



# 2014-2015 CEMS Student Handbook

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## CAPE ELIZABETH SCHOOL DEPARTMENT

### 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.**

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

**A**cademics: 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.

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

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

[\[download vision, mission and values\]](#)

## CEMS STAFF DIRECTORY

<b>Principal</b>	Mike Tracy	<b>Instructional Strategist</b>	<b>Occupational Therapist</b>
<b>Assistant Principal</b>	Doug Perley	Cheryl Joys	Jill Turcotte
<b>Athletic Director</b>	Scott Labbe		
<b>School Counselor gr. 5 &amp; 7</b>	Stephanie Bouffard	<b>Math &amp; Literacy Coaches</b>	<b>Speech Therapist</b>
<b>School Counselor gr. 6 &amp; 8</b>	Kim Sturgeon	Laura Ellis	Kristen Tevanian
<b>Guidance Secretary</b>	Kate Thibeault	Elizabeth Johnson	Susan Bahadori
<b>Administrative Assistant</b>	Michele Gagne		
<b>Administrative Assistant</b>	Sally Tammaro	<b>Physical Education</b>	<b>Nurse</b>
		Andy Strout	Linda Chao
<b>Grade 5</b>	<b>Grade 6</b>	Sarah Kinsella	<b>Health Educator</b>
Kristen Arbour	Laura Briggs		Scott Labbe
Heather Geikie	Charlie Carroll		
Kate Karlonas	Allison Caruso (team leader)	<b>Ed Tech III</b>	<b>ESL</b>
Carrie Newton	Joe Doane	Allen Little	Joni Hewitt
Kathy Walsh (team leader)	Alison Hawkes	Jen Caswell	
Matt Whaley	Claire Ramsbotham	Sharon McIntyre	<b>Special Services</b>
			Melissa Bam
<b>Grade 7</b>	<b>Grade 8</b>	<b>World Language</b>	Cheryl Joys (team leader)
Deb Casey	Joanne Bearor	Susan Dana	Lisa Lund
Hannah Rohner	Tabitha Eastman	AnnMarie Dionne	Jon Delisle
Aaron Filieo	Jamie Michaud	Lisa Leonard	Tammy Thatcher
Danielle Kunert	Per Noreus	Eteri Shvets	
Kris Moniz (team leader)	Adam Killip	Laura Trippe	<b>Social Worker</b>
			Chip Babineau

Pierre Paradis

Stephen Price  
Terese Roberts (team leader)

**Art**

Marguerite Lawler-Rohner

**Computer Technology**

Jack Duffy

**Library Learning Center-  
Instructional Tech  
Specialist**

Amanda Kozaka  
Jonathan Werner  
Andrea Hayden-Ed. Tech 1

**Industrial Technology**

Christopher Turner

**Music**

Caitlin Ramsey-Band  
Nancy Murray-Chorus

## **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>

### **SCHOOL BOARD POLICIES**

Excerpts of some policies and selected hyperlinks are included below, complete policy information can be found at: <http://www.cape.k12.me.us/policies/index.html>.

### **AFFIRMATIVE ACTION POLICY**

The Cape Elizabeth public schools are committed to an affirmative action program. It is the intent of the Cape Elizabeth School Board to comply with applicable laws which prohibit discrimination in employment, or availability of services and access to programs based on race, color, religion, physical or mental disability, gender, marital status, national origin, or age. This program will seek to promote equalization of employment and educational practices in all school related activities.

Cross-reference: Cape Elizabeth School Department Affirmative Action Policy

AC [Affirmative Action](#)  
ACAA [Harassment and Sexual Harassment of Students](#)  
ACAD [Hazing](#)  
GBEBB [Staff Conduct with Students](#)

### **CAPE ELIZABETH MIDDLE SCHOOL PARENTS' ASSOCIATION - MSPA**

Our Middle School has the good fortune of working with a group of parents who have formed a dynamic parent organization. The MSPA is an incredibly supportive group and is representative of the collaborative efforts of the parents, teachers, and students at CEMS. If you are interested in participating in this parent program, please visit the MSPA website: <http://www.capemspa.org>

### **SYSTEM-WIDE STUDENT CODE OF CONDUCT**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this 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.

## **Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage
- Humility

## **Code of Conduct**

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school

## **General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors
2. Respect the rights and privileges of other students and school staff.
3. Adhere to all Board policies and school rules governing student conduct.
4. Respect reasonable requests and behavioral expectations set forth by school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Cross-reference:     [JIC Student Code of Conduct](#)  
                           [JK Student Discipline](#)  
                           [JKD Student Suspension](#)  
                           [JKE Expulsion of Students](#)

## **WEAPONS, VIOLENCE, BULLYING AND SCHOOL SAFETY**

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

School staff is required to immediately report incidents of prohibited conduct by students 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.

Students 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;
- B. 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;
- C. 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;
- D. Verbal or written statements (including those made on or through an electronic device and/or via social media) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program, blackmail, extortion, or demands for money or property;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Bullying behavior, including unwanted physical contact, acts or communications of any kind that:
  - 1. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
  - 2. is so severe that it creates a hostile educational environment for the student who is bullied.
- 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.

Cross-reference:

[ACAA Harassment and Sexual Harassment of Students](#)  
[JICIA Weapons, Violence, Bullying and School Safety](#)

## **GUIDANCE DEPARTMENT**

The Middle School Guidance Department is responsible for individual and educational group counseling, assisting students with educational programming, educational assessment, maintaining and transferring school records, career education, and as a resource for our advisory curriculum.

