

Cape Cod Hill Community School



Student Handbook School Year 25-26

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**School
Colors:
Navy and
Gold**

**School
Mascot
Bobcat**



Handbook Purpose

The school handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for Cape Cod Hill School to operate safely and efficiently you and your students must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The student handbook summarizes district policies, lists some policies with links to view them and contains general guidelines and information. In the event of a conflict between this handbook and a board policy or regulation, the board policy or regulation takes precedence and control. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and control. All policies are posted on the district website and can be viewed at any time. This handbook's content may be changed from time to time throughout the school year and an updated version will be maintained online at <https://www.mtbluersd.org/cape-cod-hill>

Mt. Blue District Website

All district policies as well as information about curriculum, volunteering, contact names and numbers can be found at: <https://www.mtbluersd.org/>

Contact Information for RSU9

227 Main St.
Farmington Maine 04938
207-778-6571

Superintendent: Christian Elkington

Assistant Superintendent: Monique Poulin

Mount Blue Regional School District board meetings are open to the public and posted on the district website: <https://www.mtbluersd.org/>

Contact Information for Cape Cod Hill School

516 Cape Cod Hill Road
New Sharon Maine 04955
207-778-3031

Principal Carol Kiesman

Transportation/Bus Garage: 207-778-4307

Follow Cape Cod Hill School on

Facebook: www.facebook.com/capecodhillschool

Website: www.mtbluersd.org/cape-cod-hill

and our PTO on

Facebook: www.facebook.com/capecodhillpto

Staff Directory SY 25-26

Office Staff:

Principal Carol Kiesman
Secretary Crystal Oliver
Nurse Maria Watson

Classroom Teachers:

Kindergarten Courtney Schools
1st Grade Katherine Bartlett

2nd Grade Delana Yeaton

3rd Grade Chris McConnell
Hunter Harington

4th Grade Nicholas Levenseller
Alexandria Paradis

5th Grade Sarah Bunker
New Teacher

Community Concepts Pre-K:

Teacher: Alison "Bea" Perry
Ed Techs: Denise Butterfield
Haley Pelkey
Family Support: Megan Ratcliff
Director: Danielle Hamlin

Parents' Right to Know

Specials:

School Counselor:
Library: Wendy Mairs-Ross
Physical Education: Brittany Carroll
Art: Becky Barrows
Leah White
Music/Chorus: Catherine Begin
Band: Ethan Wright
Orchestra: Dan Simons

Resource Room Staff:

Teachers Carly Georgen
Alyssa Newhall
Ed Techs Matthew Brown
Lydia Gauthier
Elizabeth Tracy
Marissa Marino

Interventionist:

Title 1 Reading/Literacy TBD
Title 1 Math Daniel Cronin

Other Support Staff:

OT: Misty Batchelder
Gifted and Talented: Stacey Augustine
Gen Ed Ed Tech III: Alycia Paige
BCBA Ed Tech III: New Staff
Duty Monitor: Diane Guimond

Kitchen and Custodial Staff:

Kitchen Beth Tolman
Sandra Mitchell
Custodial Bonnie Oliver
Danielle Meisner
Corydon Young

Bus Drivers:

27- Bonnita (Bonnie) Oliver-New Sharon
15- Matt DeBates -Farmington Falls/New Sharon
14- Dawn Oliveri- Chesterville/Vienna
43- New Driver - Chesterville



Dear Staff, Students, and Families,

Welcome to Cape Cod Hill Community School. Welcome back to all those returning to CCHS and welcome to all who are new to CCHS this year. This handbook is designed to serve as a source of information for students, parents/guardians, and teachers & staff. Please read the information carefully and don't hesitate to reach out if you have any questions or concerns. Please visit the CCHS website or the district (RSU 9) website for more information. Thank you for taking the time to read this handbook. We are all looking forward to a positive and exciting school year.

Carol M. Kiesman
Principal
Cape Cod Hill Community School



**Our mission is to promote a safe, creative, dynamic, community,
to enhance appreciation of others in social responsibility, and to develop a thirst for discovery
with the courage to achieve.**

**Our school vision is expanding the mind, encouraging the heart,
and creating community.**

**Our school values are perseverance, kindness, teamwork, self-control,
a positive attitude, responsibility, and honesty.**



Building Schedule

8:45-9:00 Student Arrival/Drop Off
 8:45-9:00 Breakfast/Morning Recess
 9:10 Pledge/Announcements
 11:25-11:50 Grades K-2 Lunch
 11:50-12:10 K-2 Recess
 11:50-12:15 Grades 3-5 Lunch
 12:15-12:35 Grades 3-5 Recess
 3:05 Dismissal/Parent Pick Up
 3:12 Buses Load. (Note: our busses load at a staggered schedule)

L.A.W- Late Arrival Wednesdays

On L.A.W. days, school will start 1 hour later than the regular start time. We understand that this may cause conflict and do offer students to arrive at 8:45 and will be supervised until school starts by a staff member. If this option is not available due to staffing shortage there will be a Bright Arrow sent out. **Please refer to the [school calendar](#) to view L.A.W days as there are a couple of Wednesdays that will be regular start times.**

Early Dismissal (AKA planned ½ days):

K-2 Lunch will be at 11:00 and 3-5 Lunch at 11:25 and recess will be at the teacher's discretion.

Parent pick up is at 12:20 p.m. and at 12:30 Buses will start loading.

Please refer to the [school calendar](#) to view any early dismissal days.

Parent Transport Routine

- Vehicles will stay to the right side of the driveway as best as they can, allowing space for oncoming traffic and passing buses.
 - We ask that you stay in the parent pick-up line. This is for the safety of students.
- Enter into the lower circle driving up to the side entrance of the building.
 - Do NOT block the driveway entrance. Wait until there is space ahead before entering.
- Students are asked to get out on the right-hand side of the car for the safety of the student.
 - We will be unloading two cars at a time. Please do not pass a car that is unloading.
- Once students are unloaded you will then pull into the small parking lot to the left and out to the main driveway
 - Watch carefully as buses will be passing the parent pickup line.

Pick-up Expectations are the same, with the addition that once your student is loaded, you will pull into the small parking lot and park in a parking space to assist your student with buckling if needed. This helps keep the line moving. **We ask that you wait patiently in line, not pulling into the parking lot and walking your student to the crosswalk. This causes many safety concerns as it can get congested, please use caution through the pick-up and drop-off procedure.**

- ★ **Student transportation/after school plans need to be consistent to ensure your student goes to the location they need to be. We ask that families have a set plan communicated with the office, and encourage no last minute changes if not necessary.**

Bus transportation routes will be published in the month of August to be able to give families an idea of the timing for pick up and drop off. Please watch for them in the Daily Bulldog, on the district website, or on our Facebook page.

Before and After School Care (AKA Care Club)

We are offering both before and after school care with the help of our Community School Grant, to help with the lack of daycare in the area. Children will be monitored by staff employed under this grant. Opportunities for homework help, tutoring, arts and crafts, movement, and various other activities will be available. Parents must register their children for this service prior to students being allowed to participate. Please contact the school to register your child or for more information.

