

Pond Cove School



Student & Family Handbook 2014-2015

WELCOME TO POND COVE SCHOOL!

September 2014

Dear Pond Cove Families:

Welcome to the 2014-2015 school year! The entire Pond Cove School community looks forward to an exciting year ahead filled with engaging, varied and challenging learning and social opportunities for each of our kindergarten through grade four students.

The purpose of this Student and Family Handbook is to provide important information that will help support and guide your child and family in having a successful school experience. Please take the time to read through this handbook as it includes important information including procedures, routines and policies that are specific to Pond Cove and to the Cape Elizabeth School Department. It would be helpful to keep this handbook in a convenient location at home to refer to as necessary.

In addition to the information in this handbook, you will receive weekly Pond Cove newsletters, as well as other communication from district administrators, individual teachers and staff, the Pond Cove Parents Association (PCPA) and the Cape Elizabeth Education Foundation (CEEF). Most communication will be sent via e-mail so please watch for newsletters and notices so that you can remain fully informed of special events and important school news. To refer to information in previous issues of Pond Cove newsletters, a newsletter archive is maintained on the Pond Cove website.

As a collaborative school community, we are committed to providing each of our students with a high quality education and a welcoming, inclusive learning environment. To that end, we invite you to partner with us in maintaining strong communication, involvement and support that we believe are essential for a successful school experience.

We look forward to a wonderful 2014-2015 school year!

Sincerely,

Kelly Hasson

Kelly Hasson, Principal

khasson@capeelizabetschools.org

Julie Nickerson

Julie Nickerson, Assistant Principal

jnickerson@capeelizabetschools.org

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>

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Cape Elizabeth School Department **VISION, MISSION AND VALUES**

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, 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.

POND COVE STAFF LIST

*Team Leaders

Principal:

Kelly Hasson

Lynne Spadinger

Julie Robbins

Assistant Principal:

Julie Nickerson

3rd Grade:

Sarah Adams

Lisa Derman

Talya Edlund*

Holly Forsyth

Ann Valente

Fran Vita-Taylor

Occupational Therapist:

Maureen Cahill

Physical Therapist:

Sharon Connolly

Administrative Assistants:

Barbara McLean

Barbara Cummings

Special Education Ed Techs:

Rhonda Downer

Chris Drake

Betsy Goldstein

Tricia Howard

Pam Richards

Trina Richards

Pam Salerno

Andrea Theriault

Kris West

School Nurse:

Erin Taylor, RN

4th Grade:

Tara Bucci

Maryjane Ham*

Erik Nielsen

Christine Tweedie

Kate Whipple

Ingrid Whitaker

Art:

Maryjane Johnston*

School Counselor:

Brianne Gallagher

R.T.I. Support:

Debbie Butterworth (Math Teacher)

Rosemary Ginn (Literacy Coach/Reading Teacher)

Deborah Jordan Pearson (Literacy Teacher)

Becky Swift (Literacy Teacher)

Marlene Potter (Ed Tech)

Melissa Morang (Ed Tech)

Health:

Heather Kennedy

Social Workers:

Faith Barnes

Deb Hannon

Library/Media Specialist:

Cameron Rosenblum

Tracy Greenwood (Ed Tech)

Kindergarten:

Linda Alfiero*

Kate Atkinson

Catherine Cornell

Danielle Hessert

Amanda Marsden

Dawn Rioux

Music:

Rebecca Bean

1st Grade:

Karen Abbott

Karen Dow*

Karen Ferry

Sara Hollowell

Amy Kieran

Debra Sampson

Special Education

Nancy Carroll

David Croft

Mary Dulac

Cheryl Joys (K-8 Instructional Strategist)

Susan Pillsbury

Tom Robinson

Physical Education:

David Shields

2nd Grade:

Sara Carroll

Marianne Harrington

Linda Siegmund*

Speech Pathologists:

Susan Bahadori

Jeff Davis*

Technology

Teacher/Integrator:

Tom Charltray

World Language:

Marcia Chase

All staff may be contacted via e-mail using their first initial and last name followed by @capeelizabethschools.org (i.e., jdavis@capeelizabethschools.org or calling 799-7339 to leave a voice mail if not immediately available. For a complete listing of Pond Cove staff e-mail, please go to:

http://www.cape.k12.me.us/stafflist/stafflist.lasso?Department_School=Pond%20Cove

GENERAL POND COVE PROCEDURES

WHAT TO DO WHEN YOU VISIT POND COVE SCHOOL:

Pond Cove is a secure facility with all doors locked during the school day. All parents, volunteers and visitors are required to ring the buzzer at the front door upon arrival. Office staff will view those requesting entry via video monitor prior to allowing access into the building. All parents, volunteers and visitors must go directly to the main office to sign in upon arrival and sign out when departing. All parents, volunteers and visitors to the school also must wear a visitor's tag while in the building. This is standard school procedure and is designed for the safety and security of our students, staff and volunteers. Parents, volunteers and visitors may only request access to enter the school at the front door. Entry via other school doors will not be permitted at any time. We appreciate your understanding and cooperation in the interest of school safety and security.

Parking

Visitors to Pond Cove School may park in the main parking lot next to the Middle School or the lower parking lot near the sports playing fields. Vehicles are prohibited from parking in the student drop-off/pick-up circle as well as in the bus circle near the flag pole. **Handicapped spaces are reserved for only vehicles with handicapped plates or tags that provide official authorization to park in handicapped spaces.** School parking *is not permitted* at the Thomas Memorial Library at any time.

POND COVE DAILY SCHEDULE:

8:05 a.m.	Playground supervision begins at this time, as well as student breakfast in the cafeteria for students who wish to eat breakfast at school. Students may not arrive at school prior to 8:05 a.m.
8:25 a.m.	Buses begin to arrive. Students walk to classrooms.
8:35 a.m.	Official start to the school day
8:40 a.m.	Morning Announcements
11:40 – 12:10 p.m.	Grades K & 1 Recess
12:10 – 12:40 p.m.	Grade 3 Recess
12:15 – 12:40 p.m.	Grades K, 1 & 2 Lunch
12:40 – 1:10 p.m.	Grade 2 Recess
12:45 – 1:10 p.m.	Grades 3 & 4 Lunch
1:10 – 1:40 p.m.	Grade 4 Recess
2:55-3:05 p.m.	Dismissal

STUDENT ATTENDANCE & ABSENCES:

If your child is going to be absent for the day or arriving late to school, parents should call the office between 7:00 a.m. and 8:30 a.m. Children will be marked tardy if they arrive at school after 8:35 a.m. Children arriving late for school must check in at the office for a pass in order to enter their classroom so that our office staff can document their arrival.