The school's guidance department's responsibility is to assist in social and emotional growth as well as academic growth. Educational programs and efforts that are designed to assist youth in making the transition to adolescence and independence are needed in any middle level school. All Cape Elizabeth Middle School students take part in a teacher-based guidance or an advisor/ advisee program. The advisory period is different from academic classes in the following ways:

- 1. It is designed to promote the affective development of middle level students.
- 2. It is non-graded.
- 3. The teacher assumes the role of a caring adult to enhance the student's social and emotional

development.

4. Students are provided a secure classroom environment to question, explore, inquire, and discuss their personal concerns.

In accordance with state and federal mandates, assessments designed under the auspices of the Maine Department of Education will be administered to all students in grades five through eight. The SmarterBalanced (SBAC) assessment will be administered in the spring of 2015. Students in fifth and eighth grade will also take the Maine Educational Assessment (MEA) in the area of science in May.

Additionally, all students will participate in the STAR universal screening tool in mathematics and reading and may also take the NWEA's MAP (Measures of Academic Progress) in mathematics and reading. The NWEA is a state-aligned, computerized adaptive test that reflects the instructional level of each student and measures growth over time. SmarterBalanced and NWEA scores once received, will be sent home by the guidance office. If you have any questions regarding these tests please contact the Cape Elizabeth Middle School Guidance Office at 799-8176.

Throughout the year, students in all grades will participate in local common assessments developed by our teachers. Results from our local assessments will be part of our regular progress report and report card communication system. If you have questions regarding the results of the local common assessments, please contact the homeroom teachers (grades 5/6) or the advisors (grades 7/8) at 799-8176.

Counseling services also include a full-time School Social Worker. Our social worker coordinates efforts with Administration, Special Education Services, Guidance and instructional staff to provide classroom presentations, individual and small group counseling, family support and referral to outside service providers.

## HEALTH SERVICES

**Student Health Records:** Since new personnel work with your child/children each year, it is important that student health records be kept current. All significant health problems should be noted in the health forms provided in the PowerSchool parent portal. . Parents will receive a letter each year requesting an update. Health information is obtained (a) at the time of initial registration (b) at the completion of a physical exam by the child's physician, and or (c) at the notification from parents of changes in the physical status as they occur. In the event of a major change in health status, an updated physical exam report from the physician is requested.

**Vision & Hearing:** Vision and hearing screenings are done routinely on 5th and 7th graders and on any other students referred to the nurse by a parent or teacher. Scoliosis screening is done on 6th grade girls and 8th grade girls and boys.

**School Physical Exam Policy:** The major responsibility for the health needs of the student rests with the family and the family physician. The Cape Elizabeth School Department does recognize that "there is little to justify mass examinations in the school," but they do assume a supportive role in evaluation of the health status of the students and make known health findings to the parents. All students are required to:

1. Have a physical examination by the family's health care provider on entry to grades K, 7, 10 with the completion of the school's physical examination form.
2. Transfer students must provide evidence of their latest physical examination prior to enrollment. If this is more than one year old, the student will be required to have a new



evaluation.

3. Students in grades 6 & 8 participating in sports will need to have his/her parent or guardian complete the “Health Questionnaire for Sports Participation” form. Any problem areas noted may require an updated physical before the student is allowed to participate. In addition, a student must have clearance from his/her physician before resuming athletic activities if there has been a major illness or injury since the previous physical examination.

Cross Reference: [JLCA Physical Examinations of Students](#)

**Medication Policy:** 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 other staff as permitted by law and designated by the school principal.

Cross Reference: [JLCD Administering Medicines to Students](#)

**School Accident/Illness:** If your child becomes ill or injured at school, the procedure is as follows:

- Parents are notified and asked to make arrangements for the child. Therefore, it is very important that the school office be notified of any changes of home or work telephone numbers.
- Emergency information, including the name of a designee to be called in the event parents/guardians cannot be reached is stored within our PowerSchool System. It is the responsibility the parent/guardian to keep this important information current. Parents/guardians should visit the PowerSchool Parent Portal to confirm this information and/or make necessary changes.

Cross Reference: [JLCE First Aid](#)

**Insurance:** Accident insurance information is provided to all students each fall, and parents/guardians are encouraged to consider whether or not they wish to partake of this service. All students must return the forms to school indicating yes or no to taking the insurance and their parent or guardian's signature should be on it as well as the students' name.

## **GENERAL MIDDLE SCHOOL PROCEDURES**

### **SCHOOL HOURS**

Students are expected to arrive at school between 7:30 A.M. and 7:50 A.M. unless they have an early morning appointment with a teacher. Upon arrival students will assemble in the cafeteria where breakfast will be available. CEMS administration and staff will supervise 7:30am-7:50am when students will be released to their lockers, homeroom and first block classes. Students remaining at school beyond our 2:30 P.M. dismissal must be supervised by CEMS staff. The CEMS instructional day is defined as 7:55A.M.. to 2:30 P.M. Fifth and sixth grade students report homeroom at 7:55 A.M. and begin first block at 8:00am. Seventh and eight grade students report directly to first block at 7:55 A.M. Attendance, daily announcements, and the Pledge of Allegiance will take place between 7:55 A.M. and 8:00 A.M.

### **ATTENDANCE**

A telephone call to the main office (799-8176) the day of a student's absence is requested. Parents/guardians are asked to call the office before 9:00 A.M.. If contact has not been received by this time, the office staff will call to confirm the status of absent students. If you know of an absence the day before or are able to confirm an extended absence, a call in advance would be greatly appreciated. If there is no direct communication, your child must bring a note to school excusing the absence upon return. Absences accompanied by parent/guardian contact will be recorded as “excused”. In the absence of this communication, absences will be considered “unexcused”.