After School Activities

After school enrichment activities will be offered to our students at CCHS throughout the school year, such as playgroup, sports, music/drama club, etc. Some of these activities have limited space. Parents are required to sign up their students for the programs when they are offered. That being said, we try to offer second sessions to allow others a chance. When permission slips come in they are on a first come first serve basis, with the roll over going onto a list for first up for the second session. It is also important that your student attends the activity they choose as it will be taking a slot. There will be no changing of activities until the next sessions start. This ensures that all students get a chance to participate.



Student Admission- [JECA: Admission of Resident Students Policy](#)

Students entering school for the first time in the RSU9 district will need to provide their original birth certificate along with immunization records. Please refer to the district website for further admission policies.

- [JF: School Admission](#)
- [JFAB: Admission of Non Resident Students](#)
- [JFABD: Admission of Homeless Students](#)
- [JG: Assignment of Student Classes](#)
- [JGAB: Assignment of Student to Classes: Transfer Student and Home School Students](#)



Attendance- [JH-R: Student Absence & Excuses- Regulation](#) & [JH: Student Absences and Excuses Policy](#)

Students are expected to attend school regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Absences, as described in this policy, are to be used for the following purposes:

- Personal Illness.
- Appointments that cannot be made outside the regular school day.
- Personal or family problems
- Recognized religious holidays.
- Homelessness
- Hospitalization
- Placement in Foster Care or a Youth Development Center.

These absences when reported will be marked with various codes such as "PA-Parent Excused". If your student is out due to appointments we ask that you get a note from the provider stating your student was seen and the absence code will then turn into an excused absence "ED Excused Dr. appointment" once documentation is received.

Planned Absences (AKA Green Slips) All other reasons can be excused with prior approval of the principal.

Absences approved by the parent but not the school will be classified as unexcused. To request a planned absence form please call the school secretary. A planned absence form needs to be filled out two weeks prior to the student's absences. All other absences will be excused at the discretion of the principal.

Compulsory Education Law- [JEA: Compulsory Attendance Policy](#)

The age of compulsory attendance is 6 years old and must attend school or be homeschooled. If a student is enrolled in kindergarten and is 5 years old they must come to school regularly like everyone else. If the parent does not want a child to be identified as truant they just need to unenroll him or her with no penalties until they are the age of 6.

- [JFC: Dropout Prevention Student Withdrawal from School Policy](#)

Truancy- [JHB:Truancy Policy](#)

A complete district truancy policy may be read on the RSU 9 website.

In alignment with the Maine compulsory attendance law (20-A MRSA 5001-A), A student is truant when enrolled in a public school, is at least 5 years of age, has not completed grade 6, and has an equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

For the consistency of your child's program, the classroom program, and the school, we ask parents to recognize and honor the importance of these 175 school days. When a student is absent and the office does not have prior knowledge of the student's absence the school secretaries will reach out to ensure student safety. If there is no contact the student's absence will stay unexcused until the parent reaches out.

When a student is considered truant, the following procedure will be followed:

- Letter home to notify the parent/guardian of truancy
- A truancy intervention plan made with the building principal
- A certified letter home notifying of non-compliance with the intervention plan
- Reporting the truant student's name to the Superintendent
 - The Superintendent will report the truancy to the school board

- DHHS may be contacted

Tardies

Tardiness is defined as being late for school. It is the responsibility of the parent to see that a child is on time each day.

Students arriving after 9:00 a.m. to classrooms will be marked as tardy.

Students are expected to attend school regularly and to be on time in order to benefit from the instructional program. **Parents need to escort the students into the building and sign students into the office.** In special circumstances approved by the office, a student may be dropped off at the main entrance in which a note will need to be provided.

- If your student is tardy due to a Dr. appointment a note from the doctor's office will be needed to make the tardy excused.



Student Dismissal

If parents need to pick up their child during the school day please follow the following procedure.

- Parents must notify (i.e. written note or phone call) the school before picking up their child unless there's an emergency.
- Students will be called down once parents arrive.
- Parents will need to use the sign-out sheet in the office.
 - The next day a doctor's note will need to be provided to make an excused dismissal if the student was dismissed for an appointment.

Recurring Appointments

We realize in special circumstances that there may be the need for recurring tardies or dismissals due to a recurring appointment for specific reasons. For documentation, so that you do not need to get a note every time, we ask that you get a one-time note from your doctor's office stating that your student will need to be excused on such days for an appointment.



Communication

Due to the fact that we have several students with the same first name when sending in a note it should state the following:

Name: John Doe	Date 1-2-1234
Will ride bus 5 to Jane's house at 516 Cape Cod Hill Rd	
Thank you Susan Doe	

- or the student information being reported and the parent/guardian's signature.

Any last minute plans being changed to a student's pick-up procedure must be called in before 12:00 p.m.

This is to ensure we have time to get your students to the designated location at dismissal.

Late changes can result in your student missing the requested transportation.

Concerns/Grievance- JII: Student Complaints and Grievances Policy

Communication with the school is a key part of a successful year. We understand there may be a time you will need to reach out to your student's teacher with a concern or report. We ask that if you need to call that you do this during a non-teaching time of 8:45-9:00 and 3:12-3:45.

- Other platforms of communication are: leaving a message in the office, email, Seesaw, writing a note, etc.

Please follow the chain of communication, this is the most effective way to problem solve.

1. Parents are encouraged to address any concerns to the immediate attention of the classroom teacher. The classroom teacher can schedule a meeting to discuss your concern and form an action plan.
2. If the matter is not resolved at that level, the building principal should be contacted. A meeting may be scheduled with the parent, the classroom teacher, and the principal to plan an action plan.
3. If these action plans do not solve the problem satisfactorily, then the superintendent may be contacted. A meeting may be set up with the parent, the principal, and the superintendent.

Parent-Teacher Conferences

Each year in November the school holds formal parent-teacher conferences to discuss your student's first progress report. You will be notified during October. Additional celebrations of school work may be scheduled later in the year from time to time. Other than the annual conference day there may be a need to discuss a student's progress. If you desire to have a conference at a time other than during the scheduled conference time, simply call the school to set up a time to talk with your child's teacher. These conferences are held before or after school and an appointment must be made in advance. Due to confidentiality please do not attempt to confer with CCHS staff during school hours in hallways or in public places.

Progress Reports, Report Cards, Assessments

CCHS will be reporting progress on grade-level standards quarterly. Progress reports will go home 3 times a year and an end-of-year report card will go home at the end of the school year. Assessments are given periodically throughout the year. These include local and state mandated assessments. If a student is to be excused from state testing a parent/guardian must make this request as a written notification prior to the assessment window.

Report Card Language for K through 5.

Teachers will use the following marks to show their student's progress.

E	Exceeds	The student is exceeding the grade level standard or expectation
M	Meets	The student is meeting the grade level standard or expectation

PM	Partially Meets	The student is working towards meeting the grade level standard or expectation
NM	No Met	The student is not currently meeting the grade level standard or expectation

Changes in Student Information

Your child's safety is our top priority! It is very important that your student information stays up to date in a timely manner. If you move (change of address) or change your phone number please inform the school so that we may reach you quickly in case of an emergency. If custody of the student changes temporarily or permanently we ask that you provide legal documentation as soon as possible.