If the school has not been notified of a child's absence or tardiness by 9:15 a.m., we will call your home or place of employment to account for any absent child as a security measure. While we strongly discourage family vacations when school is in session, if your family is planning to be away, please notify the school of your child's absence *before* departure. We appreciate the cooperation of all parents with these procedures for the safety and well being of our students.

If your child attends Extended School Care through Community Services and will be absent, please call their care providers at 799-4388 to also alert them of your child's absence.

ARRIVAL & DISMISSAL PROCEDURES:

Daily Morning Arrival

All students who are being dropped off by parents must be dropped off at the drop-off/pick-up circle located near the Middle School entrance. Students should not be dropped off prior to 8:05 a.m. when staff supervision of arrival begins and when playground supervision begins. In addition, students who walk or bike to school should not arrive prior to 8:05 a.m. Bikes should be placed in the bike racks located near the front of the school, and we strongly encourage that students lock them as the school cannot be responsible for loss of personal items. Please also remember that Maine has a bike law requiring children to wear bike helmets.

Daily Morning Announcements

The principal delivers brief morning announcements over the intercom system at 8:40 a.m. on Monday through Thursday. Announcements include but are not limited to any student and staff birthdays for that day, special events of the day, reminders to play safely, as well as news of upcoming events. Students often participate in the morning announcements to share special news. Friday morning announcements feature "Fit Fridays" when our physical education teacher, health educator, and a student announce healthy tips over the intercom system while our physical education teacher leads the entire school in a fun, physical warm-up to get ready for learning. The daily announcements also include a whole school flag salute of the Pledge of Allegiance.

Daily Flag Salute

The whole school flag salute reciting the Pledge of Allegiance is voluntary and, therefore, participation is not compulsory.

Daily Afternoon Dismissal

All walkers and students being picked up by parents are dismissed at the drop-off/pick-up circle located by the Middle School entrance at 2:55 p.m. School staff supervise throughout dismissal. Due to our very busy dismissal procedures, we kindly ask all parents who are picking up their children to wait for them outside. Our lobby is an active place with approximately 580 students being escorted and dismissed, and we appreciate parents and guardians adhering to these procedures in the interest of student safety, security and smooth egress during this busy time.

When all walkers and students being picked up have been dismissed, students who ride buses are called by their respective bus numbers over the school intercom system. Students are assigned to buses at the start of the year, and the same schedule is followed daily. Students riding buses are dismissed directly from classrooms to buses with staff supervising.

Special Note to School Bus Riders

Our buses are generally filled to capacity. Children **are not permitted** to ride different buses. If you need to make arrangements for a childcare provider who lives in another part of town, please call the bus transportation department to see if this is possible. The school office does not have the authority to give permission for your child to switch buses.

Changes in a Student's Usual Dismissal Routine

Please send a note to your child's teacher to request early dismissal or a change in usual dismissal procedures. If you come to school to pick up your child, you must sign in at the office, and we will then call your child's classroom to have him/her sent to meet you at the office. Please do not communicate through e-mail during the day regarding changes in dismissal as teachers often do not have access to their e-mail until after school. If last minute changes occur, please call the Pond Cove office prior to 1:30 p.m. unless an emergency requires that changes be made beyond that time.

Student Attendance at Afterschool Programs

Parents and guardians also will need to communicate with the school when your child will attend an afterschool activity. This information should be sent, in writing, to school with your child to his or her teacher in the morning. Particularly for young students, it is important that a note be sent in each time your child attends an after-school activity, regardless of the frequency of the activity (i.e. every Tuesday). Your child's teacher will share dismissal information with the Pond Cove Office. The Pond Cove Parents Association (PCPA) sells pre-printed forms that can be used for this type of correspondence.

EARLY RELEASE:

On an early release day hot lunch is still provided and students are dismissed from school at 12:00 p.m. Please make sure that you communicate with your child's teacher if there is any change to your child's routine and that your child knows his/her plan for dismissal on these days, as it can be confusing for children when their normal routine is changed. Please refer to the district calendar for early release dates for the 2014-2015 school year.

PERMISSION TO LEAVE SCHOOL:

If you intend to pick up your child from school earlier than our regular dismissal time, please send a note in to your child's teacher in the morning stating the reason for the early dismissal and the time your child will be picked up. Parents also must come to the school office to sign out their child. ***No child will be permitted to leave the school grounds during school hours unless accompanied by a parent or another adult designated by the parent or guardian.***

SCHOOL CLOSINGS:

In the event of snowstorms or other serious inclement weather conditions, the district will post closing and/or delays on its home webpage. Other forms of school closure notifications include:

WCSH (NBC – TV Channel 6) – Text Message
http://www.wcsh6.com/weather/resources/text_alert/default.aspx

WGME (CBS – TV Channel 13) - Text Message <http://www.wgme.com/mobile/>

WMTW (ABC – TV Channel 8) - Email or Text Message
<http://www.wmtw.com/closingssignup/index.html>

On occasion we may utilize a **two-hour delayed opening** on days of inclement weather. While this option is used sparingly, it can allow us to salvage an educational day when faced with certain weather/road conditions. In the case of a two-hour delay, school start times and bus pick-up times are pushed back **exactly two hours**.

If it becomes necessary to cancel or delay the start of school due to inclement weather, the decision will be made by 6:00 a.m.

Community Services closures will be provided on the [Community Services Web page](#)

EXTENDED SCHOOL CARE:

The Extended School Care Program is under the direction of Community Services and is located in the Community Services Building. For complete information about this comprehensive before and after school care program, call 799-2868.

BUS SCHEDULES:

Bus schedules are published in the *Cape Courier* each August. Questions regarding busing should be addressed to the Transportation Department at 799-9574.

