 4 years of English
- ❖ 3 years of Social Studies to include 1 year American History, 1/2-year Government and 1½ years of World History
- ❖ 3 years of Math
- ❖ 3 years of Science, to include Physics, Chemistry and Biology
- ❖ 1 year of Fine Arts
- ❖ 1/2 year of Technology
- ❖ 1/2 year additional of Fine Arts or Technology
- ❖ 1 year of Physical Education
- ❖ 1/2 year of Health

Credits are earned when courses are passed. Year-long courses, completed successfully, earn 10 credits (or the equivalent of 1 Carnegie unit). Semester –long courses, completed successfully, earn 5 credits (or the equivalent of ½ of a Carnegie unit). The credit value of a course is lost if a subject is failed.

If a course is failed the student must develop a plan for making up the lost credit and meeting the requirement if the failed course is a required subject. This plan might be to retake the course or its equivalent at the next opportunity at Cape Elizabeth High School, or to retake the course through summer school. It is recommended that failures be made up as early as possible so as not to jeopardize the student's ability to graduate with his/her class. Students should see their School Counselor for planning in the event of a course failure.

Current Credit requirements to be promoted through the grades are as follows:

- 55 Credits are needed to be considered a sophomore
- 115 Credits are needed to be considered a junior
- 170 Credits are needed to be considered a senior
- 230 Credits are needed for graduation

CREDIT WAIVER

Students can petition the principal for waivers of graduation requirements. Petitions will be considered on an individual basis by the principal and the respective department head and School Counselor. The following guidelines must be observed:

PREREQUISITES TO PARTICIPATION IN GRADUATION

No student is allowed to participate in graduation exercises until all academic requirements are met, all school property is returned, all school fees are paid and all requirements of the Senior Transition Project have been met.

ALTERNATIVE INSTRUCTION AND SUMMER SCHOOL

Students may earn academic credit toward a high school diploma outside of the regular school program at CEHS. The following guidelines must be observed:

1. Up to one-fourth of the credits required by the Department of Education regulations for a diploma may be earned, or a maximum of 40 credits.
2. The course work must be considered high school or college level work.
3. All instruction must be approved in advance by the school principal, the department head involved, and the student's respective School Counselor.
4. Tutoring for credit purposes must be done by a certified teacher or under the supervision of a certified teacher.
5. Grades and credit from established courses at other educational institutions shall be included on the student's permanent record and shall be included in the CEHS class rank in accordance with current school policy.
6. The student must provide CEHS with a transcript of grades and credits from the alternative instruction or summer school
7. All independent study and alternative instructional arrangements outside the normal course of instruction of a school, college, or university shall be reported on report cards and transcripts on a pass/fail basis.

EARLY GRADUATION

If a student can meet the graduation requirements of his/her class in less time than the four-year high school sequence he/she can apply for early graduation. Early graduates are always ranked in the class with which they entered high school. In order to apply for early graduation, the student must do the following early in the fall of the year graduation is requested (or the previous spring):

1. Write a letter explaining the reasons for requesting early graduation. This letter should include the student's post-graduate plans.
2. Arrange a meeting to include the student, parents, guidance counselor, principal and any appropriate faculty members.
3. Complete an Early Graduation Form listing courses and credits needed to graduate. The plan for fulfilling these requirements will be reviewed and the student's reasons for requesting early graduation will be reviewed.

CLASS RANK AND WEIGHTED GRADES

At the end of Grade 11, a weighted GPA is calculated using an academic core (English, Math, Science, Social Studies, Foreign Language, Advanced Art and Theater) which awards weighted points (1.35) for grades in AP courses (AP multiplier = 1.35) and in Honors courses (Honors multiplier = 1.30). An unweighted GPA is also calculated which includes all grades in all courses. Both are reported on the transcript. In lieu of reporting a class rank, we provide GPA ranges on students' high school transcripts.

ADMINISTRATIVE PROCESS FOR PLACEMENT OF STUDENTS

Students and their parents will receive materials for course selection. Each student should review the Program of Studies for courses offered and make tentative selections for the following year with the advice of their parents. Concurrently, the student's teachers will advise him/her on the appropriate course selection for the following year and will note their recommendation on the student's course selection sheet.

HONORS COURSE PLACEMENT POLICY

Student placement in honors courses will depend on the average grade for the first three quarters of a given school year. Students who earn a grade of 85 or better in their current (most recent) Honors Course within a department may elect an honors course. Students whose earned grade average for their current (most recent) course, regardless of the level, is 80 or below may not, except in exceptional circumstances, elect an honors course. All other students who are interested in being selected for an honors course should submit a letter of interest to the appropriate department chair explaining why they wish to enroll in a particular honors program. Each department will use a placement screening process appropriate to its curriculum. The review could include a student's previous grades in the subject, a recommendation from the student's current teacher, appropriate tests other representations of the student's work, and an interview with the student.

In the event that the student and department do not agree on placement, the student or parent may appeal to the Principal. The major focus of the review of placement will be the student's past performance in department courses, testing results, written samples of the student's work, input from the student's current teacher, parent(s) and the student and evidence of the seriousness of purpose, work ethic, and underlying ability of the student to be successful. The responsibility for the final decision in any review process rests with the Principal.

Note: Beginning with the school year 2013-2014, students may select at their own discretion any level of English class.

SPECIAL CONSIDERATIONS FOR ADVANCED/AP COURSES

The placement and appeals process for AP and Advanced courses will be the same as above for Honors courses, except that all students who wish to take an AP class may be required to attend an informational meeting with the teacher and/or to participate in an appropriate screening process designed to assess their readiness skills. Students will normally be expected to attain a 90 or above in their previous Honors class in order to be accepted. This is not, however, a hard and fast rule; other students are welcomed and encouraged to apply for AP courses, and their cases will be fairly considered. Special considerations in the case of AP course placement are as follows:

- Class size. Some AP classes are designed as seminar classes. It is recognized that seminar classes normally should not exceed 15-20 students.
- AP exam. Students who take AP classes (except foreign language V and VI) are required to take the AP exam in the subject. Students who need financial assistance in order to take the exams should contact the Director of Counseling.

ADD/DROP

Students who desire to withdraw from a course for any reason, or to change to audit, must do this through the Add/Drop procedures of the Guidance Office. *This process must be completed within the first week of the beginning of a one-semester course or within the first two weeks of the beginning of a full year course.* Courses that are dropped within these limits will not show on a student's academic card.

If a student leaves a course or changes to audit outside of this time limit for any reason, including class cuts, there will be two possible outcomes:

1. If the drop is made with teacher approval, the course will show on a student's academic card as dropped, but will not show on the student's transcript. Reasons for teacher approval would generally include extenuating circumstances (illness, personal difficulties, etc.) or an agreement that the course was an inappropriate placement for the student.

2. If the drop is made without teacher approval, the course will show on a student's transcript as Dropped (W) and will count in GPA averaging with the equivalent grade of F, numerical value of 65.

GRADING SYSTEM

The high school uses numerical grades on its report cards. These grades have the following meanings:

99-100 = A+	83-84 = C+
95-98 = A	79-82 = C
93-94 = A-	77-78 = C-
91-92 = B+	75-76 = D+
87-90 = B	72-74 = D
85-86 = B-	70-71 = D-
	69 and below, fail = F

In order to be on the honor roll a student must meet the following criteria:

- *Honors* - all grades must be 85 or better
- *High Honors* - all grades must be 93 or better.

CALCULATION OF GPA FOR STUDENTS WITH FEWER THAN FIVE SEMESTERS AT CEHS

Students with fewer than five semesters in Cape Elizabeth High School may request that their weighted grade point average be omitted from their transcript. At the completion of the equivalent of 5 semesters at CEHS, a weighted and unweighted GPA will be reported to the student. The request to omit weighted GPA from the transcript may be made at this time, or any time thereafter. It is understood that 1) this request is irreversible, and 2) the student will not be included in the weighted ranking of his/her class, the top 10% ranking and consideration for valedictorian. The omission of the weighted GPA will apply to all copies of the student's official high school transcript.

RATIONALE: This option is provided because students with fewer than five semesters of grades at CEHS may not have had equivalent access to honors courses at other schools attended.

IMPLEMENTATION: The student's parent or guardian must make this request by filing a "REQUEST TO OMIT WEIGHTED GPA ON OFFICIAL TRANSCRIPT" form with the School Counseling Office.

REQUESTS TO CHANGE STUDENT GRADES

Appeal of grades on report cards and GPA's must be made within thirty (30) days of the date of publication of report cards on the Portal. Grades in specific courses may be contested only within thirty days of the date report cards are made public on the Portal. After that time, grades will not be changed. Students must make this appeal in writing to the high school principal.

INDEPENDENT STUDY

The independent study is open to juniors and seniors and will take place in addition to a minimum of the required schedule of six courses. Independent studies are a supplement to, not a replacement for, courses offered in the curriculum. Independent studies must be supervised by a CEHS teacher. Grades for independent study are pass/fail and will not be factored into the student's grade point average.

POST-SECONDARY ENROLLMENT OPTIONS

The Cape Elizabeth School Board has adopted the following policy regarding post-secondary enrollment options (IHCDA):

This policy establishes the requirements for student enrollment in post-secondary courses taken before high school graduation.

Eligible Institutions

Students may take courses at eligible post-secondary institutions within Maine, which include the University of Maine System, the Maine Community College System and Maine Maritime Academy. Students may take courses offered through the DOE Distance Learning Network or the Internet if such participation is approved by the post-secondary institution.

Students may be allowed to take courses at private colleges or other institutions, including courses offered through the DOE Distance Learning Network or the Internet. Responsibility for all costs associated with any courses taken at private colleges will rest with the student and his/her parent(s). Any such requests shall be considered on a case-by-case basis to the extent that funds are available and the requirements of this policy are met.]

Student Eligibility Requirements

A student may take no more than one course per semester and two courses per academic year.

A student must meet the following criteria prior to enrolling in a post-secondary course:

- 1. Have a minimum of a B average [or 3.0] in his/her courses overall, unless the eligible institution has waived the minimum grade/grade point requirement;*
- 2. Meet the course admission standards of the eligible institution;*
- 3. Provide evidence of parent/guardian approval for taking the course; and*
- 4. Receive a recommendation to take a postsecondary course or courses from the school administration or one of the student's secondary school teachers following an assessment of the student by the administration.*

A student enrolled in grade 11 or 12 who does not have a B average [or 3.0] in his/her courses overall is eligible to take a post-secondary course provided that he/she:

- 1. Has been assessed and received a recommendation to take the course from the school administration or from a secondary school teacher; and*
- 2. Has been approved for participation in the course by an eligible institution.*

Awarding of Credits

The eligible institution shall grant full credit to any student who successfully completes a course.