You may request any of the student information to be changed at any point and at any time during the school year just by calling the secretary in the office or updating PowerSchool anytime in the [Parent PowerSchool Portal](#).

Student Education Records and Information Rights- [JRA-E: FERPA Notice Policy](#)

The Family Education 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.

- **Inspection of Records**

Parents/guardians or eligible students may inspect and review the student's educational records within 45 days of making a request. Such a request must be submitted to the Superintendent or building administrator in writing and must identify the records to be inspected. The Superintendent or building administrator will notify the parent/guardian or eligible student of the time and place where the records may be inspected in the presence of a school staff member. Parents/guardians and eligible students may obtain copies of educational records at the cost of 10 cents per page.

- **Amendment of Records**

Parents/guardians or eligible students may ask the school department to amend educational records they believe are inaccurate, misleading or in violation of the student's rights to privacy. Such a request must be submitted to the Superintendent or building administrator in writing clearly identifying the part of the record they want to be 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/guardian or eligible student will be notified of the decision, their right to request a hearing, and information about the hearing process.

- **Disclosure of Records**

The school department must obtain a parent/guardian or eligible student's written consent prior to the disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

- **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 a student in officially recognized activities and sports, height and weight of student-athletes, dates of attendance in school units, 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/guardians or eligible students who do not want the school department to disclose directory information must notify the superintendent in writing by September 15th of the school year or within 30 days of enrollment whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

- [JRA: Student Records and Information Policy](#)
- [JRA-R: Student Educational Records Regulation](#)



Affirmative Action Policy- [JL: Student Welfare Policy](#)

- A. The Mount Blue Regional School District 9 ensures equal employment and educational opportunities, in affirmative action regardless of race, sex, color, national origin, material status, age, handicap, or religion. It coordinates with all federal and state legislation relative to discrimination.
- B. Inquiries can be made to Katie Duchesne affirmative action title 1X coordinator. Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of affirmative action title 1X guidelines and may be obtained from the coordinator.

- [JL: Student Rights and Responsibilities Policy](#)

Request of Information to and from a Dr. Office.

In some circumstances, a doctor's office may require further information regarding your student's academics and performance in the classroom. For a doctor's office to be able to communicate with the school a permission slip needs to be signed at the medical office and faxed to the school. If there is a time that you would like us to reach out to your doctor's office regarding your student's information you will need to come into the school and sign a form for us to be able to reach out to the doctor's office. These forms are only valid for 1 year.

Back to School PaperWork- [Parent PowerSchool Portal](#)

At the beginning of the school year, it is required that all BTS-Back To School - paperwork is looked over, read, and updated. You can do this by requesting paper copies from the office or using your parent portal for PowerSchool. It is very important that the school has your correct mailing address, street address, phone number, and emergency contacts.

Meal Program

All students in RSU9 will receive free breakfast and lunch for the school year!!

Your student will receive a lunch menu each month, please go over the menu and decide which days you would like your student to receive school lunch and which days your student would like to get milk to go with their home lunch. If your student has a dietary concern such as milk allergy, red dye, etc., and may require dietary adjustments/accommodations please reach out to the school nurse. Please have your student communicate each morning their choice of meal, school or home, and if they will need milk for lunch with the teacher. This plan is so that we can ensure a meal/milk is prepared for your student every day.

- [JCL: Wellness Policy](#)

Income Survey (AKA Lunch application)

Due to the RSU9 Meal program being free to all families, our Income form may look a bit different as we will not be using the lunch application. At the beginning of each year, a survey will be handed out and provided electronically inquiring about household information. This household information compiles into our grant funding. We require families to fill out this information to ensure that RSU9 and Cape Cod Hill School receive grants they may qualify for. One of the grants programs that is funded is our Title One support for students. Title One Part A of the Elementary and Secondary Education Act as amended by the every student succeeds act, provides financial assistance to local educational agencies in schools with high numbers of high percentages of children from low-income families to help ensure that all children meet challenging State Academic Standards.

Publishing Permissions- [JICE: Student Publications Policy](#)

From time to time during school activities, staff may photograph a child or group of children. Filling out your student BTS papers permitting or not permitting our school to publish your child's picture is very important. This form is called the agreement to publish. This will allow approved posts by the principal to be published such as on the Mount Blue Regional

School Districts' individual website, Facebook page, and Newspapers. The principal will approve the request and if your student is a "No publish" then their face will be blurred or not shown.

Entering the Building- KI: Visitors to the Schools During School Hours

Section "F. Persons entering the school building without authorization from school officials and who fail to report to the main office upon arriving on campus or entering the building are considered "unauthorized persons" and will be requested to report to the office immediately to sign in. School staff shall then report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons who refuse to follow protocol shall be directed to leave the premises immediately."

For student safety, all adults entering the building must report to the school office and sign in with the school secretary.

Thank you for supporting school safety!

1. The term "visitor" shall apply to any person on school grounds or in the building who is not an employee or student of the school unit.
2. Upon arrival visitors are required to wear a "visitor" badge received from the main office. This temporary badge is to be worn for the duration of the visit. This is a requirement and you may be asked to leave if you are not wearing a school-appointed badge.
3. School and classroom visits must not be disruptive in any way or interfere with the instructional program.
4. All visits and visitors will be subjected to the authority of the building principal who may restrict or limit visits or visitors as considered necessary.
5. Visitors shall comply with all applicable board policies and school rules. Visitors who violate these policies/rules and or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

Visitor Expectations

Due to safety concerns Visitors are allowed to visit with the following guidelines:

1. Talk with the office or teacher to arrange a day and time first.
2. Enter through the main door, sign-in, and receive a badge from the office.
3. **Maintain confidentiality of all students** - do not share what other students are doing at school other than your own child. If there is a breach of confidentiality of other students you will not be invited back into the building.

Volunteering

At the beginning of each school year, a volunteer is required to fill out a volunteer application on the Mount Blue District website. If you are unable to fill out the volunteer application online please contact the Superintendent's office to make arrangements to fill out the form with central office staff. Please note this can take up to 2 weeks before the approval process is finished. We would love to have you as a volunteer!!

- [Volunteer Handbook](#)
- [Volunteer Application](#)

School Field Trips Expectations for Students/Volunteers

Whenever there is a school-approved trip in which students are to be away from school for a period of time it is necessary that students turn in a provided permission slip that is signed by their parent/guardian before the date of the trip.

Chaperones will need to be on the approved volunteer list and will be organized by the office and classroom teachers. A chaperone's duty is to help supervise the Cape Cod Hill School students, therefore a chaperone cannot bring any other children on the trip. Chaperones may not be required to ride the bus on specific field trips but may not transport their own students to the field trip location. If you would like to take your student after the field trip is over you must report this ahead of time to the office and will sign out with the staff member in charge of the field trip.