BEHAVIORAL EXPECTATIONS AND RESPONSES:

The Pond Cove School community fosters a welcoming, inclusive and responsive school environment so that our students feel safe, supported and ready to learn and play each day. Such a positive school community is essential to learning and students' well being. Generously funded by the Cape Elizabeth Education Foundation, we have been using a framework of expectations and responses that we call "Peaceful Pond Cove." As we make periodic revisions to improve our practices, comprehensive information about our 2014-2015 Peaceful Pond Cove practices will be sent home so please watch for documents to arrive once school begins. Should you need additional copies, please contact the Pond Cove office. **Please refer to the district policies listed at the end of this Handbook to review the Student Code of Conduct.**

MEDICAL AND HEALTH INFORMATION:

To ensure the safety of students and staff, rollerblades, skateboards, baseball bats, lacrosse sticks, hard balls and any other equipment that may present a hazard are not permitted on school grounds.

In case of an accident, first aid will be administered in the health office by the school nurse or authorized school personnel. In any cases of serious accident or illness involving your child, you will be contacted immediately. **Please be sure that the school has your most current contact information by updating your contact information in the PowerSchool parent portal.** Login instructions are available from the office, if needed. If we cannot reach you, we will use the emergency contact information provided to notify one of your emergency designees if we cannot locate you. If we are unable to reach anyone, we will leave messages and continue to try to reach you. Emergency medical services may be contacted should our school nurse believe they are warranted based on her assessment.

The school nurse will administer required medications only if a medication form has been completed and kept on file. The form can be obtained through the nurse's office.

MEDICATION POLICY:

[School Board policy JLCD](#) regulates the use of medication in school. Medications which are necessary for the student's health and attendance in school, **must be sent in the original container** labeled with the student's name, teacher name, name of medication, amount to be given and time of administration. Medication will not be accepted by the nursing staff or administered to children if it is not in the appropriate container. An adult should bring the medication to the nurse's office along with a [permission form](#). The form can also be obtained through the nurse's office. A child may self-administer medication in the presence of the school nurse with the written approval of the parent/guardian and the knowledge of the school nurse.

IMMUNIZATIONS:

Copies of immunization records completed by your physician are required upon registration at Pond Cove School.

HEALTH SCREENINGS:

Students in grades K, 1, and 3 have vision and hearing screenings each fall. Parents/guardians will be notified if a child does not pass the vision or hearing screening, so that they may initiate a professional examination by a specialist. Throughout the year, students in any grade may be screened per parent/guardian or teacher request.

EMERGENCY CARDS:

Emergency Cards will be sent home with your child on the first day of school. Please fill them out and return them to school the next day. The cards are kept on file in the nurse's office. Information also must be entered by you on your child's Health Questionnaire form in PowerSchool. If you work outside your home, this is our only way to contact you in case of an emergency. ***Please notify the Pond Cove office in writing or via e-mail immediately if there is a change of address, home, cell or work phone number.***

ALLERGIES:

If your child has a known allergy that might require medical attention in the event of an accidental exposure to the allergen, it is important for the school to be notified so that an emergency action plan can be put into place for your child by the School Nurse. The school staff is trained to recognize signs of an allergic reaction and are educated on the necessary steps to take in an emergency. Pond Cove has a comprehensive “Guidelines for Severe Food Allergy Management” protocol that can be found at the following link on School Nurse Erin Taylor’s webpage: <https://docs.google.com/a/capeelizabethschools.org/document/d/1lj1PUzm9IGQO3eJ-Qv8fX82urX6oUhMJ7QAC05jdPfl/edit?hl=en>

As detailed within the plan, proactive measures are taken school wide including in classrooms and common areas, in the cafetorium, on school buses and during field trips. Together with parents or guardians, the allergic student’s physician, the student, school nurse and any other involved staff, a plan is developed to ensure the allergic student’s safety. Due to many children having food allergies we make sure that students do not share food nor do we allow food to be brought in for classroom celebrations including birthdays. ***Please be sure to include the most current information of allergies on your child’s Emergency Card and on your child’s Health Questionnaire in PowerSchool. Please notify Pond Cove nurse Erin Taylor immediately if there are any changes or updates to your child’s health condition.***

OTHER HEALTH CONDITIONS:

Students may have new or pre-existing health conditions that warrant attention while at school. Please be sure to include the most current information of any health conditions on your child’s Emergency Card and on your child’s Health Questionnaire in PowerSchool. ***Again, please notify Pond Cove nurse Erin Taylor immediately if there are any changes to your child’s health condition.***

HEAD LICE:

From time to time, it may be discovered at home or at school that one or more students have head lice. Contrary to popular belief, schools are not the most common place where head lice is spread. Based on recommendations from the National Association of School Nurses, the American Academy of Pediatrics and the Maine Center for Disease Control, Cape Elizabeth school nurses do not support a “no nit” policy. Rather, parents and guardians are contacted and advised on treatment options. Any student found to have head lice is handled in a confidential manner to minimize anxiety and embarrassment. For more comprehensive information on the district’s head lice protocol, please refer to the following link on Pond Cove Nurse Erin Taylor’s webpage: https://docs.google.com/a/capeelizabethschools.org/document/d/1ImQdKaS-VOPUYYC0U20yY9Rc3RQyhR4Y_3JJ3jQoonw/edit?pli=1

EMERGENCY PROCEDURES:

Fire Drills

Fire drills are held in accordance with state law, and exit routes are clearly posted throughout the building. Each teacher is responsible for rehearsing drills and instructing students in the proper manner and routes for exiting during drills.

Emergency Response Plan

Pond Cove utilizes an Emergency Response Plan developed by the district's Emergency Management Team in the event of a crisis at any of our school campuses. The plan is developed by school and district staff in consultation with local police and fire officials based on templates and information developed by federal and state emergency management officials. To safeguard the safety and security of students and staff, the plan is a confidential document.

Emergency Dismissal

If emergency dismissal is necessary for any reason other than weather, we will use the information provided by parents on the Emergency Card. Please keep this information up-to-date in the event that we cannot access PowerSchool due to potential electrical failures. For weather related dismissals, please check cancellations on the local TV and radio stations or the school website and using the same media contacts listed under "School Closings."

Student Insurance

Student accident insurance is available for Pond Cove students at parents' expense. Application forms are sent home with students on the first day of school.