### **DISMISSAL**

Any student needing to be dismissed during school time should go to the office for a dismissal slip. A dismissal note or call from home is necessary. Please make every effort do this before school if possible. A sign out/in sheet is located in the office and students must sign in and out. An administrator will immediately contact the parents in the event that a child leaves campus permission. Additionally, a disciplinary consequence, an expectation that time/work associated with the absence is made-up, communication with the Superintendent and coordination with CEPD are all likely responses.

### **TARDINESS**

Students are to report directly to the main office in cases of tardiness. In the absence of a note or a telephone call tardies will be recorded as “unexcused”. Notification from parents regarding tardiness results in an “excused tardy.” Habitual tardiness will result in written correspondence from administration, a potential meeting with the assistant principal or principal and the possibility of consequences that jeopardize participation in school-based activities.

\*While parent/guardian communication will avoid an “unexcused” distinction, CEMS administration asks that “excused” time away from instruction be related to illness, medical appointments, religious observance, educationally related activity, family matters and emergency situations as much as possible. In all instances, open communication is the key.

## CONTACTING STUDENTS DURING THE SCHOOL DAY

In an effort to reduce the number of disruptions in our student's academic day and in the operation of our central office, a message board system, located just outside the main office near the student phone, will be used to notify students of the need to pick something up or check with the main office for messages. Students will be encouraged to check the message board periodically throughout the day; morning break, academic tutorial, before & after lunch and just prior to dismissal. Of course, this procedure does not negate the need to contact a student for emergency reasons.

### TELEPHONE

A telephone is available for students to make personal calls. This phone should be used for all calls, except those of an emergency nature. Illness and detention are not considered emergencies. This student phone is available outside of the main office area. Cell phones should be turned off during the school day.

### PLANNED ABSENCES AND FAMILY TRIPS

Planned absences and family trips that result in students missing class days are strongly discouraged by the school as they represent a significant loss in student learning. If the planned absence cannot be avoided, the student should work with their teachers to obtain assignments and arrange for completion of schoolwork before/during/after the period of the absence. The student should initiate this process as early as possible. Students who do not follow this procedure may not be allowed to make up the work missed. Make up tests will be completed at the teacher's convenience.

### ABSENCE REPORT

Parents will be notified by the office when a student's absences reach **ten days**. Significant absences disrupt learning and can interfere with a student's academic growth. If health-related issues arise that have a direct bearing on a child's attendance, parents are encouraged to discuss the issues with our school nurse/health educator.

### CAFETERIA

The cafeteria is used by approximately 1100 students every day. Therefore, it is important that students do their part to keep it clean. Students are expected to keep their table and surrounding area clean, contribute to a peaceful/welcoming climate by conducting conversations at a reasonable volume, and remain at their table until dismissed by supervising staff.

**Breakfast Program:** Breakfast is available to all students and staff from 7:30 A.M.- 7:50 A.M.. Full breakfast selections, including juice or milk, vary daily at a cost of \$1.50. A la carte items are also available at a cost of \$.35 to \$1.50.

**Hot Lunch Program:** Students in grades five through eight have the option of purchasing their food a la carte or as a full meal. The cafeteria lines sell a la carte items, as well as a variety of \$3.00 Combo Meals. Some of the a la carte items include hot and cold entrees, freshly made deli sandwiches, salad bar, bagels & cream cheese, oven fries, yogurt, soup, freshly baked products, juices, and milk. Items are priced from \$.35 to \$1.50.

**Money Collection:** Every student is set up with an individual lunch account. The corresponding ID

number allows a student to deduct money from their debit account for food or drink purchases. Students may deposit money into their account any morning before school or during lunch. Cash transactions are also taken during lunch. On-line payments can be made at <http://www.paypams.com>. Account balance statements are generated monthly and distributed electronically. Parents/guardians are welcome to call, stop by the cafeteria during the school day or contact Food Services Director Peter Esposito directly at [pesposito@capeelizabethschools.org](mailto:pesposito@capeelizabethschools.org) for balance information.

**Charging Meals:** If a student owes more than \$5.00, they will not be allowed to charge any more on the a la carte line (but are always able to purchase a lunch). If you don't want your child to purchase a la carte, please notify the Director and a block can be put on his/her account. Parents are always welcome to join their children for lunch in the cafeteria.

### **LOCKERS AND LOCKS**

Lockers are available for all students. Students wishing to have a lock for their locker must purchase the lock from the school office. Cost of the combination lock is \$3.00. This is the only type of lock to be used on our school lockers. Once purchased, official school locks may be used from year to year. Students are strongly urged to purchase a lock to protect their belongings. It is the responsibility of the student to replace books stolen from an unlocked locker. School lockers are school property and are subject to administrative search. Public school officials are not required to obtain a search warrant prior to conducting a search of a student's locker. Students should refrain from using markers or placing stickers on lockers.

Cross Reference: [JIH - Questioning and Searches of Students](#)

### **FIELD TRIPS**

Field trips are a part of the school day and relate to studies in particular areas. A parent or guardian must sign permission slips before a student is allowed to go on a trip. To insure that parents are properly informed of the whereabouts of the students, we cannot permit anyone to go on a field trip without permission from home.

### **LOST AND FOUND**

Lost and found articles will be placed in the bins and on tables in the gym lobby.

### **EMERGENCY DRILLS**

These drills are important and are taken seriously. During evacuation drills students are to exit with a teacher in single file. If an exit is blocked, proceed quietly toward the designated secondary exit and move several hundred feet away from the building. CEMS staff will review procedures prior to the first drill of the year. Additional emergency procedures that you may be asked to rehearse include Lockdown Drills and Shelter-in-Place Drills. Always be prepared to follow the teacher's instructions should the need for unexpected adjustments arise.

