



# 2011-2012 CEMS Student Handbook

## TABLE OF CONTENTS

Cape Elizabeth School Department - Mission, Vision, and Beliefs.....	2
Affirmative Action, MSPA.....	3
System-Wide Code of Conduct.....	3-4
Weapons, Violence, Bullying, & School Safety .....	4-5
<b>General Middle School Procedures</b>	
Attendance.....	6
Cafeteria, Lunch .....	7
General (field trips, animals, bikes, care of school, etc.) .....	7-8
Health Services (records, exams, medications, illness, etc.) .....	9-10
Middle School Guidelines (behavior, homework, cheating) .....	10-11
School Student Computer and Internet Use .....	12-13
Official Laptop Rules .....	12-13
Student Use of Electronic Devices .....	13
Dress Code, Hall Rules, Event Etiquette .....	14
Evening Performances, athletic contests, dance behavior .....	14-15
Student Shadow Visits of Cape Elizabeth Middle School.....	15
Bus Regulations.....	15-16
Detention procedures.....	16
Infractions & Consequences .....	17
<b>Academics</b>	
Reporting System, monitoring progress, conferences .....	19
Placement, Accelerated Math Placement .....	19-21
Guidance.....	21
School Records, SST, Instructional Support.....	22
World Language, Library, P.E.....	22-23
Extra-Curricular Programs.....	24
Athletic Rules & Regulations.....	25
Storm Closure Procedures .....	26

## CAPE ELIZABETH SCHOOL DEPARTMENT

### **Our Mission**

Our mission is to ensure that all of our students develop the knowledge, skills, behaviors, and attitudes to become successful individuals and citizens.

### **Our Vision**

Cape Elizabeth Schools will be one of the top public school systems in the U.S. having created a dynamic organization which inspires an enthusiastic, innovative and collaborative environment that results in a high level of learning and achievement for all.

### **Our Beliefs** □

About **Students and Learning**, we believe that:

- All students can learn
- All students should be challenged and supported in their learning
- All students have abilities and talents that are worthy of being recognized and developed
- All students benefit when they are held to clear and appropriate expectations
- As educators, we will connect with the strengths and passion for learning of each student by providing a meaningful and engaging education
- Education must prepare students to become competent individuals and productive citizens

About **Teachers and Teaching**, we believe that:

- Teachers need time for collaboration, reflection and professional development on a regular, consistent basis
- Teachers need to understand and address the different learning styles of their students
- Our community expects, values and supports excellence in teaching

About schools as **Learning Communities**, we believe that:

- Students and staff have the right to a safe, respectful, and challenging environment conducive to learning
- Education is a shared responsibility among students, teachers, staff, parents, and the community
- A wide range of learning opportunities must be provided in order for our students and staff to be successful
- The quality of relationships directly impacts learning and achievement

## **AFFIRMATIVE ACTION POLICY**

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

Cross-reference: Cape Elizabeth School Department Affirmative Action Policy

AC [Affirmative Action](#)

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

## **SCHOOL BOARD POLICIES**

All school board policies can be found at: <http://www.cape.k12.me.us/policies/index.html>

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

Our Middle School has the good fortune of working with a group of parents who form a dynamic parent organization. With your involvement, the work of the parent organization can continue to offer the parents, teachers, and students the benefits of a very supportive team. If you are interested in participating in the parent program, please visit the MSPA website: <http://www.capemspa.org>

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

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

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

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

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

### **Code of Conduct**

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

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

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

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

1. Be courteous to fellow students, staff and visitors
2. Respect the rights and privileges of other students and school staff.
3. 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.

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

Cross-reference: [JIC Student Code of Conduct](#)

[JK Student Discipline](#)

[JKD Student Suspension](#)

[JKE Expulsion of Students](#)

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

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

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

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person;
- C. Violent, threatening or menacing behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats), stalking, or blocking access to school property or facilities;
- D. Verbal or written statements (including those made on or through a computer)  which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program, blackmail, extortion, or demands for money or property;

- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Bullying behavior, including unwanted physical contact, acts or communications of any kind that:
  - 1. damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
  - 2. is so severe that it creates a hostile educational environment for the student who is bullied.
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the school unit's drug/alcohol and tobacco policies;
- J. Violations of state or federal laws; and
- K. Any other conduct that may be harmful to persons or property.

Cross-reference:

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

## GENERAL MIDDLE SCHOOL PROCEDURES

### SCHOOL HOURS

Classes are scheduled from 8:00 to 2:30. All students will report to their homeroom at 7:55. Attendance, notices, and the Pledge of Allegiance will take place in the first period class. Students should not arrive at school before 7:40 unless they have an appointment with a teacher. Students are expected to leave at 2:30 unless they are staying for a teacher, advisor or coach.