Money Brought to School

There are many times during the school year you may be asked to send money to school. Examples are book orders, school pictures, field trips, and fundraising. We request that you put the money in an envelope and write your child's

name, teacher's name and the intended use of the money on the outside. Bringing loose change or undesignated money is discouraged.

Emergency Information

Please note that in any emergency situation staff are required to follow the Emergency Protocol. Please be patient during this procedure. Your students' safety comes first!

Fire Drills- [EBCB: Fire Drills Policy](#)

Students will take part in scheduled and unscheduled fire drills throughout the school year. Students will be instructed to leave the building quickly and quietly and go to a designated spot in the school parking lot. If parents are present at school functions and the fire alarm goes off, students will exit the building first, and then adults will follow out the marked exits. The school board requires two practice drills within the first two weeks of school and eight practice drills during the remainder of the year.

Emergency Evacuation

A building evacuation will be used in the case of a fire, bomb threat, explosion, loss of building structural integrity, hazardous materials, etc. Students will be taken off the grounds away from the concerning situation. If necessary buses will transport our students to the Mt. Blue Campus. Parents/guardians will receive a Brightarrow with directions as to when and where to pick up their student.

- [EBCC: Bomb Threats](#)
- [ECCC-R: Bomb Threats Regulations](#)



Lockdown

In the event an intruder is on school grounds we will implement a school lockdown.

Students have been instructed to never prop doors or open doors for any adult.

So please do not ask students to open doors. **All adults must go through the**

office sign-in and get a visitor badge for safety reasons. If there is a lockdown students have been taught where to go in the building and what to do. All inside doors are locked with shades drawn. Students go to an area in the room away from windows. **In this situation, it is important that our school phone lines stay open for communication with law enforcement.** We will communicate with parents/guardians as soon as all have been declared safe by law enforcement. No students will be allowed to leave the building until law enforcement allows it. Lockdown drills are held throughout the year, followed up with guidance support for students.

[Hold In Place](#)

In the event such as medical emergencies in the building, mechanical issues such as a burst pipe, large spills, supporting a student who is in crisis, etc, the school might go into a "Hold In Place". This is when an administrator directs the secretary to announce a hold in place. Once the reason for the hold in place is over the secretary will announce that classes can resume as normal. When a hold in place is in progress staff will keep all students in the classroom and out of the hallways. If students are in the hall staff will have them enter an available classroom. Once the announcement is made by the secretary to resume classes as normal staff and students can go about their normal activities. The purpose of hold in place is to keep staff and students out of the hallways for possible above mentioned examples. This allows the staff and administrators or outside services to attend to whatever the issue is without interference or delay.

Early Dismissal

In the event of an early dismissal due to weather conditions or some other emergency situation a Bright Arrow will be sent out to parents informing them school is canceled or dismissed early. We will then follow your student's Emergency after-school plan.

If your student's emergency after-school plan is different from their regular after-school plan it is very important that you contact the office and have this documented in PowerSchool.



At the beginning of every school year, it is very important that you fill out your student's back-to-school paperwork. We use this information in PowerSchool not only for normal situations but emergencies as well. If your paperwork is not updated unfortunately we will not be able to ensure that you get the information in a timely manner or may cause conflict with your student's emergency dismissal plan.

- [JLI: Student Safety Policy](#)
- [JHCA-R: Suspected Child Abuse and Neglect Regulation Policy](#)
- [JLF: Reporting Child Abuse and Neglect Policy](#)
- [JLFA: Child Sexual Abuse Prevention and Response Policy](#)



Health Office Services

Our goal is to support the health and well-being of all students so they can succeed in the classroom. Please take a moment to review the following important health policies and procedures for the school year.

- First aid and emergency care for illness or injury during school hours
- Administration of medications
- Management of chronic health conditions
- Vision and hearing screenings
- Health education and wellness promotion

Ambulance Service

In the event of a serious student injury at school, the principal or their designee will determine the appropriate course of action. Typically, parent contact is made first, contingent on the injury's severity. It is important for parents/guardians to keep contact information current in PowerSchool. However, for the student's safety and welfare, the school reserves the right to contact the local ambulance service when deemed necessary.

Health, Wellness and Medication

Out of consideration for the welfare of other children and your own child's comfort, please do not send a child to school if they have any of the following symptoms or are feeling unwell enough that participating in regular daily activities will be difficult:

- **Cough:** frequent or severe coughing that disrupts their ability to participate in class or may spread illness to others, please consider keeping them home until symptoms improve.
- **Highly Contagious disease (chicken pox, measles, mumps etc):** please speak with your child's doctor and school nurse for guidelines about return to school
- **Fever (100.4°F or higher):** may return when fever-free for 24 hours **without** fever reducing medications.
- **Rash:** rash that has blisters, is draining, is painful, looks like bruises, and/or has a fever with the rash.
- **Diarrhea** (2-3 loose/watery stools in a half day): may return when free of diarrhea for 24 hours
- **Vomiting:** may return when vomiting has stopped for 24 hours
- **Strep Throat:** may return once child has been on antibiotics for 12 hours
- **Eye infection** (conjunctivitis or pink eye): may attend school; speak w/nurse to determine if child is able to keep hands away from eyes and/or they have excessive drainage from eye(s).

- **Impetigo**: return to school once a child has been on medication for 24 hours. Lesions (spots) should not be open and/or draining and should be covered. Students should be able to refrain from touching lesions.
- **Hand Foot and Mouth**: Able to return to school when fever free for 24 hours without medication.
- **Flu, or other respiratory infection** that inhibit your child's ability to take part in usual daily activities: please keep your child home until fever-free for 24 hours **without** fever-reducing medication and other symptoms have subsided *and* as recommended by their primary care provider
- ***See [Communicable Diseases Quick Guide for Schools and Child-Care Centers in Maine](#) for more information

Annual Health Screenings

Each year our district school nurses perform state mandated health screens. For any reason if you do NOT want your child to be screened, please contact your school nurse. Students will be screened as follows, per [POLICY JLCA](#):

PRE-K: Distance vision and hearing.

K: Distance vision and hearing

1st: Distance, near vision and hearing

3rd: Distance, near vision and hearing

5th: Distance vision and hearing

7th: Distance vision

9th: Distance vision

Parent Responsibility Regarding Medication

It is the parents' responsibility for informing the school in writing of any change in the child's health or medication. Responsibility for seeing a physician on a regular basis and following a physician's instructions rest with the parent.

- Prescription and over-the-counter medications require a completed **Medication Authorization Form** signed by a parent/guardian and an order from the healthcare provider.
- All medications must be brought to the health office in their original container by an adult, unless it is an emergency medication, such as an inhaler, Epi-Pen, Glucagon, or seizure medication.
- Students are not allowed to carry medications unless approved by the nurse.

Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in question. The school may refuse requests for the administration of medication during the school day. A copy of this [POLICY JLCD](#) and any required forms will be provided to parents and physicians upon request.

Immunization of Students

Per [POLICY JLCB](#) All students who enroll in Mt. Blue R.S.D. #9 are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, meningitis, mumps, and rubella, and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school unless one of the following conditions is met.