High school graduation credit for a course taken under this policy shall be awarded as follows:

- 1. The course must meet for a minimum of one semester or for an equivalent number of credit hours.*
- 2. The course must meet any applicable Learning Results standards.*
- 3. The student must earn a passing grade in the course.*
- 4. Attendance must satisfy the instructor's requirements.*
- 5. If the above criteria are met, the student shall receive 5 (five) high school credits for each 45 credit hour course.*
- 6. The weight assigned to grades received in post-secondary courses approved pursuant to this policy shall be determined on a case by case basis by the Principal and the Guidance Director depending on the circumstances of the student's taking the class and the course description and expectations. There shall be no presumption that grades in approved courses shall receive weight simply because they are offered by a post-secondary institution.*

Financial Assistance

- The Maine Department of Education shall pay applicable tuition costs (up to the limits of legislative appropriation) for any student enrolled in a course under this policy if the eligible institution requires tuition payment.*
- The student and his/her parent/guardian are responsible for paying for all textbooks, course fees and transportation costs.*

SENIOR TRANSITION PROJECT (STP)

Cape Elizabeth High School values the importance of seniors being able to negotiate the real world as well as the educational world and to give back to their communities. Failure to successfully complete a Senior Transition Project will result in a loss of the participate in graduation ceremonies.

INSTRUCTIONAL SUPPORT

We are committed to making it possible for all students to experience success at Cape Elizabeth High School. We recognize that different students have different needs and we want to do all that we can to meet each student's individual needs.

Parents, teachers, students and staff may request an assessment to determine if a student qualifies for Instructional Support Services by contacting the Instructional Support Director, an Administrator, or a School Counselor. Students and parents of a student with an I.E.P. are strongly encouraged to work closely with their Instructional Support Case Manager to ensure that the I.E.P. is working successfully.

If a student does not meet the requirements for Instructional Support Services, alternative services and modifications may be available to address individual needs. Our goal is to help all students experience success at CEHS. See your School Counselor for additional information.

PORTLAND ARTS & TECHNOLOGY HIGH SCHOOL **(PATHS)**

OVERVIEW

CEHS has established a partnership with the Portland School System that allows our students to attend Portland Arts & Technology High School as tuition-paying students. Tuition is paid entirely by the Cape Elizabeth School System for students who successfully complete the application process and are accepted at PATHS.

PATHS courses are designed both for college-bound and career-bound students who are serious about gaining knowledge and skills through applied learning experiences.

Courses are offered in a wide variety of subjects including: Architectural Design, Computer Technology, Carpentry, Graphic Arts, Horticulture, Video Technology, Automotive Technology, Machine Tool, Retail & Fashion, and many others. Following completion of a course of study at PATHS, CEHS students have gone on to technical colleges, four-year degree colleges, and have begun careers. There is also a Performing Arts Program at PATHS with a curriculum in music, dance, and art.

Students or parents who are interested in obtaining more information should contact their CEHS Guidance Counselor. Brochures are available, and a campus visit is encouraged.

CEHS POLICIES, COURSE CREDITS AND TYPICAL PROGRAM

Students who are enrolled in a PATHS program earn 30 credits per year. Depending on the PATHS curriculum, credits earned at PATHS may sometimes be used to waive CEHS credit requirements for graduation in science, technology, or math.

Students typically take a minimum of three and a maximum of four courses at CEHS. Students attend CEHS during the first three periods of the day and attend classes at the PATHS campus for the remainder of the day, returning to CEHS at approximately 2 p.m.

Because the PATHS program is considered to be an integral part of our CEHS curriculum and credits for the PATHS courses are awarded by CEHS, all of our policies apply to students who attend PATHS. This includes our attendance and disciplinary policies. For example, the same consequences apply for class cuts (detention and loss of credit) regardless of whether the cut is at the CEHS campus or the PATHS campus.

PATHS CALENDAR AND ATTENDANCE

Both CEHS and PATHS occasionally have no-school days because of staff development or weather conditions. CEHS students attend PATHS whenever CEHS is in session and PATHS is in session. The only exception to this rule is when PATHS or CEHS have a half-day of classes. When PATHS has a half-day of school, it is not possible for CEHS students to attend PATHS. To compensate for this lost class time, CEHS students attend PATHS on those days when CEHS has a half-day of classes but PATHS is in session. It is important that CEHS students attend PATHS on these days and failure to attend will be treated as a cut with corresponding loss of credit toward CEHS graduation requirements.

TRANSPORTATION

CEHS provides daily bus transportation to the PATHS campus for all students. We strongly encourage students to take the bus because it is safe and reliable. However, it is our policy to honor a parent's request that their child be allowed to arrange for his/her own transportation to PATHS. At the start of each academic year parents must complete a form giving written permission for their child to find alternative transportation and releasing CEHS from any liability associated with that transportation.

ACADEMIC HONOR CODE

“Rather fail with honor than succeed by fraud” – Sophocles.

POLICY ON CHEATING AND PLAGIARISM

Cape Elizabeth High School takes academic honesty seriously. All students are expected to abide by Cape Elizabeth’s Statement of Academic Integrity that is distributed through English classes and must be signed by both students and parents.

In general, cheating is presenting someone else’s work as your own. Plagiarism is one form of cheating. According to the Random House Dictionary, plagiarism is **“the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one’s original work.”** **Allowing another to have access to your work for the purpose of copying or borrowing from it is a form of cheating or plagiarism because it undermines the educational process.** General guidelines that can help you avoid plagiarism or cheating are as follows:

- WHEN YOU USE THE WORDS OF ANOTHER, PUT THOSE WORDS IN QUOTATION MARKS, AND GIVE CREDIT IN THE MANNER REQUIRED BY YOUR TEACHER.
- WHEN YOU USE ANOTHER’S IDEAS, CLOSELY PARAPHRASE ANOTHER’S WORDS, OR RELY ON INFORMATION FROM ANOTHER THAT IS NOT COMMON KNOWLEDGE, GIVE CREDIT TO THE OTHER.
- DO YOUR OWN WORK. WITH TEACHER PERMISSION, YOU MAY WORK TOGETHER WITH ANOTHER STUDENT, BUT YOU MAY NOT SUBMIT ANOTHER’S WORK AS YOUR OWN. IF YOU HAVE RUN INTO A CRUNCH AND ARE NOT ABLE TO DO YOUR OWN WORK, SPEAK WITH THE TEACHER BEFORE THE WORK IS DUE TO ALERT THE TEACHER TO THE PROBLEM.

A more specific discussion of plagiarism is contained in the Statement of Academic Integrity. If you are uncertain about whether you might be plagiarizing, talk to your teacher and/or put your work through the **TurnItIn.Com** software available through the library.

Cheating also comes in the form of crib notes, copying, the use of technology on tests or quizzes when not specifically allowed by the teacher, changing answers when correcting work, or falsifying one’s own work in any manner.

The consequences for cheating are as follows:

1. **Homework assignments.** Depending on the teacher’s instructions, it is sometimes acceptable to work with another, but it is never acceptable to copy another’s work or to allow your work to be copied. Academic dishonesty on homework will result in a grade of zero on the homework for all involved. The teacher may require the student to make up the homework for limited credit.
2. **Tests/Quizzes.** All students involved in acts of academic dishonesty or in assisting others in those acts on tests or quizzes will be assigned a grade of zero for the work. If academic dishonesty is suspected, the teacher may require the student to take a repeat test or quiz to refute the suspicion. Teachers have discretion to allow up to half credit for alternative tests or quizzes following an incident.
3. **Written work.** Plagiarism will result in a grade of zero and a meeting with the administration and parents. Plagiarism is discussed at length in CEHS’s [Research Guidelines iBook](#) available on the library web page. In cases of plagiarism, the teacher may require the assignment to be redone for a maximum grade not to exceed 50. “Accidental plagiarism” or “plagiarism by ignorance” by students in grade 9 will be handled at the teacher’s discretion.

STUDENT EDUCATION RECORDS

The Cape Elizabeth School Department's policy regarding student records is in compliance with federal legislation. The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's educational records.

The School Board's policy JRA regarding to education records provides as follows:

The Cape Elizabeth School Department 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.

A. Directory Information

The Cape Elizabeth School Department 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 in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). The Cape Elizabeth School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. 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 the Cape Elizabeth School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

D. Information on the Internet

Under Maine law, the Cape Elizabeth School Department 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, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

E. Transfer of Student Records

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

F. Designation of Law Enforcement Unit

The Board hereby designates the Cape Elizabeth Police Department as the Cape Elizabeth School Department's law enforcement unit.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

The School Board's Administrative Procedure in support of that policy provides (JRA-R):

This administrative procedure is intended to assist administrators and school staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

A. Definitions

The following definitions apply to terms used in this procedure.

- 1. "Act" means the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).*
- 2. "Directory information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet).*
- 3. "Eligible student" means a student who has attained 18 years of age who has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf.*
- 4. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student, except that the School Department may continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.*
- 5. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.*
- 6. "Education record" means information or data that directly relates to a student and is maintained by the school unit in any medium, including but not limited to handwriting, print, e-mail or other computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person*

who made the record are excluded from this definition, as are grades on peer-graded papers before they are collected and recorded by a teacher.

7. "Student" includes any individual with respect to whom the School Department maintains education records.

B. Annual Notification of Rights

Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. The School Department may provide notice through any of the following means:

1. Mailing to students' homes;
2. Distribution to students to take home;
3. Publication in student handbooks;
4. Publication in newsletters or other materials distributed to each parent/eligible student.

C. Access to Policy and Administrative Procedure

The School Department's policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request or when a request to inspect or amend records is made.

D. Inspection and Review of Education Records

Parents/eligible students may review and inspect their educational records by the following procedure:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.
2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation or placement of the student.
3. The Superintendent or building administrator may deny a request for access to or copies of the student's education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.
4. All records shall be reviewed in the presence of a school official.

Parents/eligible students may also request to review the following:

1. The School Department's list of types and locations of education records and titles of officials responsible for the records.

2. *The School Department's record of disclosures of personally identifiable information (see Section F).*

E. Requests to Amend Education Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

1. *The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.*
2. *The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of the School Department's refusal to amend the record and inform the parent/eligible student of their right to request a hearing.*
3. *If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from the School Department's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of the School Department so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.*
4. *The School Department shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reasons for the decision.*
5. *If, as a result of the hearing, the School Department decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.*
6. *If, as a result of the hearing, the School Department decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of the School Department.*
7. *Any statement placed in the student's education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by the School Department. If the education records of the student or the contested portion is disclosed by the School Department to any party, the explanation shall also be disclosed.*

F. Disclosure of Education Records

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The School Department will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student unless such disclosure is otherwise allowed by federal and/or state statutes or regulations. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

1. Directory Information. The School Department may make directory information (as described in Section A) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th [or other date designated by the school unit] or within thirty (30) days of enrollment, whichever is later.