PERSONAL POSSESSIONS:

While students are permitted to bring sports equipment, games or books from home, please remember that any belongings brought to school should be something suitable for safe use in a large group of children. No hard bats, hard balls, roller skates, skateboards, hockey or lacrosse sticks are allowed. Any personal items brought from home should be labeled with your child's name on them, and the district is not responsible for loss or damage to personal possessions brought to school by children. We strongly discourage students from bringing valuable items to school. If you are unsure as to what is appropriate, please contact your child's teacher for clarification.

LOST AND FOUND:

Inevitably, your child may come home without his/her lunchbox or express that he or she has lost a mitten or two. Any items left behind in the classrooms, hallways, buses, or on the playground are placed in the "Lost and Found" area located near the stairs in the main lobby. Please encourage your child to check this area as soon as possible when noticing a loss. This area is periodically cleaned and items remaining are donated to charitable organizations after sufficient notification has been communicated through our newsletters and through the PCPA. If items are left on a school bus and your child notifies the office upon arrival to school, we will notify the transportation department to have them retrieve a specific lost item. If your child discovers that an item was left on the bus upon arrival home, please contact the transportation office at 799-9574. You will greatly increase the odds of your child recovering lost items if the items are labeled with your child's name.

STUDENT DRESS:

Please help your child select clothing that is appropriate for the weather each day. Closed-toe footwear such as sneakers and other sturdy shoes are most appropriate for outdoor play. Please do not allow your child to wear sandals, clogs, flip-flops, and other open shoes to school that can make for injury-prone conditions and inhibit active play. Warm coats, snow pants, boots, hats and mittens are necessary during the cold winter months. If purchasing appropriate winter clothing is a

hardship for your family, please contact the Pond Cove school counselor, our social workers, school nurse, and/or building administrators so that we can provide confidential assistance. To promote independence, please practice the skills of zipping and shoe-tying at home. **Please also remember that sneakers are required for gym class. Additional information regarding student dress is contained in [policy JICA](#).**

RECESS:

Students in grades kindergarten through four have a 30-minute scheduled recess before or after lunch, depending upon the grade level (please see the daily schedule). All other recess breaks are scheduled at the discretion of the teacher.

THE PLAYGROUND:

Our playground area for students includes play structures, swings, and both grass and paved sections for outdoor play, as well as wood chips for soft landings. In addition, a natural play space called Natureland has been designed near the kindergarten and first grade wings and continues to evolve, thanks to the generosity of **the Cape Elizabeth Land Trust, the Pond Cove Parents Association and the ongoing hard work of parent and community volunteers.** This area is used both for play and as an outdoor classroom for students and individual classes.

Children should not play in the area near Thomas Memorial Library where trees and bushes limit visibility or near the back windows of Thomas Memorial Library.

Each morning students go directly to the playground area or the cafetorium for breakfast if they arrive between 8:05 and 8:25 a.m. **Students may not arrive at school prior to 8:05 a.m., as there is no supervision prior to that time.** On very cold or rainy days, the morning duty staff members and a building administrator will determine if recess will take place indoors.

FIELD TRIPS:

Field trip permission forms are sent home with each student for each planned field trip. Please complete the form and return it to your child's classroom teacher as soon as possible. Students without a signed form will not be permitted to attend the field trip.

LOCKERS:

Each Pond Cove student is assigned a locker at the start of the school year. In some circumstances when space is limited, two students may need to share a locker. Please encourage your child to take pride in the condition of his or her locker and its contents, and to be respectful of others' belongings.

SCHOOL NUTRITION:

BREAKFAST AND LUNCH:

Pond Cove School offers breakfast and hot lunch for students in grades K-4. Breakfast costs \$1.50 and lunch costs \$3.00, including milk. A hot lunch menu will be included in the Pond Cove Newsletter at the start of each month, and also will be posted on the Cape School website. Hard copies also will be available at the Pond Cove office. Children who bring their own lunches from

home also may purchase milk for 50 cents. Parents may pre-pay weekly, monthly, or periodically for their child's lunches by sending in a check or making a payment to their child's account by logging onto www.Paypam.com and making an online payment. Checks should be made payable to the Cape Elizabeth School Lunch Program and placed in an envelope clearly labeled with the student's name and classroom teacher. Hot lunch also may be purchased on a daily basis. If your child forgets to bring his or her lunch to school, she or he will be allowed to purchase a hot lunch, and you will be notified of the charge on a **quarterly** statement.

FREE AND REDUCED BREAKFAST & LUNCH OPTIONS

[Forms](#) will be sent home on the first day of school for families to complete if they believe their children may be eligible for free or reduced school breakfast and lunch. All information provided remains confidential. Should you need assistance with forms, please contact the Pond Cove office and a social worker or administrator will be able to assist you. Assistance and information is also available directly from School Nutrition Director, Peter Esposito, at 799-5191, or pesposito@capeelizabethschools.org. We also recognize that financial circumstances at home can change so please know that free and reduced lunch forms can be processed at any time throughout the school year.

SNACK:

Your child will have a snack break each morning in the classroom. Please provide a healthy snack for your child each day. For children new to eating lunch at school, it can be helpful to label which foods packed are for snack and which foods packed are for lunch.

HOME-SCHOOL CONNECTIONS:

Communication between school and home is important and necessary. Please provide your child's teacher with the best way and time to reach you: e-mail, home/work/cell phone, etc. Make sure that the emergency contact information you provide to the Pond Cove Office is current and, should it change during the year, that you update the information immediately in PowerSchool and also notify the office and your child's teacher of that change in writing and/or via e-mail.

Anytime that your child needs to bring money to school – for lunch, field trips, book orders, etc. – please put this money in a sealed envelope labeled with your child's name and indicate the use for the money. As with other written communication, including homework, it is best to put envelopes containing money into one of the pockets of your child's folder and place it securely in a backpack.

Communication is maintained throughout the school year by parent-teacher conferences and report cards, as well as phone conversations and email when necessary. The Pond Cove Weekly Newsletter, along with other informational notices, is sent home electronically at the end of each week. Communications from teachers to their respective families also are sent home periodically and several staff maintain active webpages and/or twitter accounts to communicate classroom news.

PROGRESS REPORTS:

Report cards are issued in January and June and are available electronically through the Parent Portal on PowerSchool. Passwords to access the site remain the same as students progress from grade to grade, but should you need a reminder of your password, you will need to come to the main office to receive it in person for security reasons. A paper copy of your child's progress report also may be obtained by contacting the Pond Cove Office.