### ATTENDANCE

A telephone call to the main office (799-8176) the day of a student's absence is required. Parents are asked to call the office before 9:00. If, for some reason, parents are unable to call prior to 9:00, the office staff will call to confirm the status of absent students. If you know of a tardiness or absence the day before, a call at that time would be appreciated. If you cannot call us or we cannot reach you, your child must bring a note to school excusing the absence.

### DISMISSAL

Any student needing to be dismissed during school time should go to the office for a dismissal slip. A dismissal note or call from home is necessary. Please make every effort do this before school if possible. A sign out/in sheet is located in the office and students **must** sign in and out. The school will immediately contact the parents of any child who has left without permission. (When the student returns, a parent conference with the Assistant Principal or Principal will be necessary and any time missed will be made up after school.)

### TARDINESS POLICY

**Tardiness**-Students are to report directly to the main office in cases of tardiness. A note is required (or a telephone call) the day of the tardiness. All students must be in school no later than fifteen minutes after the start of classes (8:15) and remain in school for the entire day unless an exception is granted by administration. If you are late and unexcused, you cannot participate in that day's practice, game or extra-curricular activity.

**For each trimester, a student is allowed 2 "unexcused" tardies, upon the 3rd, that student will need to meet with the assistant principal or principal, and may be assigned to detention if deemed necessary.**

### CONTACTING STUDENTS DURING THE SCHOOL DAY

In an effort to reduce the number of disruptions in our student's academic day and in the operation of our central office, a message board system, located just outside the main office near the student phone, will be used to notify students of the need to pick something up or check with the main office for messages. Students will be encouraged to check the message board periodically throughout the day; morning break, academic tutorial, before & after lunch and just prior to dismissal. Of course, this procedure does not negate the need to contact a student for emergency reasons but instead asks for your cooperation when the concern is not as compelling. We simply want to reduce the number of times that students are called out of class.

## TELEPHONE

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

## PLANNED ABSENCES AND FAMILY TRIPS

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

## ABSENCE REPORT

Parents will be notified by the office when a student's absence reaches ten days. This is being done to help encourage both a healthful and academically full school year. If health-related issues arise that have a direct bearing on a child's attendance, parents are encouraged to discuss the issues with our school nurse/health educator.

## CAFETERIA

The cafeteria is used by approximately 1200 students every day; therefore, it is important that students do their share in keeping it clean. Student responsibilities include:

- Cleaning table and surrounding floor area.
- Eating time should be relaxing and not unduly noisy.
- Students should converse quietly with a friend nearby.
- Students must wait in cafeteria until their table is dismissed by the teachers on duty.

**Hot Lunch Program:** Students in grades five through eight have the option of purchasing their food ala carte or as a full meal. The cafeteria lines sell ala carte items, as well as a variety of \$2.85 Combo Meals. Some of the ala carte items include hot and cold entrees, freshly made deli sandwiches, salad bar, bagels & cream cheese, oven fries, yogurt, soup, chips, ice cream, freshly baked products, juices, and milk. Items are priced from \$.35 to \$1.50.

**Money Collection:** Every student is set up with an account. Students may deposit money into their account any morning before school or during lunch. Cash transactions are also taken during lunch. On-line payments can be made at <http://www.paypams.com>. Account statements are printed on the last Friday of the month and given to the students. Parents can call or stop by the cafeteria at any time for balance information. Each student has an ID card to use when deducting money from his or her account for food or drink purchases.

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

## **LOCKERS AND LOCKS**

Lockers are available for all students. Students wishing to have a lock for their locker must purchase the lock from the school office. Cost of the combination lock is \$3.00. This is the only type of lock to be used on our school lockers. Once purchased, official school locks may be used from year to year.

**Students are strongly urged to purchase a lock to protect their belongings and schoolbooks.** It is the responsibility of the student to replace books stolen from an unlocked locker. School lockers are school property and are subject to periodic administrative search. Public school officials are not required to obtain a search warrant prior to conducting a search of a student's locker. Students should refrain from using markers or placing stickers on lockers.

## **FIELD TRIPS**

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

## **LOST AND FOUND**

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

## **FIRE DRILLS OR SCHOOL EVACUATIONS**

These drills are of the utmost importance and must be carried out with seriousness. Students are to exit with a teacher in single file. If an exit is blocked, proceed quietly to the nearest exit and move several hundred feet away from the building. Follow the teacher's instructions.

## **ANIMALS IN SCHOOLS**

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

Animals must be adequately housed and cared for in appropriate, contained habitats or leashed. Only the teacher or students designated by the teacher are to handle the animals.

## **BICYCLE RACKS**

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

## **CARE OF SCHOOL AND EQUIPMENT**

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

- a. Do not litter. Dispose of trash in receptacles.
- b. School supplies assigned to students become their responsibility. Book covers are required on all hard-bound texts. Do not mark in the books. A lost or damaged text will be replaced at cost

by the student/family.