The School Department may disclose directory information about former students without the consent of the parent/eligible student.

2. Military Recruiters/Institutions of Higher Education. Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15th [or other date designated by the school unit] or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests. Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and the school unit's designated law enforcement unit personnel, if any); members of the School Board; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Other School Units. Under Maine law (20-A M.R.S.A. § 6001-B), the School Department is required to send a student's education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records.

At the request of the Superintendent of the school unit where a student seeks admission, the student's current or former school administrators shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.

5. Health or Safety Emergency. In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

6. Other Entities/Individuals. Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.

7. Information on the Internet. Under Maine law (20-A M.R.S.A. § 6001), the School Department shall not publish on the Internet any information that identifies a student, including but not limited the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent.

G. Request/Disclosure Record

- 1. The School Department will maintain a record of requests and disclosures of personally identifiable information from the education records of a student.*
- 2. Such records do not include disclosures to the parents/eligible student; disclosures made pursuant to written consent of the parents/eligible student; disclosures to school officials; disclosures of directory information; records released pursuant to a subpoena that specifies that the request/disclosure remain confidential; or disclosures to the person who provided or created the record.*
- 3. The record will include the party requesting the information and the "legitimate interest" the party has in the information. In the case of state and local educational authorities, and federal officials and agencies identified in the FERPA regulations, the record must specify that the records may be subject to further disclosure by these authorities, officials and agencies without consent.*
- 4. When disclosures are made under the exception for health or safety emergencies, the record must include the "articulable and significant threat to the health or safety of a student or other individuals that formed the basis of the disclosure" and the parties to whom the information was disclosed.*

H. Waiver of Confidentiality Rights

A parent/eligible student may waive any of his/her rights regarding confidentiality of education records, but any such a waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked, but such revocation shall not apply to any actions taken by the School Department prior to the revocation being received. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

I. Fees for Copying Records

There shall be no charge to search for or retrieve education records of a student. The School Department shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record to parents/eligible student will be determined by the district's business manager. Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent/eligible student the opportunity to access records if they are unable to pay for copies.

J. Maintenance and Destruction of Education Records

The School Department shall maintain education records as required by federal and state statutes and regulations.

- 1. Records shall be maintained in paper and/or electronic form by personnel who are knowledgeable about the applicable confidentiality and record retention requirements. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set must be kept off-site.*
- 2. The School Department shall not destroy any education record if there is any outstanding request to inspect or review such records.*
- 3. Records of access to education records shall be retained as long as the records themselves.*

4. *The School Department shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or School Department procedures.*

K. Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

*Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202*

TRANSCRIPTS

A transcript is the official record of your career at Cape Elizabeth High School. Compiled by the School Counseling Office, it contains the following:

- Student information - general list of name of student, parents, etc.
- Class record - a list of classes, final grades and credit received for both CEHS classes and approved classes from other credit-awarding institutions, with those institutions identified on the transcript
- School information
- Course level information
- Decile Rank in Class

The School Counseling supplies transcripts on request, given advance notice

TRANSFER STUDENTS/ NEW STUDENT ENROLLMENT

Students who choose to enroll at Cape Elizabeth High School must first meet with the appropriate School Counselor in order to determine the nature of the transfer and which academic program will best meet the needs of the new student. A student considering admission to CEHS must provide proof of residency or a Superintendent's agreement, contact information from the sending school in order to retrieve academic records and behavioral records, and proof of immunization.

Cape Elizabeth High School has the right to deny admission to those students who have been expelled from a previous school or who is suspended or who are the subject of an expulsion or suspension proceeding in another school until the school administrative unit is satisfied that the conditions of the expulsion or suspension have been met.

In the event a student seeking admission has had a serious record of disciplinary issues, Cape Elizabeth High School has the right to create a separate conduct contract in order for the student to gain admittance.

SENIOR TRANSITION PROJECT

The capstone project of the senior year is the Senior Transition Project, or STP. STP involves both a written research component that is embedded in Senior English and an associated out-of-school field experience that is monitored by our STP coordinators and faculty advisors. STP involves two formal presentations to varied audiences. Successful completion of STP is a prerequisite to participating in the graduation ceremony.

ATTENDANCE

ATTENDANCE PROCEDURES and PRACTICES

All of our attendance procedures and practices are premised on one fundamental belief: ATTENDANCE IN CLASS IS ESSENTIAL FOR STUDENT LEARNING. WHILE IT IS POSSIBLE THAT STUDENTS MIGHT EARN GOOD GRADES EVEN WITH ATTENDANCE PROBLEMS, GOOD GRADES ARE LESS LIKELY, AND STUDENT LEARNING IS IN ANY EVENT INEVITABLY HARMED. LOST CLASS TIME IS NOT REPLICABLE. Without attempting to review every detail of our attendance practices, here are our expectations for students, parents, and ourselves:

Students

- You are expected to be at school, on time, in classes all day
- If you are late to school or returning from an absence, you must check in at the Main Office immediately upon arrival--ALWAYS
- If your parents have given you a note to be dismissed, you must bring it to the Main Office before the beginning of school.
- Before you leave school for any reason (even if you are sick and the Nurse has already talked with your parents and received permission for you to leave), you must check out through the Main Office--ALWAYS
- IF YOU WANT TO PARTICIPATE IN AN EXTRACURRICULAR OR ATHLETIC PRACTICE, EVENT OR REHEARSAL ON A GIVEN DAY, YOU MUST ARRIVE AT SCHOOL NO LATER THAN 15 MINUTES AFTER THE START OF SCHOOL THAT DAY, attend all of your classes (including study halls) that day, and be in attendance the entire day. The only exceptions are for pre-scheduled medical appointments, an acute attack of a long-term, documented medical condition (e.g., asthma, diabetes), or driver's license tests.
- If your parents give you a note to explain a previous absence, bring it to the Main Office first thing in the morning the day of your return.
- IF YOU ARE A JUNIOR WHO HAS "FREES," YOU MUST PERSONALLY SIGN OUT WITH YOUR STUDY HALL TEACHER AT THE BEGINNING OF THE PERIOD. **You must remain in the building.**
- If you are a senior leaving campus, you must sign out from the Main Office or other designated location when you leave and sign back in when you return
- When you return from an absence, you must make arrangements with your teachers by the end of the day following your return to make up tests, quizzes, homework, etc. In order to be allowed to make up work, your absence must have been excused. Your teacher may ask you for proof from the main office. You are generally allowed two days to make-up work after being absent unless the absence has been an extended absence, in which case your teachers will work with you individually to establish a schedule for making up work.
- If you will be missing school due to a planned absence for more than one day, you must see your teachers (first) and administrator (last) to get signoffs on the Planned Absence form, which is available in the Main Office. If you will be missing school for more than two days, you must get this form completed at least one week in advance and return it to the main office.
- If you will be missing school due to a planned absence which has been approved and wish to receive credit for work you miss, you must complete work you will be missing according to the wishes of the teacher (could be before you leave, while you're gone, or after your return, depending on the work and the nature of the content and assignments)
- Seniors—know that you can attend meetings with college representatives during a scheduled class only with permission from your teacher. Do not assume you will be given such permission. There are many ways to get information from colleges, and class attendance is important.

Parents

- If you know your son or daughter will be absent from school all day, please call the Main Office by 8:30 a.m.
- **If your son or daughter sleeps late, has car problems, etc., please allow your son or daughter to accept the consequences for that lateness. Do not make excuses for them. We do not assign punitive consequences for each tardy, but a pattern of tardies is a serious problem which requires a change in student behavior.**
- **Understand that state law tells us what reasons we can accept for whole-day absences. Those reasons are:**
 1. **Sickness**
 2. **Religious Holiday**
 3. **Family Emergency**
 4. **A Medical or Doctor Appointment which cannot be scheduled outside the school day**
 5. **A Planned Absence which has been approved in advance**
- Because state law allows us to excuse a full-day's absence only for medical appointments, please understand that we cannot accept unspecified appointments as a reason for an absence; the appointments must be medical; we will ask you.
- If your son or daughter needs to be dismissed during the day, please call us at school or give your son or daughter a note and remind them to bring the note to the Main Office before school begins. In general, we apply the same criteria for determining an excused dismissal as for an excused absence, although we recognize there might be one or two special occasions or non-health appointments that require student dismissal over the course of a year.
- Understand that we are very concerned when students begin to exhibit a pattern of class cutting, school lateness, dismissals, etc. Do not be offended if we call to meet with you to discuss these serious issues that detract from our educational mission. We want to work with you on these issues.
- **PLEASE TAKE VACATIONS DURING REGULARLY SCHEDULED VACATION TIMES.**
- If you must take family time away during school that will involve more than one day's absence, have your son or daughter complete the Planned Absence form. You must sign this form. If the Planned Absence is longer than one day, the completed form must be submitted to the Main Office at least one week in advance. Please reinforce with your student the need to do missed work in accordance with the teacher's expectations.

Teachers

- Keep accurate attendance.
- Turn it in every period.
- Insist on slips from students before you arrange makeup work.
- Notify the Assistant Principal if you notice an absenteeism pattern being established by a student.

Administration/Staff

- Call parent if student is not in school and we haven't heard from home.
- Follow up promptly on reports of cut class or cut school. Assign consequences. Inform parents of consequences.
- Keep parents informed when there are attendance patterns of concern.
- Schedule parent meetings when there are attendance patterns that cause a high level of concern.

Student Consequences for Violations of Attendance Expectations

For leaving school without following procedure even when the departure might otherwise have been permissible: suspension of privileges/loss of credit

For leaving school grounds when the proper procedure was not followed: suspension of privileges/loss of credit

Tardy to school: In order to participate in a game or practice, students must arrive at school no later than 15 minutes after the start of classes and remain in school for the entire day. The only exceptions are for pre-scheduled medical appointments, an acute attack of a long-term, documented medical condition (e.g., asthma, diabetes), or driver's license tests.

Cutting class or leaving school early, except for medical appointment or other imperative appointment approved by administrator, if you participate in athletics or extra-curriculars: Not allowed to participate in practice, rehearsal, event, or activity on that day or day the incident is handled by administrator.

Coming to school after 8:10 a.m.: same as class cut for first period class.