### **ANIMALS IN SCHOOLS**

Permission must be obtained from the principal before animals are brought to the classroom. If students wish to bring in animals for educational purposes, they are to consult with their teachers who, in turn, will request permission from the Principal. Animals are not to be transported on a school bus.

## **BICYCLE RACKS**

Bicycle racks are available to students and located near the main entrance. The school is not responsible for theft or vandalism while bicycles are on school property. A good lock is recommended. Please remember to ride your bicycle on the right hand side of the road going with the traffic. This applies to riding bikes on school grounds as well. Students riding bikes on school grounds are expected to wear a protective helmet in accordance with state law.

## **CARE OF SCHOOL AND EQUIPMENT**

An important responsibility as a member of our school community is to care properly for the building. A few helpful guidelines are:

- a. Do not litter. Dispose of trash in receptacles.
- b. School supplies assigned to students become their responsibility. Do not mark in the books. A lost or damaged text will be replaced at cost by the student/family.
- c. Stickers are to be placed **only** on personal items.
- d. Handwriting or pencil and pen designs are limited to paper. No marking on desks (regardless of the number of marks already on it), lockers, or on other parts of the school. It takes time, energy, and money to remove the marks - desks and chairs are expensive.
- e. Keep your desk area neat. Pick up any papers on the floor.
- f. If you see something that needs attention, inform a teacher. Examples of this could be a leaking faucet, a broken handle, or a locker that does not operate properly.
- g. Students involved in the damage of school property may be billed for the repair.

## **CHEATING/PLAGIARISM**

The Middle School staff takes a firm stand against cheating. Teachers will give very clear directions for appropriate assistance on all assignments. Cheating is defined as receiving or providing inappropriate assistance on tasks such as tests, quizzes, assignments, projects, or reports. Direct copying, direct providing of completed assignments for others, taking someone else's work to claim as one's own, and using Internet language translators for writing are four examples of cheating (Plagiarism is also a form of cheating.) When a teacher determines that a student has been involved in a cheating situation, these steps will be followed:

- The student must be informed of the teacher's observation and evidence.
- The student will be given an opportunity to explain the situation from her/his perspective.
- First offense, the student will be given the opportunity to complete the assignment for full-credit. Subsequent offenses will result in a loss of credit (up to and including full-credit depending upon the circumstances).
- Building administration will be notified regarding each offense
- Additional consequences will be considered on a case by case basis
- The teacher will notify the student's parents/guardians.

## **STUDENT COMPUTER AND INTERNET USE**

The Cape Elizabeth School District's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. All policies and the accompanying rules also apply to iPads issued directly to students, whether in use at school or off school premises.

### **Additional Rules for iPads Issued to Students:**

1. At some grade levels iPads are loaned to students, similar to textbooks, as an educational tool and are only authorized for use in completing school assignments.
2. Before a iPad is allowed to be taken home, a parent/guardian must:
  - attend an informational meeting about iPad program and its guidelines;
  - sign and return the “Take Home Permission” form.
3. Students are responsible for the proper care of iPads at all times, whether on or off school property, including costs associated with repairing or replacing the iPad. Cape Elizabeth School District offers an optional insurance program for parents to cover replacement costs and/or repairs costs for damages not covered by the iPad warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to an iPad issued to their child.
4. If an iPad is lost or stolen, this must be reported to the teacher and/or building administrator. If a iPad is stolen a report should be made to the Cape Elizabeth Police Department the building administrator and Technology Coordinator.
5. The Board’s policy and rules concerning computer and Internet use apply to the use of iPads at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of iPads issued by school staff.
6. Violations of policies or rules governing the use of computers, or any careless use of a iPad may result in a student’s laptop being confiscated and/or a student only being allowed to use the iPad under the direct supervision of school staff or with restricted access. The student will also be subject to disciplinary action for any violations of Board policies or rules.
7. Parents may have access to their child’s login password. Parents are responsible for supervising their child’s use of the iPad and Internet access when in use at home.
8. The iPad may only be used by the student to whom it is assigned.
9. iPads must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross-Reference:

[IJNDB-R Student Computer and Internet Use Rules](#)

[IJND Distance Learning Program](#)

[EGAD Copyright Compliance](#)

[JIC Student Code of Conduct](#)

[IJNDB - Student Computer and Internet Use](#)

### **iPad Rules during school hours:**

1. Students are not allowed to open iPads in any academic class without permission from the teacher. Students can be on their laptop:
  - before homeroom
  - during morning break (when/if scheduled)
  - during advisory with teacher permission
2. Students should not be on their iPads:
  - in-between classes (time does not allow)
  - during class without teacher permission
3. Students are responsible for keeping their iPads adequately charged.
4. Cooperation with reasonable expectation related to gaming is expected. Excessive gaming and a lack of cooperation will result in iPad restrictions.
5. Students must care for their iPads at all times.

- Transport it in a case.
- No stickers or tape.
- No food or drink near iPad.

### **STUDENT USE OF ELECTRONIC DEVICES**

Cape Elizabeth Middle School expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

- Personal electronic devices (PEDs) must be in silent mode in instructional areas during the instructional periods, and are not to be used during the school day by students. Teachers may, however, allow the use of PEDs (eg. MP3, PDAs) to be used to accommodate teaching strategies or learning styles of students.
- The electronic transmission, or posting of photographic images or audio recordings of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited.
- Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright.
- The use of personal electronic devices in the school setting should reflect the Board's core commitments of respect, integrity, and accountability.