PARENT TEACHER CONFERENCES:

Parent-Teacher Conferences are held twice a year each fall and spring. Conference dates are included on the 2014-2015 district calendar and are scheduled at mutually agreed upon times between teachers and parents. Parent-Teacher Conferences provide a valuable time to review and discuss student progress and ongoing goals. In addition to Parent-Teacher Conferences, parents may request to meet with their child's teacher at mutually agreed upon times throughout the school year, as necessary.

SCHOOL RECORDS:

School records are collected and maintained to promote the instruction, guidance, and educational progress of the student. Folders containing the cumulative records of all students are kept in the main office in locked file cabinets. Parents have the right to inspect and review all of their child's records. **For more information please refer to the ["Annual Notice of Student Education Records and Information Rights"](#) at the end of this Handbook.**

Please notify the office if you are planning to move so that we may prepare the appropriate paperwork to maintain up-to-date records.

RELIGIOUS HOLIDAY OBSERVANCES:

In accordance with district [policy ICAA](#), Pond Cove School attempts to avoid conflicts with major religious holiday observances when planning educational programming and events. It also is helpful to notify your child's teacher in advance if your child will be absent due to the observance of a religious holiday.

STUDENT SUPPORT

RESPONSE TO INTERVENTION (RTI):

Pond Cove has a Student Support Team (SST) that is comprised of teachers, specialists and administrators. The SST meets weekly to review student data, discuss student observations and make decisions about interventions for students who may benefit from support for academics, social-emotional and/or behavioral expectations. Support is provided through a three-tiered framework. Depending upon individual student's personalized learning plan, a student may receive support within the classroom and/or through pull-out interventions. Specialists in literacy, math, social-emotional and behavioral interventions provide guidance and support to students and classroom teachers.

GIFTED AND TALENTED SERVICES:

Cape Elizabeth Schools are committed to addressing the academic/social-emotional needs of all gifted and talented students grades three through twelve. Cape Elizabeth Schools will identify eligible students as gifted and provide differentiated instruction in the regular classroom through acceleration, enrichment, and/or project-based learning.

ENGLISH LANGUAGE LEARNERS (ELL):

Students with limited English proficiency are fully included in general education classrooms. Depending upon their respective levels of English proficiency that are determined by language proficiency assessments, students may be identified to receive support from our ELL teacher. Translators for parents of ELL students may be arranged when necessary for parent teacher conferences and for ELL student progress meetings that are held to discuss a student's programming and progress.

SPECIAL EDUCATION:

A full continuum of special education services for students with identified disabilities is available in the Cape Elizabeth Schools in accordance with Maine Special Education Regulations and the Individuals with Disabilities Education Act (IDEA). More information may be obtained by calling the Director of Instructional Support or the Superintendent's Office.

IHBAC - CHILD FIND POLICY

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.

Adopted: February 9, 1999

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

Reviewed: January 14, 2014

SCHOOL COUNSELING

Our school counselor, Mrs. Brianne Gallagher, delivers biweekly guidance lessons to all K-4 classes throughout the school year to foster healthy peer relationships, address common childhood social issues and promote expected student behaviors. She also meets with individuals and small groups for short-term interventions and also is a resource for parents. She works collaboratively with teachers, social workers and support staff. Mrs. Gallagher's website offers a variety of helpful resources that also inform families of her work with students:

https://sites.google.com/a/capeelizabethschools.org/pc_gallagher/

SOCIAL WORK SERVICES

Ms. Faith Barnes is Pond Cove's full-time social worker, and Ms. Deb Hannon is Pond Cove's part-time social worker. Both social workers offer a range of social work services to students who may benefit from more long-term social and emotional support. Ms. Barnes and Ms. Hannon also work closely with families, teachers and support staff.

WHEN PROBLEMS ARISE AT SCHOOL:

In order to keep small problems from becoming big ones, we try to resolve difficulties at the appropriate level as soon as possible. We find that it is best to first contact your child's teacher directly if you have a school concern as he or she is often closest to the information needed. If you do not feel that your concern is being addressed or would prefer to speak to another staff member, please contact the Principal or Assistant Principal, School Counselor and/or one of our Social Workers. As always, we are here to help and want to investigate to resolve any problems in a confidential, yet expeditious manner.

STUDENT PLACEMENT:

The goal of the Cape Elizabeth School Department is to place each student in a class that will best serve his or her academic, social, and emotional development. In order to accomplish this goal, we observe the following placement guidelines:

Pond Cove Placement Procedure

At the end of the third quarter, parents will be invited to provide written feedback about the learning environment in which their child will most likely succeed. That information will be forwarded to the teacher with whom your child has been placed unless you request that the information remain confidential. Requests for specific teachers cannot be made as it would be impossible to honor all such requests. We believe that all Pond Cove teachers work hard to meet the needs of their students.

A series of meetings to develop reasonably balanced classrooms for the following school year is held each spring by grade level teams, specialists and building administrators. The criteria for creating the class groupings are as follows:

- **Heterogeneous academic and social-emotional balance**
- **Gender balance**
- **Literacy and math levels**
- **Consideration of challenging peer relationships**
- **Special education needs**

If there is any parental information that applies to the placement, it will be reviewed by building administration.

Parents will be notified through PowerSchool of their child's next year placement at the end of the current school year. Parents may request to appeal their child's placement and the decision will rest with the Principal.

Kindergarten placement will be carried out by the building administrators subsequent to late spring kindergarten entry screenings. Parents will be notified as soon as possible after class placements have been completed and teachers are assigned.

GRADE LEVEL RETENTION/ACCELERATION:

When a question of student retention or acceleration arises, parents, building administrators and teachers meet to assess the needs of the individual student and to make appropriate recommendations.

CURRICULUM

CORE SUBJECTS:

Math, English Language Arts (ELA), Science, and Social Studies

These subjects will be taught by the student's classroom teacher, with attention to individual student needs. Additional instructional support and/or enrichment will be available for students as needed.

Links to Maine state curriculum standards can be found on the district curriculum page: <https://sites.google.com/a/capeelizabethschools.org/cia/> under "Standards Links."