- c. Stickers are to be placed **only** on personal items.
- d. Handwriting or pencil and pen designs are limited to paper. No marking on desks (regardless of the number of marks already on it), lockers, or on other parts of the school. It takes time, energy, and money to remove the marks - desks and chairs are expensive.
- e. Keep your desk area neat. Pick up any papers on the floor.
- f. If you see something that needs attention, inform a teacher. Examples of this could be a leaking faucet, a broken handle, or a locker that does not operate properly.
- g. Students involved in the damage of school property may be billed for the repair.

## **HEALTH SERVICES**

**Student Health Records:** Since new personnel work with your child/children each year, it is important that student health records be kept current. All significant health problems are noted in these folders. The information is obtained (a) at the time of initial registration (b) at the completion of a physical exam by the child's physician, and or (c) at the notification from parents of changes in the physical status as they occur. Parents will receive a letter each year requesting an update. In the event of a major change in health status, an updated physical exam report from the physician is requested. Under normal circumstances, this request is made only when the child enters the 7th grade or is new to the system.

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

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

1. Have a physical examination by the family's health care provider on entry to grades K, 7, 10 with the completion of the school's physical examination form.
2. Transfer students must provide evidence of their latest physical examination prior to enrollment. If this is more than one year old, the student will be required to have a new evaluation.
3. Students in grades 6 & 8 participating in sports will need to have his/her parent or guardian complete the "Health Questionnaire for Sports Participation" form. Any problem areas noted may require an updated physical before the student is allowed to participate. In addition, a student must have clearance from his/her physician before resuming athletic activities if there has been a major illness or injury since the previous physical examination.

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

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

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

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

- Parents are notified and asked to make arrangements for the child. Therefore, it is very important that the school office be notified of any changes of home or work telephone numbers.
- An emergency card is on file with the name of a designated person to be called in the event you cannot be reached. It is important that this information be kept current.

Cross Reference: [JLCE First Aid](#)

**Insurance:** Accident insurance with a reliable insurance company is offered to students and, although not compulsory, has proven most beneficial in many cases. All students must return the forms to school indicating yes or no to taking the insurance and their parent or guardian's signature should be on it as well as the students' name.

## MIDDLE SCHOOL GUIDELINES

The following guidelines for general behavior, homework, and make up are set forth with the intent to make CEMS successful for students, parents, and teachers. Our goal is to help students become more responsible for their learning. Students should be the hardest workers in this learning opportunity. With the partnership of parents and teachers, we can surround the students with an atmosphere of support.

The guidelines are general; they are meant to be broad but simple and focused. The guidelines are set forth to promote success and prevent students from falling so far behind that it is difficult to catch up.

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

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

### Homework Policies

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

chooses to record the work.

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

- Lack of completed homework will affect student progress. Homework is expected to be completed on date due at the beginning of class. Students arriving without a homework assignment completed may be required to attend an “homework club” that day. This will be held at recess time for students in grades 5 & 6, and after school in grades 7 & 8.
- When a student is absent, he/she should access each teacher’s website and find the assignment/homework calendar for that day. He/she should also visit the [PowerSchool Portal](#) on a regular basis to check for missing assignments.
- If late or incomplete homework becomes an issue, parents will be notified by the teacher and/or the student advisor. A pattern is established after more than one missed/incomplete assignment within a five-day span.
- Make-up: At times a student may be absent from school due to illness. Any missed assignments should be made up in a timely manner. It is the student's responsibility to contact their teacher(s) to make arrangements about make-up work. Parents can also access their son or daughter's teachers web sites and find the assignment/homework calendar for that day.

## **CHEATING**

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

- The student must be informed of the teacher's observation and proof.
- The student will be given an opportunity to explain the situation from her/his perspective.
- The teacher will notify the student’s parents/guardians.

The consequences will be:

- The student will receive a failing grade on the task.
- The student will not be allowed to make up the work.
- The failing grade will be considered in its appropriate proportion to the trimester and final grades.

Repeated offenses will be referred to the building administration for additional consequences.