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions:

- The teacher or administration will confiscate the device and release it to the student at the end of the regular school day.
- The principal(s) or designee may confiscate the device and release it only to a parent/ guardian. At the discretion of the principal(s) or designee, the student may be prohibited from possessing a PED on school property or at any school-sponsored activity for such a period of time as the principal or designee deems reasonable.
- The student will be subject to disciplinary consequences up to and including expulsion when and where appropriate. If needed, law enforcement may be contacted for extenuating circumstances.

### **DRESS CODE**

Clothing should be appropriate, not distracting, and in good taste, according to the judgment of supervising adults/administration. Clothing should not be revealing to the point where it is viewed as a distraction to others. Undergarments should not be visible. Students wearing clothing judged by the staff to be obscene, suggestive, provocative, inappropriate or offensive, and therefore distracting, will be asked to replace the clothing with more appropriate attire, turn the clothing (in the case of a t-shirt) inside out or wear a t-shirt provided by the school.

Cross Reference: JICA [Student Dress](#)

### **RECESS/LUNCH BLOCKS**

Students are expected to report to and remain in designated areas for recess (playground/field or assigned indoor location) and lunch (cafeteria). A signed pass confirming supervision is required for

students to spend this time in any other location.

## **MIDDLE SCHOOL BEHAVIORAL GUIDELINES**

The following guidelines for general behavior, homework, and make up are set forth with the intent to make CEMS successful for students, parents, and teachers. Our goal is to help students become more responsible for their learning. Students should be the hardest workers in this learning opportunity. Through a partnership of parents and teachers, we surround students with an atmosphere of support. The guidelines are general; they are meant to be broad, but simple and focused. The guidelines are set forth to promote success and prevent students from falling so far behind that it is difficult to catch up.

**General Behavior:** The students are responsible for:

- Coming to school prepared to learn.
- Exhibiting behavior that is respectful of all people, materials, equipment, building structures, furniture, lockers, etc. at all times.
- Power/Energy drinks with excessive caffeine and sugar are prohibited.
- Having all necessary materials for learning and studying for each class. Students should not have to go out to lockers to get extra materials.
- Storing book bags, athletic equipment, recess equipment, and musical instruments in their proper place. None of these items are allowed in the hallways. Book bags will fit into the lockers if emptied. Athletic equipment can be stored in the locker rooms, P.E. offices, or administrative offices. Musical instruments should be stored in the band room (or in the classrooms with teacher permission in grades 5 & 6.)

## **MIDDLE SCHOOL DETENTION PROCEDURES (7th and 8th Grade Students)**

- After-school detention will be served from 2:30 to 3:00 p.m.
- Parent/guardian contact must occur prior to the detention.
- Ideally, detentions will be served on the day of the infraction.
- Detention is defined as a quiet workplace supervised by the staff member issuing the detention.
- Attendance at a schedule detention will take precedence over extracurricular/school-sponsored activity
- Arriving late to the detention (after 2:35 p.m.) will result in that detention not counting as being served.
- Parents will be notified each time a student commits an offense and incurs a disciplinary consequence.
- In most cases, students will be expected to call parents to notify them of their detention. If the detention cannot be served due to a prior out of school commitment, the detention will be served at a mutually agreed to time.
- After three behavior detentions during a trimester, students will meet with an administrator to discuss their behavioral choices and the potential impact on school privileges (i.e. attendance at dances). More importantly, at this point the academic team, students and parents should meet and work together to produce a behavior contract that addresses and clarifies future consequences regarding repeat behavior for the remainder of the year.
- Skipping a properly scheduled after-school detention (x1) will result in the need to make-up this time with the involved staff member. A second, similar offense will result in



administrative intervention and the potential for additional consequences.

Cross Reference:

[JK Student Discipline](#)

[JKD Student Expulsion](#)

[JKF Disciplinary Removal of Students with Disabilities](#)

[JICK - Bullying and Cyberbullying](#)

## BUS EXPECTATIONS

**Regular Bus:** Bus students will ride only on the bus assigned to them. Bus students must remain on school grounds upon arrival in the morning until being picked up in the afternoon. Middle School students are not allowed to ride the elementary (K-4) buses, except as a late bus with written permission from a teacher or administrator. The elementary buses depart at 3:00.

**Late Bus:** The policy for regular or late bus runs is as follows: Students wishing to ride the bus must remain on school property. A late bus pass is required and may be obtained by the supervising CEMS staff member. The regular Middle School late buses will depart @4:00 Monday through Thursday.

**Bus Regulations:** Riding the bus is a privilege that can be revoked. The following rules apply:

1. Be on time for the bus. (Ten minutes prior to listed time.)
2. Remain seated while the bus is in motion.
3. No eating, drinking or smoking on the bus.
4. Talk quietly as to allow the driver to safely maneuver his route.
5. Keep your hands to yourself and inside the bus at all times. No fighting is allowed.
6. Depart the bus at your assigned destination unless written permission given by your parent to disembark at a different, designated bus stop.
7. Cross in front of the bus only when signaled by the driver.
8. Listen to and follow directions of the bus driver in a respectful manner.

### Consequences for inappropriate behavior:

- 1<sup>st</sup> Offense: The bus driver will speak with the student about unsafe or disrespectful behavior.
- 2<sup>nd</sup> Offense: The bus driver will send to the school administration a signed “Bus Slip”. The administrator will speak to the student and notify parents. A processing meeting with the driver, an assigned seat or other similar intervention may place in an effort to encourage a behavioral change and improved student/drives relationship.
- 3<sup>rd</sup> Offense: The bus driver will send to the school administration a second signed “Bus Slip. The building administrator will communicate with the transportation department and determine appropriate interventions. Parents will be involved.