- The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in class, whichever date is earlier. This option is available only once to each student during his/her school career in Maine; or
- The parents/guardians provide a physician's written statement each year that immunizations against one or more diseases may be medically inadvisable (as defined by law/regulation); or

The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law and at the direction of the Maine CDC.

Special Health Needs

If your child has severe allergies, asthma, diabetes, or another medical condition requiring special accommodations, please contact the school nurse.

If your student has **seizures, asthma, or a severe allergy**, they must have an Emergency Action Plan on file from their doctor, and this needs to be updated yearly. In addition, a medication permission form will need to be signed by the parent/guardian if they have any type of emergency medication (such as Epipen, rescue inhaler, glucagon, or seizure medication). If your doctor wants your student to keep their emergency medication with them at all times, this should be written in the Emergency Action Plan. Otherwise, the medication will be stored in the Health Office.

Injury and Emergency Contact

- If your child is injured at school, we will provide first aid and contact you if further care is needed.
- In case of a medical emergency, we will call 911 and notify the parent/guardian immediately.

Your child's health and safety are our top priorities. If you have any questions or concerns, please don't hesitate to contact the health office at your child's school. Thank you for your support in keeping our students healthy!

Hygiene

It is an expectation that students come to school clean and dressed appropriately for the dignity of all students. We ask that your child's backpack be free from odors such as cat urine and marijuana. If you need assistance in this area please contact the school counselor.

Lice Policy

If your child has live lice or nits you will receive a call from the school nurse who will guide you on how to treat your child and home to prevent the recurrence of infestation. If you need assistance with how to treat your child and home please call the school nurse.

School Insurance

Rsu-9 does not carry Accident Insurance on students. Parents must take responsibility for purchasing student accident insurance for their children if they do not have an insurance carrier. Insurance brochures are available by contacting your school nurse. Occasionally a student may be seriously injured while at school. The principal or designee will make a judgment as to what steps should be taken depending on the nature of the injury. Parent contact is usually made first which is why it's important to keep your emergency information updated. However, when deemed necessary for the safety and welfare of the student the school reserves the right to act for the parent and will contact a local ambulance service if needed.

Drug Policy- [JICH: Drug and Alcohol Use by Students Policy](#)

Tobacco, vaping, alcohol, and marijuana products are not allowed in the building or on school grounds. This includes all School functions, before and after school activities, and any extracurricular groups that use the building. Any student or adult found with these items will be asked to leave the building immediately. Parents will be called for minor students.

- [JICG: Student Tobacco Use](#)
- [JICH-R: Student Drug, Alcohol, and Tobacco Administration Procedure](#)

Winter Weather Expectations

Exercise is a key ingredient for student learning at all times. Whenever students can get outside the better for them and the better for staff. In the winter when temperatures are much cooler, determining when it is not safe for students to go outside can be tricky and so it is a must to take proper precautions when making this decision.

The following has been set, **if students have winter wear**, for them to have either outside recess or to participate in outside activities. Please use the following guidelines when determining if it is safe to be outside for long periods of time:

*Recommendations for COLD:

Temperature/Wind Chills	Outdoor Practice
Between 50-25 degrees Fahrenheit	Regularly scheduled outdoor play times
Between 25-15 degrees Fahrenheit	20 minute maximum
Between 7-15 degrees Fahrenheit	Limited 15-minute Max, may be adjusted based on Principal review of full sun and <u>no wind!</u>
Below 7 degrees Fahrenheit	No outdoor recess time.

The temperature above reflects wind-chill temperatures. Please use the Beaufort Wind Scale and the NOAA Wind Chill Chart, to make sure you follow our RSU 9 expectations.

There are no national, state or county standards for when to not go outside for recess. It is a local decision made by the district administration team. We need to follow a standard, and by looking at the medical evidence around what coldness does to young student body systems, the above standard has been set. As a school system, there are many local factors that we need to consider around the weather and recess during colder temperatures.

When looking at setting our expectation the following was used:

- Health recommendations from medical organizations around Hypothermia & Frostbite.
- Children's bodies are not to be considered small adults, they are children and children's bodies don't have the same protections as adults.
- Children's bodies do not make heat like adults (they need to avoid reduced circulation and shivering).
- Children's skin reacts differently than adults (reaction times outside are different and many times reduced).
- Conditions below 15 degrees have too many factors that make it potentially too dangerous for extended stays outside. Principals are to check for wind, sun and temperature when looking at recess and outside activities for these temperatures.

Behavior Expectations

All Cape Cod Hill students have the right to a safe environment that is conducive to learning. We teach all students common behavioral expectations. We call this the “school way” which especially enforces keeping hands, feet, and objects to self.

One of the most important goals for our school is learning community and teaching and developing self-discipline. Students are expected to respect themselves, each other, and property. They are expected to accept responsibility for their actions, reflect on the problem, and do whatever is needed to make amends. Students are supported with direct instruction in positive choice-making and restorative justice practice.

Inappropriate behavior is defined as

- Disrespect
- Defiance
- Disruption
- Physical Aggression
- Inappropriate Language
- Harassment
- Bullying
- Out-of-School Boundaries
- Theft
- Technology Violations
- Property damage

When a student chooses to display inappropriate school behavior whether it be at school or on the bus a staff member will address it and fill out a form called an Office Data Form/ Office Discipline Referral (ODR). This form records the date, time, location, and behavior of the student. The data is entered into Swis/PowerSchool depending on the infraction and becomes part of the student's school record.

- Discipline for any inappropriate behavior that infringes on the health, safety, and/or educational well-being of the students and staff will be left to the discretion of the principal.
- Bullying, harassing, and personal threats will be handled in accordance with the RSU9 school board policy that may supersede the following discipline chart on the next page.

Consequences

We believe it is the responsibility of all staff to assist students to maintain a productive school environment. Most behavior that has a negative impact on the school's successful operations can be successfully managed by the classroom teacher, while the more serious such as physical contact or reoccurring infractions will result in a referral to the administrator. Disciplinary actions will be firm, fair, and consistent in order to be effective in challenging behavior and to provide a safe environment for learning for all students. Appropriate actions will be taken according to the seriousness of the offense and previous actions taken. Actions will reflect student's needs as well as the school's needs to ensure a safe orderly learning environment for all. Consequences are individually designed and are confidential to each student and their parent/guardian.