CLASS CUTS: Each cut class during a quarter will result in:

- 1st cut class: Warning
Loss of credit for assignment(s) missed, including tests and quizzes
- 2nd cut class: Loss of one credit towards graduation
Loss of credit for assignment(s) missed, including tests and quizzes
Loss of privileges for 3 weeks
- 3rd cut class: Loss of 1.5 credits towards graduation
Loss of credit for assignment(s) missed, including tests and quizzes
Loss of privileges for four weeks or one week of detention (underclassmen)
- Subsequent cuts: Loss of 2.5 credits towards graduation
Loss of credit for assignment(s) missed, including tests and quizzes
Loss of privileges for the remainder of the school year and a parent conference scheduled

Study Hall Cuts: Students who cut study hall will lose current/future privileges.

1st study hall cut = not allowed to leave study hall for two weeks

2nd study hall cut = not allowed to leave study hall for the remainder of the quarter

3rd study hall cut = parent conference scheduled

Tardy Policy:

Students are expected to be on time to school and on time to classes. Students who arrive after the beginning of the first class must check in first at the Main Office. Students are allowed five "grace" tardies each quarter. Starting with the sixth tardy to school/class, students will lose one half of a credit towards graduation for every tardy. Parents will be notified via letter at the end of each quarter with the loss of credits because of tardiness. Parents are encouraged to monitor the portal so tardiness does not become an issue.

CO-CURRICULAR

CLUBS/ACTIVITIES. CEHS offers a rich array of athletic and co-curricular opportunities. The clubs and organizations are listed below.

Class Officers*	Robotics*	Gay Straight Alliance
Student Government (SAC)*	Jazz Band*	Safe Passage
Books and Bagels	Bartleby (literary magazine)	Siddhartha
Sailing Team*	Math Team	Super Fan Club
Science Team*	Mock Trial*	TEDx Club
Speech Team*	Natural Helpers*	Hope Village
Debate Team*	Model U.N./World Affairs Council*	Maroon Medal Society
Theater*	Art Club	National Honor Society*
Tech Theater*	Outing Club	Knitting Club
Cape Closet	Environmental Club	Civil Rights Team
Fishing Club	Volunteer Club	BBQ Team

ATHLETICS

Fall	Winter	Spring
Boys Soccer	Boys Basketball	Baseball
Girls Soccer	Girls Basketball	Softball
Football	Boys Swimming & Diving	Boys Lacrosse
Field Hockey	Girls Swimming & Diving	Girls Lacrosse
Volleyball	Boys Indoor Track	Boys Outdoor Track
Golf	Girls Indoor Track	Girls Outdoor Track
Boys Cross Country	Boys Ice Hockey	Boys Tennis
Girls Cross Country	Girls Ice Hockey (combined team with Waynflete)	Girls Tennis
	Girls Nordic Skiing	
	Boys Nordic Skiing	
	Girls Alpine Skiing	
	Boys Alpine Skiing	

ACADEMIC ELIGIBILITY FOR STUDENT PARTICIPATION

The School Board encourages students to participate in extra-curricular and athletic activities, provided that academic and behavioral guidelines established by schools are met. Students who participate in covered extra curricular activities (designated with an asterisk on the list on the preceding page) and all athletics teams are covered by the following academic eligibility guidelines.

Extracurricular eligibility for each quarter is determined by grades earned at CEHS at the end of the preceding quarter. High school students passing all CEHS courses in which they are enrolled are eligible for the following quarter.

Any student failing one (1) course, including incoming freshmen, will be placed on academic probation and remain on probation until the next ranking period at which time his/her standing is reassessed as determined by the quarter grade, not the semester or final grade. Any course failure in the quarter following probation will result in immediate ineligibility.

A student on academic probation is allowed to continue program participation during the probationary quarter providing:

- A written recovery plan is developed in that course and turned into the Assistant Principal within 2 weeks from the publication of report cards on the Portal. A recovery plan is to be initiated by the student, developed in conjunction with the teacher and focused on positive, corrective action to achieve a passing grade in the failed subject. Coaches/co-curricular advisors are also encouraged to participate in the development/monitoring of the recovery plan.
- The recovery plan is implemented with the student's full participation/compliance. Absence of a recovery plan within the timeline specified or student non-compliance with the plan will result in immediate ineligibility for the duration of the quarter.

Any student failing two (2) or more courses in one quarter, (including incoming freshmen), or who fails one course during a quarter after being on probation, is immediately ineligible to participate in extra-curricular and athletic programs. A student remains ineligible until the next ranking period at which time his/her standing is reassessed as determined by the quarter grade, not the semester or final grade.

For freshmen, eligibility will be based on grades earned during the last trimester of the 8th grade.

Other Rules Regarding Participation in Athletics

The Cape Elizabeth School Board has adopted various, additional rules (JJJ-R) regarding participation in athletic activities. They are summarized below:

1. *High school students must meet all requirements of the Maine Principals' Association. Middle school students must meet all requirements of the Middle School Conference.*
2. *A high school student is not eligible when he/she reaches 20 years of age; a middle school student is not eligible when he/she reaches 16 years of age.*
3. *A student will lose eligibility if he/she plays under an assumed name.*
4. *Attendance at games and practices from start to finish is mandatory unless excused by the coach prior to practice or the game.*
5. *Parent/student must inform the coach in writing, prior to the season, if he/she is involved in another organized sport. This is to ensure compliance with Maine Principals' Association restrictions that govern when a student is participating in both a school and club sport during the same season.*
6. *Any school disciplinary action, such as detention, will have priority over a practice or a game.*
7. *In order to participate in a game or practice, all students must be in school no later than fifteen minutes (8:10 a.m.) after the start of classes and remain in school for the entire day. [Note: in interpreting this provision of the policy, our practice is to allow exceptions only for pre-scheduled medical appointments, an acute attack of a long-term, documented medical condition (e.g. asthma, diabetes) and driver's license tests.*
8. *A student is eligible for eight consecutive semesters after he/she enrolls in 9th grade.*
9. *Any student who misses practice for extra help in academic subjects, will not be penalized in regard to game playing status.*
10. *Students suspended from school are not allowed to practice or participate in contests while under suspension. Students under team suspension, but in attendance will: practice with the team; travel to contests; but not dress or play in the game.*
11. *A student may not participate in two school sports in the same season. A student may change sports during a season only with both coaches' and the Athletic Administrator's consent. Minimal middle school overlaps must be worked out with the Athletic Administrator.*
12. *To be eligible to play in a game, a high school student needs seven days of practice. A middle school student needs four days of practice.*

13. *Equipment issued will be worn only when participating or practicing the sport for which it was issued. A student may not try out for another sport until all previously issued equipment is returned and/or paid for.*
14. *Before a student may try out, practice, or participate in athletics he/she must have proof of medical insurance coverage and a signed rules acknowledgment form. All 9th and 11th graders must also have proof of a physical examination within the calendar year at the start of school as well as any necessary asthma or allergy plans. All students must have a Health Information form completed.*
15. *All team personnel must ride to and from away contests in transportation supplied by the school. A student may be released to his/her own parents. Permission for students to ride with another parent must be made in writing and pre-approved by an administrator. Students may not transport themselves or other students.*
16. *Athletes will abide by additional rules set forth by coaches. These will be given out in writing and approved by the Athletic Administrator.*
17. *Cape Elizabeth athletics prohibits the practice of hazing and initiation of new team members. Any violation will result in a suspension from two countable games. Subsequent violations will result in suspension for the rest of the season.*
18. *CONDUCT: Athletes and students in covered activities who do not conduct themselves properly, either on or off school grounds, including areas not covered by our rules and regulations, will have their actions reviewed by the head coach of that particular sport, or activity advisor, the athletic director, and the principal. Disciplinary action is to be determined by the principal, athletic director and coach.*

ATHLETIC PARTICIPATION FEE

By School Board policy, any student who participates in school athletics must pay a \$150 participation fee before that student will be allowed to practice or participate. This fee covers participation for the student for the full school year in any number of seasons. Requests for waivers due to financial hardship meeting free or reduced lunch guidelines should be directed to the Athletic Office.

NCAA ELIGIBILITY REQUIREMENTS

Any student interested in participating in Division 1 or 2 athletics must take a minimum number of Core Courses as approved by the NCAA Clearinghouse. The following are the minimum required courses:

	Division 1	Division 2
English	4	3
Math (Algebra 1 or beyond)	3	2
Natural or Physical Science/lab course requirement	2/1	2/1
Additional years required of English, Math, or Natural or Physical Science	1	3
Social Science	2	2
Additional Years of any of the above plus World Language and Comparative Religion/Philosophy	4	4
Total Courses	16	16

In addition to the minimum course requirements, there are minimum GPA and standardized test score requirements. Here is a link to a [Quick Reference Guide to NCCA eligibility requirements](#). Specific questions should be addressed to your School Counselor.

DANCES

Dances can be an enjoyable part of the high school social scene. At CEHS, dances are sponsored by a class or other group for fund-raising purposes. To ensure the safety and comfort of all students at dances, as well as staff and parent chaperones, we have adopted the following dance-related practices:

- All dances held at Cape Elizabeth High School will be established by the administration and the SAC in the fall.
- No student from another school will be admitted unless he/she is a guest of a Cape High School student. Middle School students are not allowed as guests. Only one guest will be permitted with each Cape student. Names of the CEHS students and their guests must be entered on a Dance Guest List in the main office no later than noon Friday of the scheduled weekend dance.
- No one will be admitted to the dance after the first half hour or if they did not attend school on the day of the dance. Dances will normally be held from 8:00 to 11:00 p.m. Students who know in advance that special circumstances will prevent them from coming to a dance before the doors close, i.e. getting out of work late, may sign up in the main office with the administration on the Friday before the dance.
- Once a student is admitted into the dance and decides to leave the dance early, that student may not return to the dance.
- Students may not bring any purses, satchels, hand-bags, back packs, or jackets into the dance – they must be checked at a designated coat room.
- CEHS administration, working with students, will establish regarding acceptable dress and dance style prior to each dance. These guidelines will be communicated to all students in advance.
- Dances must be chaperoned by a school administrator, the sponsoring group's advisor, at least eight staff members and eight parents.

STUDENT GOVERNMENT

Cape Elizabeth is fortunate to have very active and productive class and school governments. Each class elects six class officers - a president, vice president, secretary, treasurer and two representatives to the Student Advisory Council (SAC). Class meetings are typically held once each month. Class officers meet more regularly and all class members are encouraged to attend both class meetings and officers' meetings.

The SAC is composed of two representatives of each class; four at-large representatives, two school board representatives, a chairman who is elected by the entire student body; and all class officers. The SAC meets regularly and plays the key role in presenting student perspectives to the faculty, administration and School Board on issues relating to both academics and school climate.

NURSE'S OFFICE

INSURANCE

The school makes a limited medical insurance policy available to families. The insurance can be obtained either for the school day or for 24-hour coverage. If interested, families can get the forms for this insurance in the main office at the beginning of the school year.

