

ENROLLMENT OF NON-RESIDENT EMPLOYEES' CHILDREN

A goal of the Cape Elizabeth School District is to attract and retain quality staff. Therefore, persons who are actively employed on a fulltime basis by the Cape Elizabeth School Department may have their children enrolled, without paying tuition, provided the administrative conditions established for all non-resident students have been met and affirmed by the Superintendent, that space is available, and that the educational needs of the student can be met with existing district programs.

Staff requests for tuition waivers must be made annually by March 1 of the prior academic year. In all cases, the Superintendent has the ability to review special circumstances and to make a decision based on the best interest of the Cape Elizabeth School District.

Legal Reference: TITLE 20A MRSA §§ 2701; 5202; 5801

Cross Reference: JFAB – Admission of Non-Resident Students

ADOPTED: October 9, 1984

DELETED: April 14, 1994

ADOPTED: November 14, 2000

REVIEWED AND ACCEPTED: January 11, 2005

Revised:

EMPLOYEE COMPUTER AND INTERNET USE

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

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

~~1. ——— Personal Use of School Computers~~

School district computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy/procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities.

~~2. ——— Policy and Rules are Mandatory~~

Compliance with the Cape Elizabeth School's policies and rules concerning Computers and Computer Services use are mandatory. An employee who violates these policies and rules may be subject to disciplinary action, up to and including termination. Such violations of the school district's computers may also result in referral to law enforcement and/or legal action.

Cape Elizabeth School District's Computers remain under the control, custody and supervision of the school district at all times. The school district shall have the right to monitor, review and have access to all Computers and information concerning the use of Computer Services by staff, whether those Computer Services have been accessed on or off school grounds. Staff have no expectation of privacy in their use of school Computers and/or Computer Services, whether they are used on or off school property.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules

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governing the day-to-day management and operations of the school district's Computer Services may be implemented by the Superintendent, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator, building principals and others, as he/she deems appropriate.

Employees shall be informed of this policy and the accompanying rules through employee handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
 GBEB – Staff Conduct with Students
 IJNDB – Student Computer and Internet Use
 EGAD – Copyright Compliance

ADOPTED: January 10, 2006
Revised: February 8, 2011

EMPLOYEE COMPUTER AND INTERNET USE RULES

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

The policy and accompanying rules apply to the use of Computers and Computer Services whether in use at school or off school premises. Staff are allowed to use privately-owned computers at school, provided that they comply with the policy and related rules and policies.

Each employee is responsible for his/her actions and activities involving ~~Cape Elizabeth School District's computers~~ Computers and ~~school-e~~ Computer services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of ~~the Cape Elizabeth School District's computers and school~~ Computers and Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

A. Access to School Computers and Acceptable Use

The level of employee access to school ~~district computers~~ Computers and ~~school computer~~ Computer services Services, is based upon specific job requirements and needs. Unauthorized access to secure areas of the school ~~district's computers~~ Computers and ~~network~~ Computer Services is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using ~~the school district's e~~ Computers and ~~school computer~~ Computer services whether in use at school or off school premises.

B. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- 1 Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws etc. The school district assumes no responsibility for illegal activities of employees while using school computers.
- 2 Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
- 3 Any communications with students or minors for non-school-related purposes.

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- 4 Any use for private financial, commercial, advertising or solicitation purposes.
- 5 Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or other appropriate administrator.
- 6 Any communication that represents an employee's personal views as those of the school district or that could be misinterpreted as such.
- 7 Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Coordinator or ~~building-district~~ administrator. Except that the school district may, at its sole discretion, provide a forum for exchanging information that could be beneficial to its employees, e.g., Buy/Sell/Exchange, Google group/e-mail.
- 8 Any malicious use or disruption of the school district's computers, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
- 9 Any attempt to delete, erase or otherwise conceal any information stored on a school computer and school computer services that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.
- 10 Any attempt to access unauthorized web sites or any attempt to disable or circumvent the school district's filtering/blocking technology.

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Use of e-mail for sharing confidential information must comply with FERPA.

D. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the school district's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator consistent with the educational mission and curriculum and instructional goals.

E. Compensation for Losses, Costs and/or Damage

An employee is responsible for compensating the school district for any losses, costs or damages incurred by the school district for violations of Board policies and school rules while the employee is using school district computers and school computer services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or

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costs incurred by an employee while using school district computers and school computer services. Cape Elizabeth School District will be responsible for accidental damages to employee computers that occur through normal use of their job functions.

F. Additional Rules for Use of Privately-Owned Computers by Employees

1. Employees are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the employee must provide to the technology coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.
2. The Technology staff has the authority to determine whether use of an employee's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.
3. The employee is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.
4. The school district is not responsible for damage, loss or theft of any Privately-Owned Computer.
5. Employees have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.
6. Employees are required to comply with all Board policies/procedures and school rules while using school computer services on privately-owned computers at school or elsewhere.
7. Violation of any Board policies, administrative procedures or school rules involving an employee's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
8. The school district may seize any privately-owned computer used by an employee in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Cape Elizabeth Schools may utilize all information provided in F1 above to review, monitor, and/or have access to an employee's private computer at any time, without prior notice, to

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determine if an employee is using the school computer services on an employee's privately-owned computer, in compliance with all applicable policies and rules of the School.

G. Violations

A violation by the employee of the school's policies and rules or use of school computer services shall subject the employee to such disciplinary action as the superintendent believes is appropriate including, but not limited to, loss of use of school computers and/or school computer services.