- [JK:Student Discipline Policy](#)
- [JKD: Student Suspension Policy](#)

- [JKD-R: Student Suspension Regulations Policy](#)
- [JKE: Expulsion of Students Policy](#)

Infraction	First Offense	Second Offense	Third Offense
Defiance/Non-Compliance	<ol style="list-style-type: none"> 1. Conference with the teacher or principal. 2. Call/message home. 3. Restoration with guidance. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call/message home. 3. Loss of privilege. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call/message home. 3. Half day In School Suspension.
Physical Aggression with Contact	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Restoration with guidance. 4. Half-day In School Suspension. 	<ol style="list-style-type: none"> 1. Call home. 2. Out of School Suspension for the rest of the day. 	<ol style="list-style-type: none"> 1. Meeting with parents/guardians to develop an intervention plan.
Extreme Disruption/Disrespect	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Restoration with guidance. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Loss of privilege. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Half-day In School Suspension.
Abusive Language/Profanity	<ol style="list-style-type: none"> 1. Conference with the teacher or principal. 2. Call home. 3. Social skill instruction. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Loss of privilege. 	<ol style="list-style-type: none"> 1. Call home. 2. Half-day In School Suspension.
Harassment of peers or staff including name-calling	<ol style="list-style-type: none"> 1. Conference with the teacher or principal. 2. Call home. 3. Restoration with guidance. 	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Half-day In School Suspension. 	<ol style="list-style-type: none"> 1. Meeting with parents/guardians to develop an intervention plan.
Fighting	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. Out of School Suspension for the rest of the day. 	<ol style="list-style-type: none"> 1. Call home. 2. Two days Out of School Suspension. 	<ol style="list-style-type: none"> 1. Meeting with parents/guardians to develop an intervention plan.
Bullying Behavior	<ol style="list-style-type: none"> 1. Conference with the principal. 2. Call home. 3. One day In School Suspension. 	<ol style="list-style-type: none"> 1. Call home. 2. Two days Out of School Suspension 	<ol style="list-style-type: none"> 1. Meeting with parents/guardians, principal, and superintendent to develop an

	4. Social skills instruction		intervention plan
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Bullying and Cyberbullying- [JICK: Bullying and Cyberbullying Prevention in School Policy](#)

- Bullying is commonly defined as the intentional and repeated imposing of emotional or physical discomfort or harm. This may include physical contact, verbal assault, making obscene gestures or facial expressions, taunting, starting rumors, and/or intentionally excluding a student from a group or activity. Bullying implies an imbalance in power or strength in which one child is victimized by another or others. This imbalance of power could be an older student to a younger student, a "typical" student to a student with disabilities, etc. The district bullying policy may be found on the district website and the complete policy is listed in the Appendix.

THE DIFFERENCE BETWEEN BULLYING AND CONFLICT	
Imbalance of power, not friends	Equal power or friends
Repeated negative actions	Happens occasionally
Purposeful	Accidental
Serious with threat of physical or emotional harm	Equal emotional reaction
Strong emotional reaction from victim and little to no emotional reaction from the individual(s) doing bullying	Not seeking power or attention
Attempt to gain material things or power	Not trying to get something
No remorse – blames victim	Remorse – will take responsibility
No effort to solve problem	Effort to solve problem

- Cyberbullying means bullying through the use of technology or any other 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, cell phone, text messaging device, or personal assistance. Examples of cyberbullying are posting, slurs, rumors, or displaying any deformity inaccurate dis bearing violent abusive profane, or sexually orientated oriented material about a student on a website or other online application. Please see the district's bullying policy for further information regarding the policy.

Internet use and safety

Mount Blue Regional School District computers network and internet access are provided to support the educational mission of students and to enhance the curriculum and learning opportunities. This policy and the accompanying rules are also applied to laptop issues directly to students whether they are used at school or off school premises. Compliance with the policies and rules concerning computer and internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine after considering the circumstances involved whether and for how long a student's computer privilege will be altered. The building principal's decision shall be final. Violations of this policy and Mount Blue Regional School District's computer and internet rules may also result in disciplinary actions, referral to law enforcement, and or legal action. Computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computers and internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are

used on school property or elsewhere. Please see the district policy for further information regarding Internet safety and violations

BARR- Building Assets, Reducing Risks

BARR (Building Assets, Reducing Risks) is a proven model that improves the education system predicated on two pillars – relationships and data. It is designed to create strong schools and communities by empowering students, teachers, and families with data, so that schools can realign existing resources to nurture a unified and personalized culture of support and success for every student, both inside and outside of the classroom. This program works very closely with and in conjunction with our already established PBIS model and our Community School model. BARR believes that not only is education a right, but success in education is a right. [About BARR](#)

PBIS- Positive Behavior Interventions Support

We are a PBIS School. Our PBIS team works hard to provide school-wide celebrations for initiatives such as “Spotted being kind”. Positive behavior interventions and support is an approach schools used to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention not punishment. We encourage you to review the following safe, caring, and helpful matrix with your child. All students will receive direct instruction on what is expected in each area of the school building and will be supported with frequent reviews of these expectations. At Cape Cod Hill School we are dedicated to providing a safe and positive learning environment for all students and we value our continued dedication and support

Common Settings PBIS Expectations Chart

Area	Safe	Kind	Helpful
Hallway/Stairs	<ul style="list-style-type: none"> Go directly where you need to go Stay to the right Face forward Hands to self Stay in a single file line. Walk in stairwells-no jumping down the stairs, hanging over the half wall, or sliding down railings 	<ul style="list-style-type: none"> Wait for passing lines Stay in your space 	<ul style="list-style-type: none"> Hands to self Keep the body calm Whisper Go up and down the correct doors (follow signs)
Cafeteria	<ul style="list-style-type: none"> Stay in your seat or on your paw Raise hand for adult attention Sit facing table mates Walk at all times Stay single file in lines Eat only what you brought Use the bathroom passes 	<ul style="list-style-type: none"> Talk to close neighbors Use kind words Say, “Thank you,” for tray Use table manners Dump your tray respectfully 	<ul style="list-style-type: none"> Wait for adult direction to be dismissed Dump trays one at a time Quiet voice Talk to people at your table Teachers: walk class in, drop off outside gear, then move to tray line
Bus time	<ul style="list-style-type: none"> Exit through assigned doors Stay in lines...single file Walk facing forward Hands to self Stay on sidewalk 	<ul style="list-style-type: none"> Use kind words Listen to adult directions to know which bus is being dismissed 	<ul style="list-style-type: none"> Stay in the correct bus line Quiet voice
Playground (general)	<ul style="list-style-type: none"> Use equipment as intended by grade span Stay within assigned boundaries Line up at bell, K-2 one line/3-5 by class If at a table, sit as intended (on bottom, on seat area) Use sticks/logs appropriately 	<ul style="list-style-type: none"> Wait your turn Be kind (body/voice) Use toys as intended 	<ul style="list-style-type: none"> Return equipment/toys Follow established game rules Enter building quietly Keep sticks/logs in assigned areas

Additional winter rules	<ul style="list-style-type: none"> • Follow sledding cones • Go down on bottoms • One person per sled • Get up quickly • Play away from building • Snow stays on ground Determined based on weather & temps	<ul style="list-style-type: none"> • Put your sled away 	<ul style="list-style-type: none"> • Put sleds away neatly
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Vandalism and Damage

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. State law holds students or parents financially liable for damage to school property. Chapter 513,3772 of the Maine State Student Statutes states: "If a minor injures or aids in the injury of any schoolhouse, outbuildings, utensils, or apparatuses belonging thereto; defaces the walls, benches, seats and other parts of school property belonging to an administrative unit, such administrative unit may recover of their parent/guardian in civil action double the damage occasioned thereby." Civil action will be pursued only when students or parents fail to make appropriate restitution by repairing or replacing the damaged school property.