## STUDENT COMPUTER AND INTERNET USE

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

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

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

Cross-Reference:

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

[IJND Distance Learning Program](#)

[EGAD Copyright Compliance](#)

[JIC Student Code of Conduct](#)

### **Laptop Rules during school hours:**

1. Students are not allowed to open laptops in any academic class without permission from the teacher. Students can be on their laptop:
  - before homeroom
  - during morning break
  - during AT
  - with teacher permission
2. Students CANNOT be on their laptop:
  - in-between classes
  - during class without teacher permission

3. There is a B.C.B. (Boot-up, Check-up and Back-up) time designated for students to take care of laptop nuts and bolts. These times are:
4. before the first bell in the morning
  - during morning break (Between period 2 & 3)
  - during ABC (AT, Band and Chorus)
  - other times, when teachers give permission
5. Students MUST charge their laptop at lunch and, if they take it, at home.
6. The only games allowed, are educational games assigned by a teacher.
7. Students must care for their laptop at all times.
  - Transport it in a case.
  - No stickers or tape is to be placed on laptops.
  - No food or drink around the laptop.
  - Students must always keep their laptop with them, stored in the cart, or in their school locker. Laptops cannot be stored in the locker room or coach's room.

Failure to meet the above expectations will result in the following consequence:

- Detention & one week with no take home privilege

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

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

- Personal electronic devices (PEDs) must be in silent mode in instructional areas during the instructional periods, and are not to be used during the school day by students. Teachers may, however, allow the use of PEDs (eg. MP3, PDAs) to be used to accommodate teaching strategies or learning styles of students.
- The electronic transmission, or posting of photographic images or audio recordings of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed or audio-taped.
- Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright.
- The use of personal electronic devices in the school setting should reflect the Board's core commitments of respect, integrity, and accountability.

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

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

## **DRESS CODE**

Clothing should be appropriate, not distracting, and in good taste, according to the judgment of supervising adults/administration. Clothing should not expose bare skin from the middle of the thigh to upper chest, which is determined by the line that goes from armpit to armpit. Straps must be attached as designed and worn on the shoulders. Straps should be wide enough to cover any undergarment straps. No undergarments should be visible. Students wearing t-shirts or other clothing judged by the staff to be obscene, suggestive, provocative, inappropriate or offensive will be asked to wear a t-shirt provided by the school. For health and safety reasons, students must wear appropriate footwear in the building. Hats are not to be worn in school after the 8:00 homeroom bell.

## **NON-ACADEMIC TIME /HALL RULES**

Free time is defined as snack break, recess or lunchtime. Time between classes is passing time. Students must spend free time in areas designated by the faculty and administration. A signed pass by a faculty member is required when students leave such areas or classrooms.

## **EVENT ETIQUETTE**

As we use our school community facilities for evening events, we ask your help in assuring a wonderful program. Kindly adhere to the following:

- Be seated five minutes before the announced starting time of the program.
- Remain seated until the end (Standing ovations, of course, are heartily endorsed.)
- If you must leave during a performance, please do so as inconspicuously as possible. Leave only between musical selections or acts.
- Re-enter only between musical selections or acts.
- Remain quiet and respectful at all times, except to applaud at appropriate times.
- Hold your applause until the end of musical selections, as indicated when the conductor lowers her or his hands.
- Babies and small children are welcome, but they should be taken from the performance if they become a distraction.
- Small children must remain seated with an adult.
- Bring no food, beverages or chewing gum into the performance area.

## **EVENING PERFORMANCE EVENTS**

Middle School students who attend evening performances need to be accompanied by a parent or other adult. Examples of performances are band and chorus concerts, a variety show, plays and exhibitions. Only parents who have volunteered to chaperone need to attend socials and dances.

## **EXPECTATIONS FOR ATTENDING ATHLETIC CONTESTS**

1. Show interest, enthusiasm, and support for your child/fellow student athletes.
2. Model good sportsmanship and promote fair play.
3. Demonstrate respect and civility by not making insulting comments to players, officials, coaches or opponents.
4. Cheer for the team and leave the coaching to the coach.
5. Be in control of your emotions and comments.
6. Remember that other parents also want the best for their children.
7. Thank the coaches, officials and others who conducted the event.

8. When your child looks to the sidelines for a positive role model, let him/her see you.

### **Student Shadow Visits of Cape Elizabeth Middle School**

Students wishing to visit CEMS based on a possible interest in enrolling and attending this school should contact the school no later than 48 hours prior to the potential visit. This allows teachers the time to determine whether the class visitation is appropriate or not and develop an alternative plan for that period(s). CEMS discourages school day visits based solely on social/friendship reasons. These types of visits can occur during x-tra curricular events, (i.e. sports) or co-curricular events (i.e. dances). As with academic visits, host families/students interested in having a guest attend a dance should contact administration at least 48 hours prior to the event.

#### **Emergency Contact Information**

Health/allergy information:

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Parent/guardian emergency contact information (phone/cell phone):

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Parent/guardian name(s):

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Parent/guardian signature:

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## GUIDELINES FOR DANCE BEHAVIOR

**Clothing:** As stated in the “Middle School Dress Code,” found on page 14:

- Clothing should be appropriate, not distracting, and in good taste, according to the judgment of supervising adults/administration. Clothing should not expose bare skin from the middle of the thigh to upper chest, which is determined by the line that goes from armpit to armpit. Straps must be attached as designed and worn on the shoulders. Straps should be wide enough to cover any undergarment straps.