MEDICATION

The school board discourages the administering of medicines on school premises. The parent should confer with the doctor to allow for the student to receive all prescribed doses at home, when possible. However, when the doctor deems medicating during the school day to be necessary for the pupil's health and attendance in school, it may be done in the school by the school nurse or unlicensed (non-medically licensed) staff as permitted by law and designated by the school principal.

Medicine must be delivered to the school in its original container by the pupil's parent/guardian. Only a limited, necessary supply can be kept in the school. Medicine no longer required must be removed by parent/guardian.

All medicine will be appropriately maintained and secured by the principal and the school nurse. Teaching staff members may be provided with such information about the medication and its administration as may be in the pupil's best interests.

The parent/guardian shall provide written information which shall include (a) the diagnosis; (b) the dosage; (c) the time at which or the special circumstances under which the medicine is to be administered; (d) the length of time for which the medicine is prescribed - no longer than for the current school year; and (e) any possible side effects of the medicine.

The school nurse or principal/designee shall maintain a record including the request, details of the dosage and timing of medication and a notation of each instance of administration.

Students shall be able to self-administer some types of prescription medication (e.g., asthma inhalers) outside of the nurse's office where speed of administration is of the essence with the approval of parent/guardian and the school nurse.

PHYSICAL EXAMINATIONS AND MEDICAL INFORMATION

Recognizing that the major responsibility for attending to the health needs of the student rests with the family and their health care provider, the CEHS students must submit the following medical information to the school:

1. **For all athletes:** A physical examination form completed by a licensed health care provider. These forms must be current for students going into grades 9 & 11. They are considered current if the exams took place during the year when school begins.
2. **New enrollees** also must have a physical examination or show proof from a physician of having had a recent exam within twelve months of school entry. The provided information is to be received by the school nurse within 90 days from the date of entrance.
3. **All families** at the start of each year must submit a current Health Information form which is available on the PowerSchool portal. This form is completed and signed by parents or guardians, not a health care provider.

PRIVILEGES

GRADUATION CEREMONY

Graduation is the climax of every student's high school years. In order to participate in the graduation ceremony a student must have completed all academic requirements and addressed all outstanding obligations to the high school. Seniors who have not met all academic requirements but who have an approved plan to meet these requirements before the start of the next academic year may participate in other graduation activities such as the Senior Celebration and Project Graduation, but may not participate in the graduation ceremony.

Students who do not satisfactorily meet the standards for the Senior Transition Project will graduate but will not participate in the graduation ceremony. They may partake in both Senior Celebration and Project Graduation.

PARKING ON CAMPUS

The Cape Elizabeth School System provides transportation for all students. Thus, **driving to school is a privilege that comes with certain responsibilities**, especially the responsibility to drive safely and to arrive on time. Parking at Cape Elizabeth High School is limited and therefore students must fill out a permission form and, by School Board policy, must pay a yearly fee of \$50.00 in order to park on campus. *All students must complete an Application to Drive to Campus* that registers their vehicle and provides information regarding insurance.. The parking permit issued by the school to the student must be displayed at all times in the manner directed. Students who fail to register their vehicles will not be allowed to park on campus. If students change vehicles, the Main Office must be notified. Students who park improperly will be assessed a school parking ticket and those who fail to drive in a responsible manner will lose their privilege to drive on school grounds. Students may not park in the faculty parking areas or in the areas reserved for pool patrons. **Repeated failure to park in the correct space may result in the suspension of the privilege to drive to school for two weeks or permanently. Students who are habitually tardy to school will lose their parking privileges for a time designated by the acting administrator. Violators are subject to ticketing and/or having their car towed at their expense.**

Students should park in the following student lots:

- The senior class parking lot is located in the front of the school
- Juniors or others who gain parking privileges may park in the lowest lot behind the school (not in the spaces designated for Community Services and pool patrons or employees), in the designated student parking area adjacent to the Community Services building or in the lot near the tennis courts.

STUDENTS MAY NOT PARK IN THE UPPER PARKING LOT BEHIND THE SCHOOL NEXT TO THE CAFETERIA OR IN THE FACULTY LOTS NEAREST THE NURSE'S ENTRANCE.

SENIOR OPEN CAMPUS

Overview

With permission from a parent/guardian seniors may be "off-campus" at any time during the school day that they do not have a class. This policy is based on our expectation that seniors will act responsibly in managing their free time, regardless of when this free time occurs. If a student is not responsible, he/she will lose this Senior Privilege for a period of time as described below and will be required to sign in at a designated study hall. The Senior Open Campus Policy also provides for termination of this privilege in the unlikely event that the senior class, in general, shows a lack of responsibility.

Eligibility

In order to take advantage of the Senior Open Campus Privilege a senior must:

- A. Meet the eligibility criteria for participation in extra curricular activities
- B. Complete the Senior Privilege Student Application Form and submit a signed Parental Permission Form.

Revocation of the Senior Open Campus Privilege for Individual Seniors

A student may lose the Senior Open Campus Privilege for the following reasons, and for the following periods of time:

- A. **Failure of a course for a quarter will result in being assigned to one study hall**
- B. **Failure of two or more courses will result in all free periods being replaced with study halls.**
- C. Failure to meet the eligibility requirements for participation in extra curricular activities will result in a loss of the privilege until such time as a student becomes eligible for such activities.
- D. Failure to sign in or out (full name) when exercising the privilege will result in a 1-day suspension of the privilege. Future failures will result in more days loss of privileges.
- E. Being tardy for a class after exercising the privilege will result in the loss of the privilege for 1 day for the first offense and a loss of additional days for additional offenses.
- F. Missing a class after exercising the privilege will result in the suspension of the privilege for one week.
- G. If a student is charged by the police with a moving violation while exercising this privilege, his/her privilege will be suspended for 30 days.
- H. Providing transportation to underclassmen or any ineligible senior during the school day without permission to leave campus will result in a suspension of the privilege for one week for the first instance and additional time for later incidents.
- I. Any student returning to school under the influence of any illegal substance will lose the senior privilege for the remainder of the school year.
- J. Any student driving in an irresponsible manner on school grounds will lose the senior privilege for 10 days. Any subsequent offense will result in the loss of the privilege for an additional number of days commensurate with the offense.
- K. Juniors who cut class during the 4th quarter of their junior year will lose their Senior Open Campus Privilege for two weeks (per offense) at the start of their senior year. Juniors who leave campus during the fourth quarter of their junior year will lose Senior Open Campus Privilege until progress reports are distributed during the first quarter.

FREE PERIODS—“FREES”

During the junior year, students may earn the privilege of having free time (frees) in lieu of study halls during periods when no classes are scheduled. **Juniors may not leave the school building during frees except to visit the designated picnic area outside.** Juniors must report to study hall and sign out to a specific area; they must sign back in before the end of the period to verify their continued presence on campus and to get any messages from staff looking for them. Students who have frees are allowed to go to the library, cafeteria, or a teacher's classroom if they have received prior permission. **Students who have earned frees are not allowed to go to the gymnasium or gather in the hallways.** To earn frees, on a quarterly basis, students must maintain a grade of 85 or above in all subjects or have a GPA of at least 90 for the previous quarter. **For this privilege we do not round grades up (you must have a 90 or better).** Frees are a privilege and may be revoked or suspended for inappropriate behavior (e.g. not going to study hall in quarters when “frees” have not been earned, being disrespectful, cutting classes, falsely signing out of free period, blocking hallways or interfering with classes). In an emergency evacuation, students on “frees” are required to report to a pre-designated study hall monitor.

LEAVING CAMPUS

We do not have an open campus except for the Senior Privilege described above and thus students are expected to be at school during the school day. The obvious reasons for this policy have to do with safety and desire and need for parents to know where students are and be able to contact them for various reasons, not just emergencies. However, in addition to these obvious reasons, we have found that students who leave campus frequently end up in academic difficulty. Sooner or later students who leave campus miss classes and despite protests to the contrary, students do not study better at home.

Thus students who leave campus without prior permission will lose privileges, including the privilege to drive to school, or assigned additional, appropriate consequences.

SCHOOL ISSUED SUPPLIES

(TEXTBOOKS, EQUIPMENT, SUPPLIES, ETC.)

The high school provides students with books, athletic uniforms and gear, safety goggles and equipment, in numerous courses and programs. It is the student's responsibility to return all school materials to the teacher or coach at the end of each course, athletic season or program.

Seniors must have all their school material returned by the end of finals. If they do not, parents will be notified and seniors will not be allowed to participate in the graduation ceremonies.

COMPUTERS, iPADS AND THE INTERNET

The School Board's policy (IJNDB) on Student Computer and Internet Use provides as follows:

As used herein, the term "Computer[s]" refers to any desktop, laptop, or other mobile computing device, including cellular phone, owned or issued by the Cape Elizabeth School District to any student for school and/or home use. The term "Privately-Owned Computer[s]" refers to any privately-owned desktop, laptop, or other mobile computing device, including cellular phones. The term "Computer Services" refers to the School District's network or Internet connections used to access school or Internet-based information.

The Cape Elizabeth School District provides Computers and Computer Services to support the educational mission of the schools. This policy and the accompanying rules apply to the use of these Computers and Computer Services. Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the related rules and policies.

Compliance with the Cape Elizabeth School's policies and rules concerning Computer and Computer Services use are mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their Computer or Computer Services privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's school Computer and/or Computer Services privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcements and/or legal action.

Cape Elizabeth School District's Computers remain under the control, custody and supervision of the school district at all times. The school district shall have the right to monitor, review and have access to all Computers and information concerning the use of Computer Services by students, whether those Computer

Services have been accessed on or off school grounds. Students have no expectation of privacy in their use of school Computers and/or Computer Services, whether they are used on or off school property.

The Cape Elizabeth School District utilizes filtering technology designed to block materials that are obscene or harmful to minors and child pornography. The Cape Elizabeth School District's mobile devices provide access to web-based "app stores" that are privately filtered. The Cape Elizabeth School District takes precautions to supervise student use of the Internet. Parents should be aware that the Cape Elizabeth School District cannot reasonably prevent all instances of inappropriate Computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The Cape Elizabeth School District is not responsible for the accuracy or quality of information that students obtain through the Internet. In the interest of student safety ('cyber safety'), Cape Elizabeth also educates students about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyberbullying awareness and response.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school district's Computer Services may be implemented by the Superintendent, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator, building principals and others, as he/she deems appropriate.