Offenses 1 and 2 may be omitted for any serious violation representing a significant safety risk.

Cross Reference: [JICC Student Conduct On School Buses](#)

## ACADEMICS/PROGRAMMING

### REPORTING SYSTEM

The Middle School operates on a trimester system. The approximate dates of each reporting are indicated on the school calendar. Students will have up to two weeks (ten school days) from the end of a marking period to make up incomplete work. After ten school days, the teacher will turn in a grade for the marking period.

The grading system for grades 5, 6, 7, and 8 is as follows:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = Below 70

The school produces an honor roll roster each trimester for grades 7 and 8.

The policy is as follows:

- High Honors: "A's" in all subjects
- Honors: "B's" or better in all subjects

Cross Reference: JRA – [Student Records](#)

### HOMEWORK GUIDELINES

- Homework is assigned to allow students the opportunity to; practice skills or complete exercises begun in class, increase background knowledge on a particular subject or topic prior to or following a class, explore ideas within less-constrained time frames at the student's own pace.
- As to the amount of homework, teachers adhere to the general rule of 10 minutes per grade level each night. Students in grades 7 & 8 can expect to receive 60-90 minutes of homework nightly. Homework is not generally assigned on weekends in 5<sup>th</sup> & 6<sup>th</sup> grade. Long range projects and tests are announced in advance, and all assignments are recorded daily on an assignment board in each room as well as on teacher websites.
- Team members will make every attempt to coordinate homework, long term projects, and tests & quizzes.
- Homework is graded a number of ways. It may receive a letter grade, be reviewed in class, given a  $\checkmark$ ,  $\checkmark^-$ , or  $\checkmark^+$ , or shared in groups. The intent of the assignment warrants how a teacher chooses to record the work.

The following will help students to stay current with their work:

- Lack of completed homework will affect student progress. Homework is expected to be completed on date due at the beginning of class. Students arriving without a homework assignment completed may be offered assistance through our Advisory Program, Enrichment Block and/or after school sessions.
- When a student is absent, he/she should access each teacher's website and find the assignment/homework calendar for that day. He/she should also visit the PowerSchool Portal on a regular basis to check for missing assignments.
- If late or incomplete homework becomes an issue, parents will be notified by the teacher and/or the student advisor. A pattern is established after more than one missed/incomplete assignment within a five-day span.

- **Make-up:** At times a student may be absent from school due to illness. Any missed assignments should be made up in a timely manner. It is the student's responsibility to contact their teacher(s) to make arrangements about make-up work. Parents can also access their son or daughter's teachers web sites and find the assignment/homework calendar for that day

### **MONITORING STUDENT PROGRESS**

Cape Elizabeth Middle School encourages parents to use multiple methods when monitoring student progress. Besides the longstanding practice of using telephone and e-mails to contact teachers or advisors directly with concerns, two electronic procedures are offered to further enhance this effort. First, all teachers have individual websites that contain daily/monthly homework calendars. These can be accessed easily by going to the Cape Elizabeth School Department website ([www.cape.k12.me.us](http://www.cape.k12.me.us)) and clicking on the "Middle School" and then "Teacher Web Sites." Secondly, by using the Powerschool portal, students and parents can view grades, assignments, absences and tardies. This tool can be used as a resource to empower student advocacy by coaching your son or daughter to check his or her progress and to then communicate with teachers when the need arises. If you haven't already received your access password or have questions about this procedure, please contact the Cape Elizabeth Middle School Guidance Office.

### **STUDENT-INVOLVED CONFERENCES**

Student-involved conferences are scheduled for grades five through eight in the fall and in the spring. Parents are encouraged to sign-up for a conference and attend with their child. Teachers work with students to create a conference setting to discuss topics including: classroom performance, expectations, work habits, goal-setting, test results, and course recommendations. In addition, family conferences can be arranged at the request of parents, students and/or teachers.

### **MIDDLE SCHOOL PLACEMENT PROCEDURE**

Placement of all students will be completed by the close of the school year. Fifth and sixth grade students will learn their team assignments on Step Up Day. On the last day of school, seventh and eighth grade students will receive a copy of their core teachers (math, language arts, science, social studies, and World Language) for the next school year. On Step-Up Day they will rotate through core teacher presentations, but that rotation is not intended to be indicative of their assignments. **Students entering grade seven will be able to view their math and World language placements on the PowerSchool portal (click on *class registrations* at the top of the page) by the end of May.** If you have a question or concern about these placements, please contact your child's current math or World Language teacher.

Placement from grades four to five or five to six will be completed as follows. The principal will meet with the respective team leader and guidance counselor to create seven balanced classrooms. The placement team will take into account the following factors provided by each child's current teacher(s):

- academic performance,
- school services utilized (i.e., support services, social work, accelerated programs, Instructional Support Program)
- male/female ratios
- peer interaction (positive and negative)
- prior family experience (sensitivity regarding relationships based on sibling history)

Grades seven and eight placements will be made utilizing some of the previous factors, but the

automated scheduling program will be an additional factor. Other considerations such as FLES or non-FLES language selection, accelerated programs, support services, and shared staff availability between grades or buildings tend to drive some of these decisions. These students will have individual schedules created by our computer-based scheduling program, much like is done at the high school level.

There is School Board policy governing placement decision reviews. Families may contact the principal after the last day of school, the focus until that time will be on a successful closeout for this school year. The principal will accept letters or schedule appointments for placement review beginning the day after the last student day. **All placement requests must be in writing.** Final placement review decisions will be based on a thoughtful review of additional information provided. Families dissatisfied with any result may request a review by the superintendent.