**Dancing:**

- No "moshing", "grinding", or "break dancing"
- Proper space is to be maintained
- Proper hand placement is to be maintained
- Sexually explicit, provocative, suggestive gestures are unacceptable
- Line dancing ("locomotion") that is physically unsafe is not allowed

**General Behavior:** The following general behaviors should also be avoided:

- Running
- Sliding
- Jumping off bleachers/swinging on ropes
- Climbing on each other's shoulders
- Tearing down decorations
- Improper display of attitude towards choice of music/d.j.
- Candy, food, beverages, etc. in the gym
- Leaving the dance or designated areas without permission/adult accompaniment

**Discipline Procedures:** Violations of these guidelines or other school regulations can result in the following:

- Change of clothes: these will be provided for you.
- Time out in an administrator's office
- Call home & removal from the dance
- Loss of privilege to attend future dances/school functions
- Suspension
- Police intervention

## BUS REGULATIONS

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

**Late Bus:** The policy for regular or late bus runs is as follows: Students wishing to ride the bus must remain on school property. No pass is required. The regular Middle School late buses will depart @ 4:10 Monday through Thursday.

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

1. Be on time for the bus. (Ten minutes prior to listed time.)□
2. Remain seated while the bus is in motion.□

3. No eating, drinking or smoking on the bus. □
4. Talk quietly as to allow the driver to safely maneuver his route. □
5. Keep your hands to yourself and inside the bus at all times. No fighting is allowed.
6. Depart the bus at your assigned destination unless written permission given by your parent to disembark at a different, designated bus stop. □
7. Cross in front of the bus only when signaled by the driver.
8. Listen to and follow directions of the bus driver who is in full charge of the bus.

**Consequences for inappropriate behavior:**

- 1<sup>st</sup> Offense: The bus driver will speak with the student about unsafe or disrespectful behavior.
- 2<sup>nd</sup> Offense: The bus driver will send to the school administration a signed inappropriate behavior form. The administration will speak to the student, parents will be notified, and an assigned seat may be given.
- 3<sup>rd</sup> Offense: The bus driver will send to the school administration a signed inappropriate behavior form. The Administration and the Transportation Administrator will meet with the student and his/her parents and bus riding privileges will be suspended for a period of time deemed appropriate.

Offenses 1 and 2 may be omitted for any serious violation or any repeated violation.

Cross Reference:

[JICC Student Conduct On School Buses](#)

[JICC-R Student Conduct on the Bus \(Administrative Guidelines\)](#)

**MIDDLE SCHOOL DETENTION PROCEDURES**

- After-school detention will be served from 2:30 to 3:00 p.m. on the day of the offense.
- Detention is defined as a quiet workplace supervised by a school employee.
- No participation in any sport (practice or game) or extracurricular/school-sponsored activity will be allowed until the consequence is served
- Arriving late to the detention (after 2:35 p.m.) will result in that detention not counting as being served.
- Parents will be notified each time a student commits an offense and incurs a disciplinary consequence.
- Students will be allowed to call parents on the office phone to notify them of their detention. If the detention cannot be served due to a prior out of school commitment, the detention will be served at the next appointed time. Participation in sports/activities will be prohibited until the detention is served.
- After three behavior detentions during a trimester, (or between scheduled dances) students may lose privileges that may include opportunities to attend school dances, field trips or other events. More importantly, at this point the academic team, students and parents should meet and work together to produce a behavior contract that addresses and clarifies future consequences regarding repeat behavior for the remainder of the year.
- If after-school detention is skipped, the student may move on to the next higher consequence.

Cross Reference:

[JK Student Discipline](#)

[JKD Student Discipline](#)

[JKE Student Expulsion](#)

[JKE-R Student Expulsion Guidelines](#)

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

[JKF-R Disciplinary Removal of Students with Disabilities \(Administrative Guidelines\)](#)

## INFRACTIONS AND CONSEQUENCES

Consequences for infractions of school rules and policies will be based upon both the number of previous offenses and the seriousness of the offenses. Steps may be skipped and greater consequences incurred immediately for greater offenses (at the discretion of the administration.) Failure to serve/complete a consequence at any level will move the student to the next level of discipline.