The School Board rules for implementing this policy (INJDB-R) are as follows:

As used herein, the term "Computer[s]" refers to any desktop, laptop, or other mobile computing device, including cellular phone, owned or issued by the Cape Elizabeth School District to any student for school and/or home use. The term "Privately-Owned Computer[s]" refers to any privately-owned desktop, laptop, or other mobile computing device, including cellular phones. The term "Computer Services" refers to the School District's network or Internet connections used to access school or Internet-based information.

All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

A. Acceptable Use

- 1. Cape Elizabeth School District's Computers and/or Computer Services are provided for educational purposes and research consistent with the Cape Elizabeth's educational mission, curriculum and instructional goals.*
- 2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.*
- 3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.*

B. Prohibited Uses

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

- 1. Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.*
- 2. Illegal Activities - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.*
- 3. Violating Copyrights or Software Licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission (See Board policy/procedure EGAD: Copyright Compliance); or copy or download software without the express authorization of the Technology Coordinator except as expressly provided below in connection with the district's 1:1 mobile devices. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school district assumes no responsibility for copyright or licensing violations by students.*
- 4. Downloading "Apps" from Authorized Sources/Authority of School Staff to Search - Students may download apps onto mobile devices issued by the District provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.*
- 5. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.*
- 6. Use for Non-School Purposes - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.*
- 7. Misuse of Passwords/Unauthorized Access - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.*
- 8. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.*

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a

student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

D. Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Insurance Program/Information Sharing/Care, Damage, Loss and Theft

- 1. MLTI Computers [Mobile Devices]. Mobile devices are loaned to Middle School students as an educational tool pursuant to the Maine Learning Technology Initiative (MLTI) and may be used only for purposes specifically authorized by school staff and the MLTI program. The rules governing that program are incorporated herein by reference.*
- 2. Information Session and Insurance Protection for MLTI Computers [Mobile Devices]. Parents of Middle School students who are eligible to be issued MLTI mobile devices are required to attend an informational meeting before a MLTI device will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form before a MLTI device is allowed to be taken home; for any such devices that are taken home, a parent/guardian must participate in the Mobile Device Protection Plan, an insurance program made available by the Cape Elizabeth School District. Parents who choose to not have their students take home their MLTI devices may decline to participate in the Mobile Device Protection Plan.*
- 3. Information Sharing and Insurance Protection for District-Owned Mobile Devices. The school shall share information regarding this policy and the practices, rules and regulations regarding the use of District-owned mobile devices. Before such devices may be taken home, parents must sign a consent form acknowledging their receipt and understanding of these policies, rules, and practices and must participate in the Insurance Protection Plan made available by the school department. Parents who choose to not have their students take home their District-owned mobile device may decline to participate in the Insurance Protection Plan.*
- 4. Care of and Responsibility for Damage to Computers. Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer. Cape Elizabeth School District offers an optional Mobile Device Insurance Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the Computer warranty. Parents who choose not to participate in the Mobile Device Insurance Protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer issued to their child.*

5. *Computer Loss or Theft and Loss or Theft Prevention.* If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately. With respect to the District-owned mobile devices, students must keep activated at all times the service that allows those Computers to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers.

G. *Scope of Policy and Rules Application.*

The Board's policy and rules concerning Computer and/or Computer Services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of District-owned Computers.

H. *Miscellaneous Issues.*

1. *Confiscation/Restriction of Privileges/Disciplinary Action.* Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
2. *Required Sharing of Computer Passwords with School Staff.* Any student to whom a Computer is issued must share with the school department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the Computer. Failure to provide such access will result in a school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.
3. *Parent Access to Student Computer Passwords.* Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.
4. *Use of Computers by Others.* Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Student Computer and Internet Use Policy and Rules.
5. *Return of Computers.* Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in Computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

G. *Additional Rules for Use of Privately-Owned Computers by Students*

1. *Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the student must provide to the technology coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.*

2. *The Technology staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.*
3. *The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.*
4. *The school district is not responsible for damage, loss or theft of any Privately-Owned Computer.*
5. *Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.*
6. *Violation of any Board policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.*
7. *The school district may seize any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.*

Student Lockers/Storage Facilities

Students are assigned lockers at the beginning of the year. Those lockers do not have built-in locks. If students wish to purchase a padlock for use on their lockers, they should see Mrs. Moriarty in the Main Office. Students may not bring their own locks to use on their lockers. Students may not, without permission from Main Office staff, change lockers with another student. Students and families should be aware that lockers in CEHS are school property, and there should be no expectation of privacy regarding those lockers or their contents. The process and guidelines regarding searches of lockers are described within under the Discipline section of the handbook.

MISCELLANEOUS

Cancellation of School

School cancellations are broadcast on TV channels 6, 8, 13, and 51 and on radio channels WGAN (560 AM), WMGX (93.1 FM), WYNZ, (100.9 FM), and WPOR (101.9 FM).

Crisis Response Plan

Cape Elizabeth High School has a contingency plan in the event of a campus crisis. The plan is acted upon in accordance with the school district, the police and fire departments, and Cape Elizabeth Community Services. Due to safety procedures and confidentiality, the plan in its entirety is earmarked for the administrative team and the police and fire chiefs. In the event of a lockdown being announced, all students in the halls should enter the nearest classroom for attendance. They will remain there until the end of the lockdown.

LIBRARY

The principle function of the Cape Elizabeth High School library is to support student learning within and beyond course work. To this end, the library provides print and non-print resources, flexible hours, assistance and instruction, and a facility where students can be assured a quiet place to work. We encourage students to use the library to research, to study, and to read. When either visiting with a class or visiting during unscheduled class time we would like students to feel free to seek assistance from the library staff.

General Rules

In order to maintain a pleasant, academic atmosphere, we ask all students to observe the following rules: Students are expected to:

1. Work quietly. Except in extreme cases students will be asked to be quiet. If a student becomes too disruptive, he/she may be asked to leave and may be suspended from the library for several days.
2. Check the library's daily schedule to see what periods it is open and available to "frees" students. When teachers bring classes to the library, access by study hall students and "frees" students may be limited or canceled if more than one class is in the library at the same time.
3. Leave food and drink on the designated table located outside the library's security system.

Procedure for Visiting from Study Hall

Study hall students must sign up to visit the library through a study hall teacher and arrive with a "pass" in the form of teacher permission communicated via a Google Document to the library staff.

Circulation Procedure

Students wishing to borrow library material should take the material to the circulation desk where a librarian is available for assistance.

Books and magazines may circulate for a maximum period of three weeks. Audiovisual software and reference books may circulate overnight. Audiovisual equipment may be borrowed during the school day and must be returned at the end of the day. Equipment may not leave the building.

Overdue Procedure

At the end of the three-week circulation period, the first overdue notice listing student names, book titles and due dates will be distributed to the students and redistributed each month until the material is returned or paid for. Students with overdue material may have their borrowing privileges revoked until they have settled their obligation.

LUNCH TIME

Cape Elizabeth High School provides the opportunity for students to purchase lunch. Lunches can be eaten in the cafeteria or on the picnic tables outdoors. Students are expected to clean up after themselves no matter where they eat lunch.

STAFFINGS

Staffings are held for students who may be experiencing difficulties transitioning into school, with several courses, or may be having personal issues. Teachers, parents/guardians, students, or administrators may request a meeting through the student's guidance counselor. Appropriate individuals will be invited to discuss the student's social, academic, and behavioral status in order to ensure that the student's educational experience is optimized.

STUDY HALLS

Study halls are designed to be valuable periods of time when students may complete homework assignments, go to the library, meet with teachers for individual help, or study quietly in small groups. **Students are expected to respect another student's right to a productive study hall environment and teachers are expected to insure that this right is not violated.** This does not mean that students may not talk. In fact, group studying is encouraged as long as it does not interfere with another student's need for a quiet place to study.

All freshmen, sophomores and any juniors who do not qualify for frees (see above) are assigned to study halls when not in a class. Students assigned to a study hall are expected to attend that study hall, including all 1st period study halls. Cutting study halls will result in consequences previously specified.

VISITORS

Visitors are welcome at Cape Elizabeth High School. A visitor must check in at the main office and receive approval and a visitor's pass. A visitor seeking to visit classes may only do so by appointment and with prior consent of teachers. A form is available in the office for this purpose.

DISCIPLINE

DISCIPLINARY POLICIES and PROCEDURES:

A goal of education is to help individuals develop the self-discipline needed to become contributing and responsible members of the community. Effective discipline in the school assures that each student and educator has the right to learn and work in a safe environment with a freedom from fearful or abusive treatment by others. Discipline is an integral part of sound public education. More specifically the aim of proactive discipline is to help students develop:

- Respect for themselves
- Respect for the rights of others
- Respect and acceptance of differences of others
- Responsibility and acceptance of consequences for their behavior

Student Discipline- School Board Policy

The School Board has adopted a broad statement (JK) on the purpose and philosophy behind disciplinary procedures and practices in Cape Elizabeth schools. That policy provides:

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.*
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.*
- C. Consequences for misbehavior should be in proportion to the offense, fair, and consistently enforced. Administrators shall have discretion to tailor discipline to the facts and circumstances of the particular case.*
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.*

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that "a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance." Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Teachers are authorized to make and enforce rules for effective classroom management and to foster

appropriate student behavior, subject to the direction and approval by the Principal.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals and the Board shall provide for the suspension of or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

Discipline Code

CEHS's approach to student behavioral issues is grounded in three beliefs: that poor behavior most often has an underlying cause that can and must be discovered, that poor behavior signals a need for new learning on the student's part, and that the student must be a fully engaged participant in finding and articulating the problem and its solution. Thus, our approach in responding to student misbehaviors is not first and foremost punitive (except below regarding offenses that are subject to suspension or possible expulsion). The formal consequence in response to most such misbehaviors will most often be in the form of a loss of some privilege. The more important consequence is the collaborative problem-solving that is triggered by and is an expectation of the student.

On the other hand, there are some student misbehaviors that harm others or seriously disrupt the educational process. In those cases, administrators can and will consider and apply in a fair manner consequences that are designed to remove a student from school in the form of out of school or in school suspension. In most cases, such removal is followed by efforts to bring the parties together so that amends can be made. Examples of the types of offenses that may result in suspension as the immediate consequence of school misbehavior include: fighting, serious theft, harassment, bullying, serious hazing incidents, weapons violations, substance violations on school grounds, serious insubordination to teachers, bomb threats, significant vandalism, and false fire alarms, among others.

In the case of the most serious offenses, including but not limited to the sale or transfer of prohibited substances on school grounds, bomb threats, serious weapons violations, sexual assault, assault that results in serious injury, or arson—offenses that risk serious disruption to the school community—or in the case of repeated suspendable offenses, the administration may refer a student to the police and for consideration of possible expulsion.