Weapons- [JICA: Weapons, Violence and School Safety Policy](#)

Possession or use of a weapon on school grounds in school buildings or on school buses is prohibited. A pupil found to be in possession of a weapon on school premises before, during or after school or any school-sponsored activity is subjected to administrative and legal action.

- [JICA-R: Weapons in School-Regulations Policy](#)

Dress code

Due to safety, maintenance reasons, and in an effort to maintain an educational environment Cape Cod Hill School expects the following

- No Halter tops. Midriff, back, behind, cleavage and undergarments must be covered.
- Skirts and dresses must be two shoulder straps one for each shoulder, and must be mid-thigh.
 - Due to playground activity it is often advised to wear shorts or leggings underneath skirts and dresses.
- Hats, baseball caps, and hoods will not be worn during the school day.
 - But maybe worn outside at recess.
- Appropriate Footwear for the weather. No cleats or shoes with metal soles.
 - We encourage no flip-flops.
- Students will not wear any type of attire or accessories which in the judgment of the administrator, is unsafe, promotes illegal activity, is offensive, or is in opposition to generally accepted School norms.
 - During inclement weather we encourage parents to send a pair of light shoes to be left at school; these can be worn instead of heavy boots in the classrooms.

Personal Property

RSU9 Does not carry Insurance on students' personal property. All items carried onto school buses or into school buildings by students such as toys, radios, iPads, cell phones, stuffed animals, etc. remain the responsibility of the student. The school will not be responsible for the loss or damage of student property.

Electronic Devices: [JFCK:Electronic Devices Policy](#)

In accordance with the district policy, students are prohibited from using privately owned electronic devices, including but not limited to cell phones, handheld computers, MP3 players, and electronic games during classes and school activities.

- [JFCK-R: Electronic Devices-Rules Policy](#)
 - **Cell Phones** must be kept in lockers and are not to be turned on or used during school hours. If a student needs a cell phone for after-school purposes, it needs to stay in the backpack, turned off during the school day. The school will not be responsible for a lost, damaged, or stolen cell phone. *If a student*

needs to call a parent or a parent needs to get in touch with a child during school hours, calls must go through the office.

Lost and Found

Numerous unclaimed items of clothing accumulate in the school lost and found. Space needs have prevented us from storing these articles throughout the year. Be advised that all unclaimed lost and found items and articles will be donated to a charitable organization for distribution once a quarter. Students are asked to check the lost and found in the building each month for any items they may have misplaced or lost. Items that come to the lost and found with the names, will immediately be returned to its owner. We encourage that jackets, sweaters, hats, footwear, book bags/backpacks, lunch boxes, water bottles, be clearly labeled with your child's full name.

Patriotic Exercise

Main Law requires the display of instruction about the American flag in classrooms of our schools. In order to foster appreciation and respect for the flag as a symbol of our nation the Pledge of Allegiance should be recited each morning and may be recited at assemblies and other appropriate occasions in every school. It is the responsibility of the Superintendent, through each building principal, to ensure that this policy is implemented. The building principal may determine how the pledge will be initiated, such as by individual teachers or by intercom. Students may not be compelled to participate in the recitation of the pledge, including being required to stand, salute the flag, or place a hand over their hearts. Students can be required to be quiet and not disrupt the recitation. Students may request to leave the classroom during the pledge.

Legal reference 20-a MRSA 1055 M 4805

CCHS Student Support Services

As a part of RSU 9, CCHS offers a variety of student support services. These include but are not limited to special education services, Title 1 services, social and emotional support services, as well as school counseling services and the services of a school social worker. For more information please contact the school office and your call will be directed to a service coordinator to help you.

Extended Year Program (AKA Summer School)

The extended year program is for grades K through 12 who are not meeting either state or local standards. Students will be referred to the program by their teachers, according to their performance in the classroom, and common assessments participation. The extended-year program is voluntary but we encourage participation as students must meet standards for promotion and ultimately graduation. The RSU9 district has created a program that offers students an additional six weeks of learning time each summer. Parents will be informed about the student's performance with progress reports and report cards. The intent of this program is to support students and help them reach the level of proficiency needed in our standard-based learning environment. CCHS also offers its own Summer Enrichment program through the Community School Grant, for as long as the grant is received by the school.

7/20/2022
 9/12/2023
 8/14/2024
 8/1/2025

Appendix: School Board Policies

• Staff Conduct: File: GBEBB

The 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 intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times. A. Prohibited Conduct Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following: • Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of 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 staff for assistance. • Sexual banter, allusions, jokes or innuendos with students; • Asking a student to keep a secret; • Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students; • Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; File: GBEBB • Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner; • "Friending" students on social networking sites (outside of any school-approved activity); and • Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means. Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate: • Being alone with individual students out of public view; • Driving students home or to other locations; • Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member); • Visiting a student at home or in another location, unless on official school business known to the parent; • 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 or organized community activities. 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. B. Reporting Violations Students and/or their parents/guardians are strongly encouraged to notify the Principal [or another appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy. File: GBEBB Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy. C. Disciplinary Action Staff violations of this policy shall 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, the District Attorney and/or law enforcement.

- **Hazing: File: ACAD**

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. "Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. The behavior may be physical (e.g., hitting), verbal (e.g., threats), or psychological e.g., intimidation). "Act of intimidation" include extortion; menacing; direct or indirect threats of violence; incidents of violence; bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endangers the mental or physical health of another person; and property damage or theft. No administrator, faculty member, or another 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 that 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 full Board of Directors. The ruling of the Board of Directors, with respect to the provisions of this policy, shall be final. This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

- **Tobacco Free School Policy: File GBED**

Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. In order to promote the health and safety of all students and school employees, optimal learning conditions, and the cleanliness of all facilities, the Mt Blue Regional School District School Board, hereinafter referred to as the "Board," prohibits the use of all tobacco products in school buildings, facilities, and on school buses during school-sponsored events. The policy will reflect and emphasize the hazards of tobacco use; assure compliance with state and federal laws; protect the health and safety of all students, employees and the general public; and role model a non-tobacco use environment by adults. Use of Tobacco Products on School Property Tobacco is 0a leading killer and leading cause of preventable deaths in Maine. To support and model a healthy lifestyle for our students the Board adopts the following tobacco-free policy; - The Mt Blue Regional School District buildings and property shall be tobacco-free 24 hours a day, 365 days a year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school. - Maine law prohibits possession or use of tobacco products by anyone less than 18 years of age. - Possession or use of tobacco products by students on district property or in school owned vehicles and at school-sponsored functions is prohibited. - Sale or distribution of tobacco products by anyone is prohibited at all times on the school campus. - The use of tobacco products by all school employees on school property or in school vehicles, bus stops and at school-sponsored functions is prohibited. - The use of tobacco products by all visitors on school property is prohibited. This includes non-school hours and all functions sponsored by the school or by others,

including any lessees or invitees, and athletics, on or off school property. File: GBED - Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing that advertises tobacco products.