Infraction	First Offense	Second Offense	Further Offenses
1. Harassment	For 1st offense after warning; after-school detention	Parents notified; in-house suspension	Parents notified; out-of-school suspension; Superintendent for expulsion.
2. Destruction of property (actual or intended)	Reimbursement for damage; after-school detention	Reimbursement for damage; in-house suspension or out-of-school suspension.	Reimbursement for damage; referral to Superintendent for expulsion
3. Substance abuse	Parents notified to pick up student; police notified; out-of-school suspension.	Parents notified to pick up student; police notified; out-of-school suspension; possible referral to Superintendent for expulsion.	Parents notified to pick up student; police notified; suspension; referral to Superintendent for expulsion.
4. Possession/use of weapons	Confiscation; parents notified to pick up student; police notified; suspension; referral to Superintendent for possible expulsion.	Confiscation; parents notified to pick up student; police notified; suspension; referral to Superintendent for possible expulsion	Confiscation; parents notified to pick up student; police notified; suspension; referral to Superintendent for possible expulsion
5. Use of electronic devices in school	After initial warning, confiscation of device and after-school detention	Confiscation of device; in-house suspension	Confiscation of device; Suspension-in-house or out-of-school
6. Violation of hall rules	After initial warning, after-school detention	In-house suspension	Suspension--in-house or out-of school
7. Disruptive behavior, verbal abuse, refusal to follow direction of staff	After-school detention or in-house suspension or out-of-school suspension	In-house suspension or out-of-school suspension	In-house suspension or out-of-school suspension; possible referral to Superintendent for expulsion

## **ACADEMICS**

### **REPORTING SYSTEM**

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

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

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

The school publishes an honor roll roster each trimester for grades 7 and 8. The policy is as follows:

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

### **MONITORING STUDENT PROGRESS**

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

### **STUDENT-INVOLVED CONFERENCES**

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

### **CEMS STUDENT PLACEMENT**

Guidance and administration work very hard to make sure student placement goes as smooth as possible. Here are some guidelines that help that process.

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

- academic performance,
- school services utilized (i.e., Response to Intervention, Executive Functioning, social work, accelerated math, Instructional Support)
- male/female ratios,
- peer interaction (we are most concerned with negative situations to avoid - power groups, cliques, and difficult neighborhood situations - versus friendship groups),
- Prior family experience (teacher requests are not permitted, but family requests to avoid home/school relationships based on sibling history will be taken into consideration).

Grades seven and eight placements will be made utilizing some of the previous factors, but the automated scheduling program will be an additional factor. Other considerations, such as, FLES or non-FLES language selection and shared staff availability between grades or buildings, tend to drive some of these decisions. These students will have individual schedules created by our computer-based scheduling program; much like is done at the high school level.

Fifth and sixth grade students will learn their teaching team assignments on Step Up Day. Seventh and eighth grade students will rotate through core teacher presentations on Step Up Day, but that rotation is not intended to be indicative of their assignments. Seventh and eighth grade placements will be posted on [PowerSchool](#) during the summer months, and students and parents will be notified electronically when the information is available. If you have a question or concern about these placements, please contact your child's school counselor.

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

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

### **ACCELERATED MATH PROGRAM**

Students accepted into the accelerated program will be moved one year ahead. This means that an entering fifth-grade student would take Pre-Transition Math instead of Everyday Math Five. Although the two books cover much of the same material, for success in the Pre-Transition Math program, a student should have already demonstrated a readiness to move into extended study at a more advanced stage. Students who successfully complete Pre-Transition Math in grade five will move on to Transition Math in grade six, algebra in grade seven, and geometry in grade eight.

The accelerated math program includes a focus on problem solving, fractions, decimals, percents, variables, formulas, graphs, algebra, geometry, proportion and integers. Students are asked to go beyond simple recall in arithmetic mastery; making connections and exercising higher-level thinking are stressed. This program is designed to move conceptually-ready students at a faster pace than the regular

grade level curriculum. Students participating in this program must possess advanced computational capabilities, superior reasoning skills and a persistent intellectual curiosity. In addition, students should demonstrate perseverance, the ability to sustain concentration for lengthy periods of time, and have well-developed study habits. Any fifth grade student in this program must be ready for a serious commitment of time and energy. **The class moves quickly** and could potentially add 30 minutes a night to the regular homework load. The class is not for those who just “like mathematics.” Students must be highly proficient in the subject matter.

Acceptance into the fifth grade accelerated math program is based on the following criteria:

1. 4<sup>th</sup> grade teacher recommendation on classroom performance, work ethic, curiosity about math and performance on the Chicago Program’s EDM progress checks,
2. NWEA Math RIT scores,
3. and Fall NECAP math score.

## GUIDANCE DEPARTMENT

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

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

1. It is designed to promote the affective development of middle level students.
2. It is non-graded.
3. The teacher assumes the role of a caring adult to enhance the student's social and emotional development.
4. Students are provided a secure classroom environment to question, explore, inquire, and discuss their personal concerns.