ALLIED ARTS:

All kindergarten through grade four students have classes in art, music, physical education and media center/library. In addition, students in grades kindergarten and grade one receive technology integration instruction in the computer lab. Grades two through four receive technology integration instruction within their classrooms and in the computer lab in collaboration with their teachers and our technology teacher/integrator. Grades one through four receive culture and world language instruction, and students in grades three and four receive instruction in health education. Students in grade four also receive introduction to puberty lessons in the spring from our Health Educator Ms. Heather Kennedy and School Nurse Mrs. Erin Taylor.

WORLD LANGUAGE:

Beginning in 2014-2015 World Language instruction will begin in first grade. The World Language program alternates between grade levels for French and Spanish each year. During the 2014-2015 school year, for example, students in grade one will receive World Language instruction for French, and grade two will receive instruction in Spanish. Students remain with the same world language with which they began through their fourth grade experience. Grade one through four students receive two thirty-minute World Language class sessions per week.

ASSESSMENTS:

Starting with the 2014-2015 school year, STAR will be used as a universal screener for all students in grades 1-4 in math and reading. This assessment will allow us to quickly identify students who may be struggling or excelling in these areas and to provide targeted assistance or enrichment through our RTI model.

This year also marks the first year that the Smarter Balanced Assessment will be used as the state accountability assessment for grades 3 and 4. Unlike the previous state standardized assessment (NECAP) which was administered to students in the fall, the Smarter Balanced Assessments will be administered in the spring.

In addition to the aforementioned assessments, teachers and support staff give ongoing assessments throughout the school year to inform their instruction, measure student progress and ensure that students' needs are being met.

HOMEWORK:

Meaningful homework provides students with opportunities to practice what they have learned in school, develop good study habits and share their learning at home to make connections and strengthen what they have been taught. Your child's teacher will provide you with information at the start of the school year regarding homework expectations. We ask that you help your child establish a routine to complete homework so that it can be returned to school on time. If you notice that your child's homework is too challenging to complete independently and/or is taking an unusually long time to complete, please contact your child's teacher to discuss modifications that may be necessary.

TECHNOLOGY

INTERNET USE:

The world of technology education continues to grow exponentially and we feel fortunate to have our technology teacher/integrator, Mr. Tom Charltray, who works with all of our students on safe internet practices and responsible digital citizenship. With a school computer lab, SmartBoards in grades one through four classrooms, podcasts, author Skypes, twitter accounts, and iPads in all K-4 classrooms, Mr. Charltray works with teachers and students to integrate technology across the curriculum through the use of safe and secure technology. We will be forming a Technology Committee for the 2014-2015 school year to help us navigate the vast terrain of technology education and hold healthy dialogues between home and school. For more information on Mr. Chaltray's work with students, please visit his website at:

<https://sites.google.com/a/capeelizabetschools.org/tcharltray/>

ELECTRONIC DEVICES:

Students are not allowed to bring electronic devices from home to school.

CELL PHONES:

Some students bring cell phones in their backpacks to school as a means to communicate with family members after school. Student cell phone use is not allowed during the school day and any cell phones that students bring to school must be kept securely in their backpacks. The school is not responsible for lost, stolen or damaged personal cell phones.

OUR ACTIVE SCHOOL COMMUNITY

VOLUNTEER PROGRAM:

Ms. Gail Schmader is the Volunteer Coordinator for the school district. Information regarding volunteering at Pond Cove is sent home at the start of the school year and is available on the [volunteer web site](#). Volunteers are always needed and welcome. Please remember that volunteers must sign in and out at the school office, log their hours into the volunteer book in each school office, and are required to wear a badge for easy identification.

Volunteers are required to attend a one-time Volunteer Awareness Session before volunteering in the school. The dates of the awareness sessions, which are held throughout the year, will be announced in the Pond Cove Newsletter to parents and guardians.

THE POND COVE PARENTS ASSOCIATION (PCPA):

The Pond Cove Parents Association (PCPA) plays a vital role at Pond Cove School in supporting teaching, learning and school/community relations through organizing numerous family and school events, fundraising and providing generous support through grants that enhance our curriculum and provide exciting educational opportunities for our students. The PCPA meets on the second Wednesday morning of each month (usually in the PC/MS cafetorium). The PCPA publishes a

meeting schedule each year. For more information please visit its website at <http://capepcpa.org>. Parents of Pond Cove students are strongly encouraged to join the PCPA and to take part in its numerous activities. Meeting notices are published in the PCPA online newsletter, as well as in the weekly Pond Cove newsletters.

CAPE ELIZABETH EDUCATION FOUNDATION (CEEF):

The Cape Elizabeth Education Foundation (CEEF) is now in its twelfth year. Its mission on its website (www.ceef.us) states that “The Cape Elizabeth Education Foundation is an independent, non-profit organization of community members committed to fostering innovation and excellence in Cape Elizabeth schools by:

- Funding initiatives that fall outside the school budget
- Partnering with the school district to help achieve its vision
- Building community-wide support for the benefit for our schools”

As a result, Pond Cove has benefited greatly from the generosity of CEEF and its donors to help fund innovative projects that have enhanced our students’ educational experiences.

SCHOOL BOARD POLICIES

(Please refer to the School Board Policy section of the district website for a complete listing of all School Board policies: <http://www.cape.k12.me.us/policies/#a>)

AC - 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.

Cross Reference: Cape Elizabeth School Department Affirmative Action Plan

- [ACAAA – Harassment and Sexual Harassment of Students](#)
- [ACAB – Harassment and Sexual Harassment of School Employees](#)
 ADOPTED: August 20, 1996
 REVISED: September 14, 1999, May 13, 2003, October 12, 2004, August 28, 2012

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.

Cross Reference:

- [ACAA_R – Student Discrimination and Harassment Complaint Procedure](#)
- [AC-Non-discrimination/Equal Opportunity: Affirmative Action](#)
- [ACAD – Hazing](#)
- JFCK – Student Use of Cellular Telephones and Other Electronic Devices
- [JICIA – Weapons, Violence, and School Safety](#)

ADOPTED: September 14, 1999
REVISED: May 13, 2003, October 12, 2004
REVIEWED: August 2006
REVISED: February 12, 2008, August 28, 2012

ACAD - 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.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Cross Reference:

- [ACAA – Harassment and Sexual Harassment of Students](#)
- [ACAB – Harassment and Sexual Harassment of Employees](#)
- [JICIA – Weapons, Violence and School Safety](#)

ADOPTED: May 13, 2003
REVISED: October 12, 2004, August 28, 2012

GBEBB - 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:

- Any type of physical contact with students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- 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.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret; and
- 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:

- Being alone with individual students out of public view;
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Driving students home or to other locations;

- Inviting or allowing students to visit the staff member's home;
- Visiting a student's home, unless on official school business;
- 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);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- 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.