If a family has particular information they wish to provide, please submit that in writing prior to the end of April. Following placement guidelines, the principal will accept such information as: students to avoid in placement based on prior experience, special needs or information about particular learning styles, or a request for avoiding teacher assignment based on experiences of older siblings. The ultimate goal of placement is to create the most appropriate learning environment possible. The middle school staff looks forward to working with all families toward that end.

Cross reference: [JG Student Placement within the Schools](#)

## STUDENT RECORDS

Student records are kept in the guidance office. Any request for transcripts to be sent to other schools should be made to the counselors. Please be sure to notify the guidance office if you are going to move from Cape Elizabeth.

Cross reference:

[JRA Student Education Records](#)

[JRA-E Annual Notice of Student Education Records and Information Rights](#)

[JRA-R Education Records and Information Administrative Procedure](#)

[ILD Student Surveys](#)

## STUDENT SUPPORT TEAM (SST)

The Student Support Team is an effort to promote the early identification, early intervention, and if necessary, referral for support services so that all children can be successful. The overriding goal is to redirect the behaviors of students considered to be at risk of academic, social, psychological, and/or emotional failure. Using their combined expertise, the team members collaborate to develop action plans to assist individual students. The team works in partnership with the parent(s) or other significant adults in the child's life. The SST refers students to internal and/or external resources that would be appropriate and necessary to address individual needs. In addition to the above, the Student Support Team is responsible for the possible placement of students into the Response to Intervention (RTI) Program. This program has been designed to remediate deficiencies in numeracy and/or literacy performance.

Cross reference: [JFCA Student Support Teams](#)

## **SPECIAL EDUCATION**

The Special Education Team is a group of specialists trained to evaluate and work with are identified to receive additional support in the academic, social, emotional, physical, and/or speech/language areas in accordance with state and federal law. Additional information can be obtained from the office of the Director of Instructional Support, 799-2217.

Cross Reference: IHBAC – [Child Find Policy](#)

### **IHBAC - CHILD FIND POLICY (Complete)**

The Cape Elizabeth School Department seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools, receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The Cape Elizabeth School Department's child find responsibility shall be accomplished through a district-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. The Cape Elizabeth School Department may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, The Cape Elizabeth School Department will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school department's pre-referral and referral policy.                      References: 34 C.F.R. § 300.111 (2006); Me. Dep't of Educ. Reg. ch. 101, IV(2) (2010).

Adopted: February 9, 1999

REVISED: November 14, 2000, September 13, 2005, April 8, 2008, November 13, 2012

Reviewed: January 14, 2014

## WORLD LANGUAGE

Students in Cape Elizabeth start their study of a foreign language in the first grade. French and Spanish are offered in alternating years. Students continue with the same language through sixth grade. At the beginning of seventh grade, students have the option of selecting the other foreign language and studying that language in seventh and eighth or continuing study of the prior language. In eighth grade, students are assessed to determine their placement in high school foreign language courses.

### **Instructional time:**

5th grade - 25 minutes 5 times a week

6th grade - 25 minutes 5 times a week

7th & 8th grades - 50 minutes everyday

## LIBRARY LEARNING COMMONS (LLC)

The following are available for students in the LLC:

- Magazines
- Books
- videos
- audio-visual equipment
- on-line card catalog
- inter-library loan computers
- newspapers (individual classroom subscriptions for classroom use)

The LLC is a place not only for finding appropriate reading and research materials but also for quiet study. Students are welcome at any time during library hours, from 7:50 A.M. to 3:00 P.M. daily. The first LLC rule, ahead of all others, is individual responsibility. Books can be signed out for three weeks and there is no limit to the number of books that can be signed out at a time, but each student is responsible for signing out what is borrowed and returning it in good condition and on time. If the material is lost while it is signed out, the student is responsible for paying for it. Borrowing privileges are revoked when library materials are overdue. A list of students who have overdue books is sent out weekly to teachers, and when necessary letters are sent to the parents of students with long overdue books requesting return of the materials or payment. The second rule is consideration for others who use the LLC - students, teachers, and LLC staff. All visitors should be respectful of others who are reading and studying. The LLC invites students to make their interests known. As much as possible, the library will try to fulfill the requests of teachers and students alike. Please visit the CEMS LLC website at <http://capellc.cape.k12.me.us>. Families will gain access to search engines; reference sources to use both at school and at home; lists of suggested reading materials; student and adult newspapers, local, state, national and international; clip art; links to our state's political leaders; our bibliography and website evaluation forms; language arts sites; and a poetry site of middle schools.

## PHYSICAL EDUCATION

We provide a fully organized program of physical education. As required by state law, every student must take physical education unless a medical excuse signed by a doctor is presented. Locks are available to the students for \$3.00 (\$1.00 refund on leaving). Students are strongly urged to purchase a

lock to protect their possessions. Gym uniforms are not required, but a change of clothes or arrival in appropriate clothing for physical activity is expected.

### **EXTRA-CURRICULAR PROGRAMS**

The goals of our middle school extra-curricular programs are as follows:

1. Build self-esteem
2. Build skills
3. Expand interest in lifetime and leisure activities
4. Provide an opportunity for social and personal growth
5. Encourage and allow all participants an opportunity to participate
6. Enjoy team camaraderie
7. Allow participants to experience commitment and establish a work ethic
8. Develop an understanding of the game/activity and associated rules
9. Sportsmanship
10. Fitness

**CHORUS:** Two separate groups, 5<sup>th</sup>/6<sup>th</sup> grade chorus and 7<sup>th</sup>/8<sup>th</sup> grade chorus, commonly perform two evening concerts each year.