In accordance with state and federal mandates, tests designed under the auspices of the Maine Department of Education will be administered to all students in grades five through eight. The New England Common Assessment Program (NECAP) will be taken by all CEMS students in the areas of reading and mathematics. Students in grades 5 and 8 will also be assessed in writing. The testing dates are October 1 - 22. Students in fifth and eighth grade will also take the Maine Educational Assessment (MEA) in the area of science in May.

Additionally, all students will take the NWEA’s MAP (Measures of Academic Progress) in mathematics and reading. The NWEA is a state-aligned, computerized adaptive test that reflects the instructional level of each student and measures growth over time. Throughout the year, students in all grades will participate in local common assessments developed by our teachers to be in compliance with the Maine Parameters of Essential Learning. Results from our local assessments will be part of our regular progress report and report card communication system.

Test scores once are received, will be sent home by the guidance office. If you have any questions regarding the tests developed by the Maine Department of Education or the NWEA’s, please contact the Cape Elizabeth Middle School Guidance Office at 799-8176. If you have questions regarding the results of the local common assessments, please contact the homeroom teachers (grades 5/6) or the advisors (grades 7/8) at 799-8176.

## **STUDENT RECORDS**

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

Cross reference: [JRA Student Education Records](#)

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

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

[ILD Student Surveys](#)

## **STUDENT STUDY TEAM (SST)**

Student Study Teams are an effort to promote the early identification, early intervention, and if necessary, referral for support services so that all children can be successful. The overriding goal is to redirect the behaviors of students considered to be at risk of academic, social, psychological, and/or emotional failure. Using their combined expertise, the team members collaborate to develop action plans to assist individual students. Personalized Learning Plans (PLPs) build on the strengths of the student on a case-by-case basis. The team works in partnership with the parent(s) or other significant adults in the child's life. The SST refers students to internal and/or external resources that would be appropriate and necessary to address individual needs.

In addition to the above, the Student Study Team is responsible for the possible placement of students into the Response to Intervention (RTI) Program. This program has been designed to remediate deficiencies in numeracy and/or literacy performance.

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

## **INSTRUCTIONAL SUPPORT**

The Instructional Support Team is a group of specialists trained to evaluate and work with children who are having difficulties in the academic, social, emotional, physical, and/or speech/language areas. In accordance with state law, all students entering kindergarten or transferring to the Cape Elizabeth schools participate in a screening process conducted by the Instructional Support Team to evaluate children who are referred by their teachers or parents. Once parental permission is obtained, an evaluation is conducted and the results reported to a Pupil Evaluation Team consisting of parents, teachers, and administrator and other concerned individuals. The P.E.T. then makes decisions regarding placement, instruction and remediation, which are carried out by the Instructional Support Team.

Please visit the Instructional Support Services website for further information:

<http://sites.google.com/a/capeelizabethschools.org/issupport/>

## **WORLD LANGUAGE**

Students in Cape Elizabeth start their study of a foreign language in third grade. French and Spanish are offered in alternating years. Students have the opportunity to continue with the same language through eighth grade.

At the beginning of seventh grade, students have the option of selecting the other foreign language and studying that language in seventh and eighth.

In eighth grade, students are assessed to determine their placement in high school foreign language

courses; most students are placed in Level II or III in their freshman year.

**Instructional time:**

5th grade - 20 minutes 3 times a week

6th grade - 30 minutes 4 times a week

7th & 8th grades - 45 minutes 5 times a week

## **LIBRARY**

The following are available for students in the library:

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

The library is a place not only for finding appropriate reading and research materials but also for quiet study. Students are welcome at any time during library hours, from 7:40 to 3:00 daily.

The first library rule, ahead of all others, is individual responsibility. Books can be signed out for three weeks and there is no limit to the number of books that can be signed out at a time, but each student is responsible for signing out what is borrowed and returning it in good condition and on time. If the material is lost while it is signed out, the student is responsible for paying for it. Borrowing privileges are revoked when library materials are overdue. A list of students who have overdue books is sent out weekly to teachers, and when necessary letters are sent to the parents of students with long overdue books requesting return of the materials or payment.

The second rule is consideration for others who use the library - students, teachers, and library staff. This does not mean that students must always whisper when they are in the library, as they should be respectful of others who are reading and studying.

The library invites students to make known what their interests are. As far as possible, the library will try to fulfill the requests of teachers and students alike. Please visit the CEMS library website at [http://sites.google.com/a/capeelizabethschools.org/ms\\_kozaka/](http://sites.google.com/a/capeelizabethschools.org/ms_kozaka/). Families will gain access to search engines; reference sources to use both at school and at home; lists of suggested reading materials; student and adult newspapers, local, state, national and international; clip art; links to our state's political leaders; our bibliography and website evaluation forms; language arts sites; and a poetry site of middle schools.