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference:

- [ACAA-Harassment and Sexual Harassment of Students](#)
- [JLF-Reporting Child Abuse and Neglect](#)

ADOPTED: December 14, 2004

Updated: May 8, 2012

Reviewed: May 6, 2013, August 27, 2013

IJNDB - STUDENT COMPUTER AND INTERNET USE

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.

Student and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site, login Computer screens and/or other means selected by the Superintendent.

Cross Reference:

- [IJNDB-R - Student Computer and Internet Use Rules](#)
- [JICIA – Weapons, Violence, and School Safety](#)
- [GBEBB - Staff Conduct with Students](#)
- [GCSA - Employee Computer and Internet Use](#)
- [EGAD – Copyright Compliance](#)

ADOPTED: January 10, 2006

Revised: February 8, 2011, February 14, 2012, January 14, 2014

JIC - 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.

Article 1 - 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

Article 2 - 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.

Article 3 - General Behavior Expectations 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. Obey all Board policies and school rules governing student conduct.
4. Follow directions from 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.

Article 4 – Discipline Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. 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.

See policies:

JK – [Student Discipline](#)

JKB – Detention of Students

JKD – [Suspension of Students](#)

JKE – [Expulsion of Students](#)

Article 5- Expectations The following is a summary of the school unit’s expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

A. Violence and Threats Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies: JICIA – [Weapons, Violence and School Safety](#)

JICIB – Bomb Threats

B. Weapons Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use 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 include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and

including expulsion.

See policy JICIA – [Weapons, Violence and School Safety](#)

C. Hazing Hazing is prohibited. Maine law 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.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD – [Hazing](#)

D. Discrimination and Harassment/Sexual Harassment Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies:

AC – [Nondiscrimination](#)

ACAA – [Harassment and Sexual Harassment of Students](#)

E. Bullying Students shall not engage in 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. Violations may result in disciplinary action up to and including expulsion from school.

See policy JICIA – [Weapons, Violence and School Safety](#)

E. Drug and Alcohol Use Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy JICH – [Drug and Alcohol Use by Students](#)

F. Tobacco Use Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

See policy ADC – [Tobacco Use and Possession](#)

G. Conduct on School Buses Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policy JICC – [Student Conduct on School Buses](#)

H. Computer/Internet Use Students may use school computers, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See policy IJNDB – [Student Computer and Internet Use](#)

I. Co-Curricular Code of Conduct Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Code of Conduct has been developed governing the behavior of students participating in these activities. Students who violate the Co-Curricular Code of Conduct may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

See policy JJIC – Co-Curricular Code of Conduct

Article 6 - Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. The responding administrator will take appropriate action.
4. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy.

See 20-A MRS § 4009 – Protection from Liability See Comprehensive Emergency Management Plan

See MDOE Rule Chapter 33 – Physical Restraint and Seclusion of Students

See JKAA/JKAA-R – Use of Physical Restraint and Seclusion

Article 7 - Special Services

1. Referral. The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

See policies:

IHBAA – [Referral/Pre-Referral Policy](#)

IHBAC – [Child Find Policy](#)

2. Review of Individual Educational Plan. The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy JKF – [Disciplinary Removals of Students with Disabilities](#)

Article 8 - Referrals to Law Enforcement Authorities The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See policy [KLG – Relations with Law Enforcement Authorities](#)

Article 9 - Dissemination of System-Wide Student Code of Conduct The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Cross Reference: Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of The Commission for Ethical and Responsible Behavior, February 2001)

ADOPTED: June 10, 2008

Revised: December 11, 2012

JICA - STUDENT DRESS

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.

These guidelines shall be published in student handbooks at each building. The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: February 11, 2014

JICC - 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.

Cross Reference:

- [EEA – Student Transportation Services](#)
- [JICC-R Administrative Guideline – Student Conduct on Buses](#)

ADOPTED: October 9, 1984, October 11, 1994, May 13, 2003

RECODED: June 1998

Revised: May 9, 2006, December 7, 2007

Reviewed: February 11, 2014

JH - Questioning and Searches of Students and Students' Locker/Storage Facilities

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.

This policy and the accompanying procedure will be included in student/parent handbooks.

Cross Reference:

- [JIH-R - Questioning and Searches of Students Administrative Procedure](#)
- [JICH - Drug and Alcohol Use by Students](#)
- [JICIA - Weapons, Violence and School Safety](#)
- [JK - Student Discipline](#)

ADOPTED: September 9, 2008

JICK - BULLYING AND CYBERBULLYING IN SCHOOLS

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:

1. 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;
2. 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;
3. 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;
4. 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

5. Using a camera phone or digital video camera to take and/or send embarrassing or 'sexting' photographs of other students.

C. 'Retaliation' means an act or gesture against a student for asserting or alleging an act of bullying. '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:

1. 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.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. 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:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. 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

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

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.
5. 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
6. 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;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Cross References:

- [ACAA - Harassment and Sexual Harassment of Students](#)
- [JIC - System-wide Student Code of Conduct](#)
- [JICIA - Weapons, Violence and School Safety](#)
- [JK - Student Discipline](#)
- [JKD - Suspension of Students](#)
- [JKE - Expulsion of Students](#)
- [JKF - Suspension/Expulsion of Students with Disabilities](#)
- [JIH - Questioning and Search of Students](#)

Adopted: September 10, 2013

JICH - SUBSTANCE ABUSE

I. Goals. The Cape Elizabeth Substance Abuse Policy has the following purposes:

- To discourage students from using illegal substances during their school years. Early use of drugs, tobacco, and alcohol are associated with higher rates of substance addiction and abuse later in life; higher rates of suicide and adolescent injuries and death; and

poor academic performance.