**DRAMA CLUB:** 5<sup>th</sup>–8<sup>th</sup> grade. The club presents a fall show & spring musical. Roles and participation in each show are determined by audition. Practices are held 3-5 days per week after school.

Performances are held in the evening on weekends. Additional opportunities for participation exist related to stage crew, lighting and sound.

**JAZZ BAND:** In addition to “full-band”, 7<sup>th</sup> & 8<sup>th</sup> graders may also participate in jazz band.

**MATH TEAM:** 5<sup>th</sup> – 8<sup>th</sup> graders comprise two separate team, (i.e. 5/6 and 7/8). Once established, teams practice once per week after school and participate in four meets per year..

**SPEECH & DEBATE TEAM:** 5<sup>th</sup>–8<sup>th</sup> grade. Practices are held once per week after school with monthly meets Nov-Feb.

**STUDENT COUNCIL:** 5<sup>th</sup>-8<sup>th</sup> grade. Elections are held in September with meetings one morning per week before school throughout the year.

**YEARBOOK** – 5<sup>th</sup>-8<sup>th</sup> grade. Meeting are held once per week after school Sept. –April. Students are involved in all aspects of yearbook production

**NEWSPAPER:** New to CEMS in September 2014, details TBA

**ATHLETICS:** All sports are for 7<sup>th</sup> & 8<sup>th</sup> grade, unless otherwise noted. Most sports hold practices after school with games during the week, although it varies from sport to sport.

#### **FALL SPORTS**

Cross Country (6<sup>th</sup>–8<sup>th</sup>)  
Field Hockey  
Football  
Boys Soccer  
Girls Soccer  
Tennis  
Golf (club)  
Volleyball (club)

#### **WINTER SPORTS**

Boys Basketball  
Girls Basketball  
Indoor Track (6th-8th)  
Nordic Ski (6th-8th)  
Swimming (6th-8th)  
Alpine Skiing (club)  
Hockey (club)

#### **SPRING SPORTS**

Baseball  
Boys Lacrosse  
Girls Lacrosse  
Outdoor Track (6th-8th)  
Softball  
Ultimate Frisbee (club)

There are many other youth sports and club programs offered through Community Services, listed in seasonal mailings.

**CAPE ELIZABETH MIDDLE SCHOOL**  
**Athletic Rules and Regulations**

1. All team personnel (including athletes, managers, statisticians, and other students in support roles) must comply with all team and school rules. When representing the team, all personnel are expected to conduct themselves appropriately. This should include, but is not be limited to; behavior, language, and appearance.
2. Attendance at games and practices, from start to finish, is mandatory unless excused by the coach.
3. Parent/student is expected to inform coach, prior to the season, if s/he is involved in another organized sport.
4. School disciplinary action will have priority over practice or a game (at the discretion of administration).
5. In order to participate in a game or practice, all students must be in school no later than fifteen minutes after the start of classes and remain in school for the entire day, unless an exception is granted by an administrator.
6. Extra-help and academic obligations take precedence over athletic obligations.
7. Students suspended from school are not allowed to practice or participate in contests while under in-school (ISS) or out-of-school (OSS) suspension. Students under team suspension, but in attendance at school will: practice with team; travel to contest; but not dress or play in the game.
8. A student may not participate in two school sports in the same season. A student may change sports during a season with both coach and the Athletic Administrator consent.
9. To be eligible to participate in a countable event a student needs to have practiced a minimum of four days.
10. 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 purchased.
11. Before a student may try out, practice, or participate in athletics s/he must have proof of medical insurance coverage, a signed Extra-Curricular Rules Acknowledgement form, and a signed athletic rules sheet. All 7th graders must also have proof of a physical examination within the last twelve months. Sixth & eighth grade students must have a Sports Candidate Questionnaire completed.
12. All team personnel are expected to ride to and from away contests in transportation supplied by the school. However, a student may be released to his/her own parents. Permission for students to ride with another parent is also permissible if a request to do so is made in writing and pre-approved by the administration.
13. Athletes will abide by additional rules set forth by coaches. These will be given out in writing.
14. CONDUCT: Athletes who do not conduct themselves properly, either on or off school grounds, including areas not covered by our rules and regulations may have their actions reviewed by the head coach of that particular sport, the athletic director, and a building administrator. The need for disciplinary action will be determined by the principal, assistant principal, athletic director and/or coach.

Parents should attend the Sports Information Night held at the beginning of each year. The purpose of the meetings is to review the athletic rules and regulations and CEMS's philosophy behind middle school athletics.

Cross-reference:

JJI [Athletic Policy - Philosophy and Beliefs](#)

JJIBB [Sportsmanship](#)

JJIF [Athletic Policy - Sanctioning of Sports](#)



## **STORM CLOSURE PROCEDURES**

If it becomes necessary to cancel or delay the start of school due to inclement weather, the decision will be made by 6 a.m. "No school and delayed opening" announcements will be available from the following services:

### **WEB SITES:**

[Cape Elizabeth School Department home page](#)

[Town of Cape Elizabeth home page](#)

[WCSH](#) Channel 6 (NBC)

[WGME](#) Channel 13 (CBS)

[WMTW](#) Channel 8 (ABC)

### **TELEVISION STATIONS**

Channels 6, 8, 13

CETV, Channel 3

### **RADIO STATIONS**

WGAN (56 AM)

WGMX (93.1 FM)

WYNZ (100.9 FM)

WPOR (101.9 FM)