It is impossible to foresee every possible situation; therefore, administrators and the Cape Elizabeth School Department reserve the right to administer more lenient or harsher disciplinary consequences depending on particular circumstances of a particular case except where School Board policy prescribes specific responses.

DISCIPLINE AND IMPACT ON PRIVILEGES

Those students who have earned privileges, and have violated our behavioral expectations, will be subject to loss of their privileges for a designated length of time. These privileges include, but are not restricted to, Open Campus, Frees, Parking, or passes.

Behavior at school- sponsored events off school grounds

As a student of Cape Elizabeth High School you are expected to uphold the integrity of the school and the community at school sponsored events on or off school grounds. Therefore poor sportsmanship and other actions that violate the school's Code of Conduct will be taken seriously, and appropriate disciplinary measures will be assigned if a violation occurs.

Behavior outside of school

The school reserves the right to provide for a safe and orderly environment for all students. If an event takes place off of school grounds (e.g., rape, murder, threat of serious violence, or other similarly egregious conduct) the school will take whatever action is necessary, including barring those involved from attending school, subject to the provisions and limitations of the law.

Student Conduct on buses

The Cape Elizabeth School Board has adopted the following policy (JICC) regarding student conduct on school buses:

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does s/he become the responsibility of the school system. Such responsibility shall end when the child is delivered to the assigned bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. All Board policies and school rules apply to students on school buses.

In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of a building administrator by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the building administrator. In such cases, the parents/guardians are responsible for providing safe transportation for their children. Children who violate Board policies and school rules may also be disciplined under the applicable policy and/or rule.

Educational Component

An educational component is tied into our disciplinary policy. Any student who is in violation of the drug and alcohol policy or fighting will have the option to seek appropriate help (nicotine-cessation, decision-making skills, anger management) in order to (a) gain necessary coping skills and (b) reduce the length of their school suspension.

Parental Notification

A parent will be notified any time a student has violated the school's behavioral expectations and/or has a conversation with a school administrator about being suspected of such a violation.

Specific Offenses

Weapons, Violence and School Safety

The Cape Elizabeth School Board has adopted a policy (JICIA) that covers a variety of offenses that involve weapons or that create serious threats to school safety. That policy provides:

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

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

1. Prohibited Conduct

Students, school staff, volunteers and visitors are prohibited from engaging in the following conduct on school property, while in attendance at school or at any other school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Discharge of a firearm within 500 feet of school property;
- C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such objects include but are not limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- D. Violent, threatening or menacing behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats), stalking, or blocking access to school property or facilities;
- E. Verbal or written statements (including those made on or through a computer or other electronic device) which threaten, intimidate, or harass others; verbal or written statements which tend to incite violence and/or disrupt the school program; blackmail; extortion; or demands for money or property;
- F. Intentional damage to school or personal property;
- G. Stealing or attempting to steal school or personal property;
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the school unit's drug/alcohol and tobacco policies;

- J. Violations of state or federal laws; and
- K. Any other conduct that may be harmful to persons or property.

2. Exceptions to Prohibition Against Possession and Use of Weapons on School Property

- A. The prohibition on the possession and discharge of a firearm does not apply to law enforcement officials.

3. Disciplinary Action

A. Students

Principals may discipline, suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRS § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRS § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm or to have possessed a firearm at a school (as both terms are defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis in writing.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

B. School Staff and Volunteers

School staff members who violate this policy shall be disciplined in accordance with any applicable collective bargaining agreement or school unit procedure.

Volunteers who violate this policy may, at the Superintendent and building administrator's discretion, have their volunteer authorization revoked or restricted, depending on the circumstances of the particular case.

Violations of this policy may be referred to law enforcement authorities.

C. Visitors

Visitors who violate this policy may be required to leave school property and law enforcement may be notified of violations.

4. Psychological Evaluation/Risk Assessment

The Superintendent is authorized to request a psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school or return to school after a suspension or expulsion.

All such evaluations shall be performed at the school unit's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

5. Staff/Student Training and Procedures

The Superintendent is authorized to institute training programs for staff and students designed to support the goal of providing a safe, orderly and respectful school environment. The Superintendent is also authorized to implement any administrative procedures necessary to carry out this policy.

Firecrackers and Other Explosives

There is no good reason to bring firecrackers or other explosives to school. Many explosives and some fireworks are also illegal. Students who bring fireworks or other explosives to school shall, depending on the circumstances of the particular case, be subject to suspension and possible referral to the Superintendent for consideration of expulsion and to the police.

Flammable Devices

The lighting of matches, lighters, or other incendiary devices in school will result in suspension. If a student has one of these devices on his/her person (including 18 years of age or older) it shall be confiscated and properly disposed of.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

HARASSMENT AND DISCRIMINATION

School safety and comfort at school is critical to creating a positive atmosphere at CEHS and a key condition for student engagement and learning. Any instance of suspected discrimination or harassment should be reported to an administrator, counselor, or teacher. The District's Affirmative Action officer is Ms. Jane Golding, Director of Instructional Support. See inside for more details around how we handle complaints of harassment. Here are two important School Board policies related to these important topics.

School Board Policy AC: Non-Discrimination, Non-Harassment, and Affirmative Action

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

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Cape Elizabeth School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

ACAA – Harassment and Sexual Harassment of Students

Harassment of students because of race, color, sex, sexual orientation, 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.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed in the Board policy [JICIA – Weapons, Violence & School Safety](#)

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

COMPLAINT OF HARASSMENT—STUDENT CONTROL OVER RESPONSE

When a complaint of harassment is made by a student, the important principle that CEHS adults charged with supporting the student and investigating and responding to the complaint is this: the student is in charge of the process. In other words, CEHS staff will do what is reasonable within our power to assist the student and influence the behavior to stop, but we ensure that students feel comfortable telling us what happened by assuring them that, once the facts are known, the follow-up process depends on the wishes of the student unless there is a risk of serious, imminent harm to the student or another. We maintain this approach in order to encourage students to come forward; if students believe there is a one-sized-fits-all response to every situation, they will hesitate to come forward.

Mediation

When a complaint is brought to the administration, the student complaining may ask for a mediated resolution between him/herself and the accused. The goal of the mediation procedure is to provide a forum where the complainant and the accused can, with the aid of an experienced adult, come to a mutually agreed upon resolution. Consequently, mediation will occur only if both the complainant and the accused are willing to participate in the process.

If the complainant is not satisfied with the outcome of mediation or if mediation is not chosen as an option, a more formal investigatory process may follow. To provide for a common process for resolution of complaints of harassment, the School Board has adopted the following policy (ACAA-R) concerning the formal mechanism for handling harassment complaints. The same policy also applies for the handling of complaints of discrimination against a student.

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA - Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. *"Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.*
- B. *"Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.*

How to Make a Complaint

- A. *Any student who believes he/she has been discriminated against or harassed should report their concern promptly to any staff member]. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with a building administrator.*
- B. *School staff are expected to report possible incidents of discrimination or harassment of students to a building administrator. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.*
- C. *Students and others will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.*
- D. *Students are encouraged to utilize the school unit's Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).*

Complaint Handling and Investigation

- A. *A building administrator shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received.*
- B. *The building administrator may pursue an informal resolution of the Complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.*
- C. *The Complaint will be investigated by a building administrator unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the chairperson of the school board, who should consult with legal counsel concerning the handling and investigation of the Complaint.*
 - 1. *The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation.*
 - 2. *If the Complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.*
 - 3. *Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.*
 - 4. *The building administrator shall keep a written record of the investigation process.*
 - 5. *The building administrator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.*
 - 6. *The building administrator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.*
 - 7. *The investigation shall be completed within 21 calendar days of receiving the Complaint, if practicable.*
- D. *If the building administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:*
 - 1. *Determine what remedial action is required, if any;*
 - 2. *Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and*
 - 3. *Inform the student who made the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).*
- E. *If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.*

Bullying and Cyber-Bullying

The School Board policy on bullying and cyber-bullying (JICK) provides as follows:

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the Cape Elizabeth School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and well-being. 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 and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas 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 interferes with students' opportunity to learn, the educational mission of the Cape Elizabeth School Department, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

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

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

III. Bullying and Cyberbullying Defined

A. 'Bullying' includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of: (a) Physically harming a student or damaging a student's property; or (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by: (a) Creating an intimidating or hostile educational environment for the student; or (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. *Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;*
2. *Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;*
3. *Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;*
4. *Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;*
5. *Blackmail, extortion, demands for protection money, or involuntary loans or donations;*
6. *Blocking access to school property or facilities;*
7. *Stealing or hiding books, backpacks, or other possessions;*
8. *Stalking; and*
9. *Physical contact or injury to another person or his/her property.*

B. 'Cyberbullying' means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

- A. *Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;*
- B. *Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;*
- C. *Impersonating or representing another student through use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;*
- D. *Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and*
- E. *Using a camera phone or digital video camera to take and/or send embarrassing or 'sexting' photographs of other students.*
- F. *"Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying.*

G. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

- *Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. 'School grounds' also includes school-related transportation vehicles.*
- *Takes place while students are being transported to or from schools or school-sponsored events; Takes place at any school-sponsored event, activity, function, program, instruction or training; or*

Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

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

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

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

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

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

VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

- Meeting with the student and the student's parents;*
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior;*
- Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;*
- Counseling;*
- Anger management;*
- Health counseling or intervention;*
- Mental health counseling;*
- Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;*
- Community service; and*
- In-school detention or suspension, which may take place during lunchtime, after school or on weekends.*

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and

reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent....

VII. Assignment of Responsibility

B. The Superintendent is responsible for:

- 1. Oversight, implementation, and enforcement of this policy.*
- 2. Designating a school principal or other school personnel to administer the policies at the school level;*
- 3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;*
- 4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and*
- 5. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;*
- 6. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;*
- 7. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.*

Hazing

Hazing, according to Webster's New World Dictionary, 3rd edition, "is to initiate or discipline (fellow students) by forcing to do ridiculous, humiliating, or painful things." Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

Cape Elizabeth's School Board has adopted the following policy (ACAD) about hazing:

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

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy; may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

VANDALISM

By state law, students or their parents are liable for damage to school property by pupils. Restitution is required when school property is lost or damaged. Intentional destruction of or damage to school property is subject to suspension and possible service to the school in addition to restitution.

SEARCHES

Questioning and Searches Policy (JIH):

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess 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.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. 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 for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

Questioning and Searches Administrative Guidelines (JIH-R)

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances. [NOTE: Administrators should be aware that police generally must have "probable cause" to conduct searches, which is higher standard than "reasonable suspicion", the standard required of school administrators.]

During a search if any illegal item is found that violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded and inform the Superintendent and the parents of students involved.