- To encourage students who have made poor choices to use illegal substances to come forward, accept responsibility, and get help where needed.
- To build a sense of pride and positive spirit among those who participate in the Cape Elizabeth schools' extracurricular program, as well as a positive public perception of Cape Elizabeth High School's teams and performance groups.
- To reinforce and support the learning in our schools' Health curriculum and the values of our community and the majority of our parents who recognize the health and safety dangers of substance use by young people.

II. Connection to Code of Ethical and Responsible Behavior. This Substance Abuse policy reflects and seeks to reinforce each of the core ethical concepts in our Code of Ethical and Responsible Behavior:

- *Respect.* Having the respect for self that will lead to right decisions
- *Honesty.* Giving one's word to the school, its advisors, and coaches to abide by this policy, and following through on that word.
- *Compassion.* Using this policy as an instrument to refer students who are in difficulty with illegal substances to get needed help and reducing the consequence for those who choose this route.
- *Fairness.* Achieving a balance between the offense and the consequence.
- *Responsibility.* Accepting the consequences of one's actions and accepting the responsibilities to others that are inherent in membership on a school team or activity.
- *Courage.* Giving young people a reason to say "no" in the face of peer pressure and reinforcing those courageous decisions.
- *Humility.* Being willing to admit one's mistakes and accept help from others when in trouble.

III. 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.

IV. 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.

V. Covered Activities. This policy shall apply to all students on school grounds or at any school-sponsored events on or off school grounds.

Additionally, this policy is built on a recognition that participation in school extracurricular activities, holding leadership positions in school activities and student government, and receiving school recognitions are privileges, not rights. In each case, students are held out by the school or perceived by the public as representing the Cape Elizabeth schools. Accordingly, this policy shall apply 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.

Each year, the administration shall list in the student handbook those activities, in addition to athletics, to which this policy applies based on the mix of activities in the school at that time.

VI. Prohibited Conduct. The following conduct is prohibited under this policy.

- 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.
- Nor will any student host, voluntarily or involuntarily, a gathering at his/her home where prohibited activities in violation of this policy take place unless the student and/or his parents/guardians immediately contact the police to bring such a gathering to an end.

VII. Investigation and Evidence to Support Conclusion of Violation. It shall be the responsibility of the administration to investigate thoroughly any allegations or information concerning possible violations of this policy on school grounds or at school sponsored events. It shall be the responsibility of the administration to conduct a limited, reasonable investigation of any other possible violations where information concerning those violations is received from the police or is received from an adult source who consents to have his/her name used in connection with the investigation, but not in other cases. It is understood that information is sufficient to support a finding of a violation if the information gathered indicates that it is more probable than not that a violation occurred. In all cases where a violation is found to have occurred, a parent/guardian shall be contacted by a school administrator.

VIII. Disseminating Information About This Policy/Collecting Signed Acknowledgments of Understanding. The athletic department shall schedule a mandatory pre-season meeting for parents and students before the beginning of each season. At least a portion of that meeting will involve coaches meeting with students and, parents and, among other things,

reinforcing the terms of this policy. At each of these meetings, the coach shall collect a rules acknowledgment form at the end of this meeting signed by both student and parent. The coach shall turn these forms into the Athletic office. Attendance at this meeting and submission of the signed acknowledgment form is a condition of participation in athletics for that season.

Submission of a Non-Athletic Extracurricular Activity Acknowledgment form, signed by both student and parent, is also a condition of participation in any non-athletic group covered by this policy. This form shall be mailed home with the summer mailing, and shall be made available in other ways that make it accessible to parents. At the beginning of each activity, advisors shall meet with the students who are members of their activity and shall reinforce the terms of this policy with the group.

IX. Consequences for Violations Students shall be assigned the following consequences for violations of this policy:

A. Suspension from School and Referral to Police. 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:

Possession and Use Violations on School Grounds or at School Events *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.

B. Suspension from Covered Activity. Students shall forfeit their privilege to participate in competitions or performances in covered activities in accordance with the following schedule.

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.

C. 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.

D. EDUCATION CHECKLIST All first-time violators of this policy shall be required to complete an information checklist related to the legal, insurance, and other consequences of substance use and abuse. Completion of the checklist may require the student to interview law enforcement, insurance or other officials about these consequences. This checklist must be completed to the satisfaction of the school administration before the student is allowed again to participate in any performances or competitions.

REPLACES: JJJ -R1 Athletic Substance Abuse and JJJ-R2 Athletic Contract

CROSS REFERENCE:

JIC – [Student Code of Conduct](#)

ACAD – [Hazing](#)

JICIA –[Weapons, Violence and School Safety](#)

JJI –[Athletic Philosophy and Beliefs](#)

JJI-R [Athletic Policies and Beliefs Procedures](#)

JJJ-R [Athletic Rules and Regulations](#)

JK [Student Discipline](#)

ADOPTED: June 13, 2006

REVISED: June 9, 2009, November 10, 2009

JK - STUDENT DISCIPLINE

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 the 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.

Cross Reference:

- AC – [Nondiscrimination/Equal Opportunity and Affirmative Action](#)
- ACAA – [Student Harassment and Sexual Harassment](#)
- JIC – [Student Code of Conduct](#)
- JICIA – [Weapons, Violence and School Safety](#)
- JKAA – [Use of Physical Restraint and Seclusion](#)
- JKD – [Student Suspension](#)
- JKE – [Expulsion of Students](#)
- JKF – [Suspension/Expulsion of Students with Disabilities](#)

JRA - STUDENT EDUCATION RECORDS AND INFORMATION

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.

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.

Cross Reference:

- JRA-E – [Annual Notice of Student Education Records and Information Rights](#)
- JRA-R – [Education Records and Information Administrative Procedure](#)
- ILD – [Student Surveys](#)
- EHB – [Records Retention Policy](#)

ADOPTED: December 2, 2008

Revised: November 3, 2009

JRA-E - ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

CAPE ELIZABETH SCHOOL DEPARTMENT

320 Ocean House Road

Cape Elizabeth, Maine 04107

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost per page determined by the business manager.

B. Amendment of 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 right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below. **1. Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th [or other date designated by the school unit] or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

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 without their prior written consent 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 law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. 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.

5. Other School Units

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

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

E. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue,
SW Washington, DC 20202

REVIEWED AND ACCEPTED: December 2, 2008

REVISED: November 3, 2009, March 8, 2011, December 13, 2011