Anti-Bullying: File JICK

The Board believes that bullying, including cyberbullying, is detrimental to student wellbeing and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior. Bullying Prohibited Bullying, including “cyberbullying,” is not acceptable conduct in Mt. Blue Regional School District (RSU #9) and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools. Definition of Bullying “Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law: Bullying “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: A. Has, or a reasonable person would expect it to have, the effect of: 1. Physically harming a student or damaging a student’s property; or 2. Placing a student in reasonable fear of physical harm or damage to his/her property; B. Interferes with the rights of a student by: 1. Creating an intimidating or hostile educational environment for the student; or File: JICK 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or C. Is based on: a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above. Examples of Bullying: Examples of conduct that may constitute bullying include, but are not limited to: 1. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, 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. Cyberbullying “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 or personal digital assistant. File: JICK Examples of Cyberbullying 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 email, text messages, instant messages (IM), or phone calls; 4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email 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. Retaliation “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. Application of Policy This policy applies to bullying that: A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or B. 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 the definition of “bullying.” Consequences for Policy Violations Students Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions. File: JICK The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties. School Employees and Others Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties. Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

- **Bomb Threats: File EBCC**

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-e/EBCC%20Bomb%20Threats.pdf?attachauth=ANoY7cq1fpXGeAOAv9jlpTmhAjpZeyPxv5ZRVWFYrntec4oyQgtfkr7yp0gUljSWW4D8vZKsqwaSuni1jsU6QQFCV3isl8q7b3xwPAj8RD-d16oDsJOZ8izYG7Alr0xCRWyk_v7J2K5CEp8lXgEvgz6-oFhPy1qfwOCjc-s47uNmF0ZHQlo2nD5IRAGIEvWAA8ycwwku2uX-4p1pd_rSjug3F9d1MMjL_01DmS0t6l3OG1x-ap18b27zBIN7_Bgr-BRdapURSkbjFwhfEKGt9Y8Cy4wvjzBGcOtuWclrKFv92zGXJyz-TBI%3D&attredirects=0

- **Student Debts and Obligations: File JICBA**

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JICBA%20Students%20Debts%20and%20Obligations.pdf?attachauth=ANoY7cq_zD0WKNHC-YY_ftwFW5hgmK06745ilk8zf-JT4PmC7giL2WkHQjeBwK0YGk3kryl5wO3tf45Lo_IXJsqqy2DB0KUSZjbVASCWFTQeTK2SOWaPB4JIndHKHC8OtgBo sQl2qo_k_eczkHjrfNoFUBtYnGhICkLmQ-8g2acbx5qEVwvY5crPpsvJB2srL_2oayKP82nKWDyAwUI7dTLiGtguylDZnXqqsHNGq1wBRGaze0ckDkmGWpw4Bd-JOqvKYRDKum80KMXjTU-vc_I-5X6E-aKluLCL_H2iSwdSp4a1r1awPBE6zjGrhv6idq0GQ8JP-Njp&attredirects=0

- **Questioning and Searches of Students: File JIH**

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JIH%20%20%20QUESTIONING%20AND%20SEARC HES%20OF%20STUDENTS.pdf?attachauth=ANoY7cpaAT7Y1iSujGR0Ywy4D4LCiuw9vaQTZK1 oNc806lhA_aCBpFjQiSby7WPICXW8AvxLOgMioy-1IliQw-Lub84IOwjEX26_-7Nmwtju4GBPCuZv E_9bWlx4aiuVNBJS94-wK6IC7vISUcKWSv33KIKQY5zRcwtmUtAlUmBuClg2tqjiQc6SAju7zqvO AJMIQIWQFIL iVgqBJyFR3zpe353UH2ogebnyYOpnHJkYcoqy3tROx5NZf1j9pQ0jFWLvD8QX8 RbUI7c5_s-5W8ZxOTarHwa2qCaH1NwrOIJRISN1wm4mfWpmFPRPQKt197p78N0O6GCevqZYZ OTf06cAKpWgzNy7w%3D%3D&attredirects=0

School System Commitment to Standards for Ethical and Responsible Behavior: File ADAA

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/ADAA-%20School%20System%20Commitment%20to%20Standards%20for%200Ethical%20and%20Responsible%20Behavior.pdf?attachauth=ANoY7cp1RIGH6iZtJPepRfAONyUSxZ FSwP5jLlbvCazD7Y75fVBXohPBPnZwIEG216BRftzbhmkBRJrU63B3t4S95SA1tjGIGpDIKiy4TiQMgtrcW QNo3Yqo51tfOvT4FcBkBvN8moglyx5dNHcVStH7VBVUMaliKDAeintZolwjbGPmhpfbvBQR6bQQdfmqHH Cs-OD1J7wSDoFPT_uDE-onAzl3abuXouhGzU9bFSmUdkd2KZCd_G_o2MygcE2sZgwRbEDdOwlyyjUbK faVA_8lbQ5-QpgY5w2SIRVI vDVrc9mAqztyW-iK4RwoMj0RwISYd2GoURO9iPtMSCGzVMMtbR0WK-cby 54EBxAhQdLKNXEFnGFE%3D%3D&attredirects=0

Student Educational Records Administrative Procedures: File JRA-R

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JRA-R%20Student%20Educational%20Records%20Regulation.pdf?attachauth=ANoY7cpRpciInmaJ_0S_mHH1GiKXjTHwMOSr3t8B-YPo8GrFpNaYYzYSoDVgDdw3zShw2qT Qs4DnMHLy2CXf4D96ufMZtmzLf1F7EzlyFMoQWDsIKUQe6pAhkBqAVaR2J4zRgm8V0FCwCab7wBvNyz MomdLec7VVbcfO1qBUX26yy9pLQoYibfPXf2H04_c67vIBzQYq7V368zjyNohz0piFOcJPq5EM0jhxc1Fah C_fTA_oDmwsyWcwRrPQLoMUWsPmCHZdzJjwPUaK2B0H_4L62bczbqZli1cuWgQYwp7czTGSmW-8Kh f_PGPK3Ox5R7KMZicGyhmG6DAFRV3qDH3Sqi5NHBySkOg%3D%3D&attredirects=0

Student Computer and Internet Use and Internet Safety: File IJNDB

https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-i/IJNDB%20Internet%20Use%20and%20Internet%20Safety.pdf?attachauth=ANoY7cqzV8K_5Y6U-GJnyyCifKUEULL002oD6wTrHffNcr7RnUxgkYMd3uMCQy-sNd7TFMJckyhCh nbWx8B7b7ZvX5j5mGo-CJVlK3jKd7ELTEk5PSp_V5XPbDniPws6NKV2Pn_E6_ERc-JqRJiMZjM0eLLhPg U_Aid2DTIAcio4Krjw15sZU5t6RFHjKOEeTXvDZRdDEle0r5ounQoAZn0xh9l3Zru_pT8ntLKaeHVQB8P2la YzpOZnRNyyoErUHjO1QfK5Y1_1-HI1-G60wRuEhbOhmPRENhboRSOZBWUb-kD58pHnyBlgwd1HsD-ih5 HS9CZUS7KN0NHWuBibJewocEILCw_TUQ%3D%3D&attredirects=0

File: JKD-R Student Suspension Regulation