## **PHYSICAL EDUCATION**

We provide a fully organized program of physical education. As required by state law, every student must take physical education unless a medical excuse signed by a doctor is presented. Locks are available to the students for \$3.00 (\$1.00 refund on leaving). Students are strongly urged to purchase a lock to protect their possessions. Gym uniforms are not required, but a change of clothes is.

## **EXTRA-CURRICULAR PROGRAMS**

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

1. Build self-esteem
2. Build skills
3. Expand interest in lifetime and leisure activities
4. Provide an opportunity for social and personal growth
5. Encourage and allow all participants an opportunity to participate
6. Enjoy team camaraderie
7. Allow participants to experience commitment and establish a work ethic

A list of current offerings is available on the middle school website,  
<http://www.cape.k12.me.us/sMiddrss.lasso>

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

### **FALL SPORTS**

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

### **WINTER SPORTS**

Boys Basketball  
Girls Basketball  
Indoor Track (6<sup>th</sup>–8<sup>th</sup>)  
Nordic Ski (6<sup>th</sup>–8<sup>th</sup>)  
Swimming (6<sup>th</sup>–8<sup>th</sup>)

### **SPRING SPORTS**

Baseball  
Boys Lacrosse  
Girls Lacrosse  
Outdoor Track (6<sup>th</sup>–8<sup>th</sup>)  
Softball

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

**Participation Policy:** The following are conditions for eligibility for playing in any given event:

1. Attend school the day of the event.
2. Attend all contests and practices unless excused by the coach before the event.
3. Athletes under school suspension may not practice or play in any event.
4. Any school disciplinary action such as detention takes priority over practice and events.
5. Disciplinary action by the coach may result in a player not participating in a practice or an event.

## **CAPE ELIZABETH MIDDLE SCHOOL**

### **Athletic Rules and Regulations**

1. All team personnel (including athletes, managers, statisticians, and other students in support roles) must comply with all team and school rules. When representing the team, all personnel are expected to conduct themselves in a manner becoming to the school. This should include, but not be limited to; behavior, language, and appearance.
2. To be eligible to participate in interscholastic athletics a middle school student must be working with an acceptable academic plan.
3. Attendance at games and practices from start to finish is mandatory unless excused by the coach prior to practice or the game.
4. Parent/student must inform coach in writing prior to the season if s/he is involved in another organized sport.
5. Any school disciplinary action such as detention will have priority over practice or a game.
6. In order to participate in a game or practice, all students must be in school no later than fifteen minutes after the start of classes and remain in school for the entire day, unless an exception is granted by an administrator.
7. Any student who misses practice for extra help in academic subjects will not be penalized in regard to game playing status.
8. Students suspended from school are not allowed to practice or participate in contests while under suspension. Students under team suspension, but in attendance at school will: practice with team; travel to contest; but not dress or play in the game.
9. A student may not participate in two school sports in the same season. A student may change sports during a season only when both coaches and the Athletic Administrator consent. Minimal middle school overlaps must be worked out with the Athletic Administrator.
10. To be eligible to play in a game a middle school student needs four days of practice.
11. Equipment issued will be worn only when participating or practicing the sport for which it was issued. A student may not try out for another sport until all previously issued equipment is returned and/or paid for.
12. Before a student may try out, practice, or participate in athletics s/he must have proof of medical insurance coverage, a signed Extra-Curricular Rules Acknowledgement form, and a signed athletic rules sheet. All 7th graders must also have proof of a physical examination within the last twelve months. Sixth & eighth grade students must have a Sports Candidate Questionnaire completed.
13. All team personnel must ride to and from away contests in transportation supplied by the school. A student may be released to his/her own parents. Permission for students to ride with another parent must be in writing and pre-approved by the administration.
14. Athletes will abide by additional rules set forth by coaches. These will be given out in writing.
15. CONDUCT: Athletes who do not conduct themselves properly, either on or off school grounds, including areas not covered by our rules and regulations will have their actions reviewed by the head coach of that particular sport, the athletic director, and the principal. Disciplinary action is to be determined by the principal, athletic director and coach.

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

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

[JJIBB Sportsmanship](#)

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

[JICH Substance Abuse](#)

[JJJ Co-Curricular and Athletic Programs and High School Eligibility Requirements](#)

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

## **STORM CLOSURE PROCEDURES**

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

**Email Notification:** Steve Connolly will send an email to the CEMS parent email directory

**Web Site Addresses:**

[Cape Elizabeth School Department home page](#)

[Town of Cape Elizabeth home page](#)

[WCSH](#) Channel 6 (NBC)

[WGME](#) Channel 13 (CBS)

[WMTW](#) Channel 8 (ABC)

### **TV**

Channels 6, 8, 13

CETV, Channel 3

### **Radio Stations**

WGAN (56 AM)

WMGX (93.1 FM)

WYNZ (100.9 FM)

WPOR (101.9 FM)