A. Questioning by School Administrators

- 1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.*
- 2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.*
- 3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.*

B. Searches of Students, Personal Property in Students' Immediate Possession

- 1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a*

student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

2. *All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.*
3. *Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities shall be contacted.*
4. *Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.*

C. Searches of Lockers, Desks, and Other School Storage Facilities

- *School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.*
- *Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of a witness. If practical under the circumstances of the search, a reasonable effort will be made to conduct searches out of the sight and hearing of other students. If practical, the student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.*
- *Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.*

D. Patrolling of Parking Lots and Searching Vehicles

- *Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.*
- *If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.*

- *If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.*

E. *Canine Patrols and Searches*

- *The Superintendent may authorize canine patrols to take place anywhere on school property, including in hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.*
- *The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used*
- *Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.*
- *When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.*
- *All student vehicles, lockers, and/or other school storage facilities will be scanned during a canine patrol. Any vehicle, locker or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.*
- *Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.*
- *If practical, the student should be present during a search of his/her vehicle, locker or other school storage facility. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.*

SUBSTANCE USE AND ABUSE

Because the present School Board policy (currently under the process of revision) covers both behaviors (those directly related to school and those not directly related to school) in a single policy, the policy can be challenging to follow. The following discussion attempts to separate out the various aspects of the Board policy.

Prevention, Education, and Intervention

While the school's approach to substance use involves consequences, the school also takes an educational and interventionist role regarding substance issues. Those roles are summarized in School Board policy:

Prevention. The school department will provide students with information and activities focused on prevention of the use of alcohol and drugs. Programs are to be provided that teach students that using illicit drugs and alcohol is wrong and harmful. The legal, social, and health consequences of drug and alcohol abuse are to be addressed. Students are to be taught how to resist peer pressure.

Intervention. The school department will establish and provide assistance, through a team approach, to intervene with students who are involved with drugs and/or alcohol. Students are to be assisted in addressing their harmful involvement with drugs and alcohol and in continuing in their educational programs. Moreover, information and referral will be provided, as appropriate, to aid involved students and the parents of involved students in connecting with community agencies for drug and alcohol use treatment. In addition to other consequences provided for, all students who violate this policy shall be referred to a social worker or guidance counselor for appropriate information gathering, counseling, and suggestions for further treatment. The student shall be required to attend such meetings as the social worker or guidance counselor deems to be in the student's best interest.

SUBSTANCE ABUSE POLICY ON SCHOOL GROUNDS OR AT SCHOOL EVENTS (FROM POLICY JICH)

Prohibited Conduct

The following prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school:

Students shall not use, sell, furnish, or be in possession or under the influence of any product containing tobacco or alcohol.

Nor will a student manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or prescription drug (unless the student has a lawful prescription for that drug and is using it in the manner prescribed); or any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance.

Nor will any student be in possession of any paraphernalia associated with the use of such substances, the possession of which is a violation of law.

It is not a violation of this policy for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor, in accordance with school guidelines for medications.

Disciplinary Consequences

Use and Possession Offenses. For any offense on school grounds or at a school-sponsored activity on or off school grounds, students shall be suspended from school and referred to the police. The length of suspension shall be as follows:

- 1st offense in a School Year. Four days, except the suspension will be reduced to two days if (a) the student agrees to see the school's social worker for as many visits as the social worker deems necessary and to follow any recommendations of the social worker regarding the student's substance use and (b) the student agrees to perform community service during the days of suspension as assigned by a school administrator
- 2nd offense in a School Year. Eight days.
- 3rd offense in a School Year. Ten days. The student shall also be referred to the Superintendent for consideration of possible expulsion.

Furnishing and Trafficking Violations (Excluding Tobacco Offenses) on School Grounds or at School Events
Ten days. The student shall also be referred to the Superintendent for consideration of possible expulsion.

SUBSTANCE USE POLICY CONCERNING EVENTS OFF NOT DIRECTLY CONNECTED TO SCHOOL APPLYING TO STUDENTS WHO PARTICIPATE IN ATHLETICS AND COVERED CO-CURRICULAR ACTIVITIES (FROM POLICY JICH)

This part of the School Board's policy impacts students who participate in school athletics and covered co-curricular activities. The behaviors covered are the same as those covered in the policy concerning events that take place on school grounds or at school events.

With regard to all events covered under this part of the School Board's policy, the policy encourages students and/or parents to make a self-referral concerning the to school administrators within 48 hours. In the case of a first offense that comes to administration through self-referral, students do not lose, even for a limited time, the opportunity to participate in performances or competitions.

Covered Activities

The Board policy applies to students who participate in all of the school's major performance and competitive activities. In the language of the policy, it applies to:

- *All students involved in student government,*
- *All students involved in interscholastic competitions of any sort, including but not limited to athletics, Speech/Debate, Mock Trial, etc.; and*
- *All students involved in extracurricular activities involving major public performances, including but not limited to Theater and Jazz Band.*

Consequences

The consequences for offenses covered under this part of the policy are described in the following excerpt from the policy:

1st offense within a calendar year, Self Reporting. *If a student or parent/guardian reports a violation to a school administrator within 48 hours of its occurrence, the student shall not forfeit the*

privilege of participating in any competitions or performances. The student shall be referred to meet with a substance abuse counselor, social worker, or guidance counselor, as available, for as many meetings as the substance abuse counselor, social worker, or guidance counselor deems appropriate and necessary. In order to continue eligibility to participate in the covered activity, the student is required to implement any plans that the substance abuse counselor, social worker, or guidance counselor recommends to the student and parent.

In the event of a first violation that is reported via a self-referral, the consequence for the student's second offense will be the consequence provided below for a first violation, without self-referral; for the third offense, the consequence will be that provided below for a second offense; and for the fourth offense, the consequence will be as provided below for a third offense.

1st offense in a calendar year, without self-report. In the absence of a self-report to a school administrator, the student shall forfeit the privilege to participate as follows:

- *Athletics. The next two countable contests if the team has fewer than ten total contests in a season excluding playoffs, or the next four countable contests if the team has ten or more countable contests in a season, excluding playoffs. If the student is not involved in a covered athletic activity at the time of the violation, this consequence will carry over to the next athletic team on which the student does participate.*
- *Other Covered Activities. The next two competitions or major performances of all activities in which the student is actively involved at the time of the violation. If the student is not actively involved in any non-covered activities at the time of the violation, then this consequence will carry over and apply to the next two non-athletic covered activities in which the student is involved.*

2nd Offense in a calendar year. Students who violate this policy the second time in a school year shall forfeit the privilege to participate as follows:

- *Athletics. The remainder of the athletic season. If there are fewer than eight/four countable contests remaining in the season at the time of the violation, then this consequence shall carry over to the next athletic season in which the student is involved so that the total consequence involves a minimum of eight/four countable contests.*
- *Other Covered Activities. All competitions and/or major public performances of covered activities for the next three months.*

3rd Offense in a calendar year. Students who violate this policy the third time in a school year shall forfeit the privilege to participate in all covered activities for the remainder of the school year.

Loss of Leadership Positions and/or School Recognitions. Students who violate this policy who are elected or appointed school leaders or eligible for major, end-of-year school recognitions or scholarships or membership in the National Honor Society will be subject to the following additional consequences:

1st offense. Loss of athletic team captaincy.

2nd offense in school year. Loss of any elected or appointed leadership positions and eligibility for all major, end-of-year school recognitions or scholarships or membership in the National Honor Society for the remainder of the school year.

3rd offense cumulatively. Loss of any elected or appointed leadership positions and eligibility for all major, end-of-year school recognitions or scholarships or membership in the National Honor Society for the remainder of the student's career in that school.

MISCELLANEOUS BEHAVIORAL ISSUES

Each student at Cape Elizabeth High School has a right to learn in an environment that is free from needless distractions.

DISTRACTING/DISRUPTIVE ITEMS

We place restrictions on the following items that can cause distractions.

- Prohibited at school: Laser pointers, radios, TV's, electronic game players, or other electronic broadcast equipment
- To be put in locker or storage place throughout school day: Hackey-sacks, kooshes, skateboards, athletic equipment of all types
- Cell phones, pagers: Must be out of sight and silenced during class time unless teacher directs. Cell phone use is permitted only between classes and in the cafeteria. Volunteer fire fighters and student rescue members may keep pagers on as long as they get permission from a building administrator
- Musical instruments are restricted to the band room area and lawn areas. They are not allowed in hallways, classrooms, or other common areas.

Any of the above items may be confiscated by any staff member and given to an administrator for return at the end of the following day. Failure to comply with a staff member request for the item is insubordination. Repeat violations will be dealt with on a consistent, case-by-case basis.

DISPLAY OF AFFECTION

Each student has the right to feel comfortable in the school environment. Public displays of affection, beyond holding hands, can be offensive to both staff and students. Affection should be kept private and away from school grounds. Students who do not adhere to this policy will be warned by staff members – a phone call to the parent/guardian of those students in question will be made home. Subsequent violations will be followed up with disciplinary consequences.

DRESS CODE

Students wearing any clothing judged by the administration to be obscene or offensive will be sent home to change clothing if necessary or directed to put on clothing that the school will make available. Clothing worn by students should be appropriate and in good taste, according to the judgment of staff and administration. Student attire should not disrupt the educational process; therefore, the following items do NOT constitute acceptable school attire:

- Clothing which depicts or in any way refers to, advertises, or promotes illegal drugs, alcohol, or tobacco products or which is derogatory toward any group or individual.
- Bare feet are not permitted.
- Teachers may request that students remove hats in classrooms or study halls.

The complete School Board policy on student dress provides:

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal

choices of students create a disruptive influence on the school program or affect the health or safety of others.

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

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.*
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.*
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.*
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.*

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

Staff Conduct With Students

Staff are expected at all times to conduct themselves towards students both professionally and respectfully. The School Board has adopted the following policy (GBEBB) with regard to staff conduct with students:

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

The interactions and relationships between staff members and students should be based upon:

- mutual respect and trust;*
- an understanding of the appropriate boundaries between adults and students in an educational setting; and*
- consistent with the educational mission of the schools.*

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Possible Violations

Examples of conduct by staff members that could be considered a violation of this policy include but are not limited to the following:

1. Any type of physical contact with students;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling/administrative staff.
4. Sexual banter, allusions, jokes or innuendos with students;
5. Asking a student to keep a secret; and
6. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
3. Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
4. Driving students home or to other locations;
5. Inviting or allowing students to visit the staff member's home;
6. Visiting a student's home, unless on official school business;
7. Maintaining personal contact with a student outside of school by telephone or text messaging, computer (such as e-mail, Instant Messenger, social networking sites), or letters (beyond homework or other legitimate school business);
8. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
9. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal [or other appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall be reviewed by the appropriate administrator and may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with board's policy.

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