Cross Reference: GCSA – Employee Computer and Internet Use
 [GBEBB – Staff Conduct with Students](#)
 [JRA – Student Education Records and Information](#)

APPROVED: January 10, 2006

Revised: February 8, 2011

STUDENT COMPUTER AND INTERNET USE

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

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

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

Cape Elizabeth School District’s Computers remain under the control, custody and supervision of the school district at all times. The school district shall have the right to monitor, review and have access to all Computers and information concerning the use of Computer Services by students, whether those Computer Services have been accessed on or off school grounds. Students have no expectation of privacy in their use of school Computers and/or Computer Services, whether they are used on or off school property.

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

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

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

Cross Reference: IJNDB-R: Student Computer and Internet Use Rules
JICIA: Weapons, Violence, Bullying and School Safety
GBEBB: Staff Conduct with Students
GCSA: Employee Computer and Internet Use
EGAD: Copyright Compliance

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

ADOPTED: January 10, 2006

Revised: February 8, 2011
February 14, 2012

STUDENT COMPUTER AND INTERNET USE RULES

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

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

A. Acceptable Use

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

B. Prohibited Uses

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

1. **Accessing or Communicating Inappropriate Materials** - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. **Illegal Activities** - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school

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rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.

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

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limited to hacking activities, “jail breaking”, and creation/uploading of computer viruses.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

D. Student Privacy and Safety

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

E. System Security

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

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

1. **MLTI Laptops Computers [Mobile Devices]. ~~Laptops~~ Mobile devices** are loaned to Middle School students as an educational tool pursuant to the Maine Learning Technology Initiative (MLTI) and may be used only for purposes specifically authorized by school staff and the MLTI program. The rules governing that program are incorporated herein by reference.

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2. **Information Session and Insurance Protection for MLTI ~~Laptops~~ Computers [Mobile Devices].** Parents of Middle School students who are eligible to be issued MLTI ~~laptops~~ mobile devices are required to attend an informational meeting before a MLTI ~~laptop~~ device will be issued to their child. Both the student and his/her parent must sign the school's acknowledgment form before a MLTI ~~laptop~~ device is allowed to be taken home; for any such devices that are taken home, a parent/guardian must participate in the ~~Laptop~~ Mobile Device Protection Plan, an insurance program made available by the Cape Elizabeth School District. Parents who choose to not have their students take home their MLTI ~~device~~ laptops may decline to participate in the ~~Laptop~~ Mobile Device Protection Plan.
3. **Information Sharing and Insurance Protection for District-Owned Mobile Devices.** The school shall share information regarding this policy and the practices, rules and regulations regarding the use of District-owned mobile devices. Before such devices may be taken home, parents must sign a consent form acknowledging their receipt and understanding of these policies, rules, and practices and must participate in the Insurance Protection Plan made available by the school department. Parents who choose to not have their students take home their District-owned mobile device may decline to participate in the Insurance Protection Plan.
4. **Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer. Cape Elizabeth School District offers an optional ~~Laptop~~ Mobile Device Insurance Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the Computer warranty. Parents who choose not to participate in the ~~Laptop~~ Mobile Device Insurance Protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer issued to their child.
5. **Computer Loss or Theft and Loss or Theft Prevention.** If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately. With respect to the District-owned mobile devices, students must keep activated at all times the service that allows those Computers to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers.

G. Scope of Policy and Rules Application.

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

H. Miscellaneous Issues.

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

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

1. Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested,

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the student must provide to the technology coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.

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

Cross Reference: IJNDB: Student Computer and Internet Use
EGAD: Copyright Compliance

ADOPTED: January 10, 2006

Revised: February 8, 2011
February 14, 2012

STUDENT PROGRESS REPORTS TO PARENTS

The board believes that there should be continued emphasis on informing parents as to the academic and social progress of their children. ~~We believe that written evaluations, a consistent approach to grading, and teacher/parent conferences accomplish this objective.~~
Reporting shall occur at no less than the regularly scheduled intervals noted on the district calendar.

ADOPTED: October 9, 1984

REVIEWED AND ACCEPTED: September 13, 1994

ADOPTED: April 8, 2008

Revised: _____

STUDENT ASSESSMENT

The Board recognizes that Maine law requires each school administrative unit to use multiple assessment methods to measure student achievement of the learning results set forth in 20-A M.R.S.A. § 6209 and Department of Education (DOE) rules implementing that section and other curricular requirements established in § 6209 to inform instruction and to ensure that students are making progress toward achieving the learning results set forth in § 6209 and in DOE rules implementing that section, other curricular requirements and the requirements of a common course of study.

Through this policy, the Board adopts and directs the Superintendent/designee to implement and oversee an assessment system for District schools that will accomplish these objectives. The Superintendent shall be responsible for reviewing the assessment system for compliance with applicable statutes and rules and for certifying to the Commissioner that it is in compliance with Maine Department of Education standards.

Legal Reference: 20-A MRSA § 6202-B, 6209

Cross Reference: ~~IK—Student Achievement~~
~~ILB—Testing Programs~~

APPROVED: January 8, 2008

TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES

American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching. The Cape Elizabeth School District believes that exploring controversial issues is an important part of the educational experience.

Teaching Controversial Issues

Training in reflective and responsive thinking, may be incorporated in course offerings at all grade levels. This training is impossible, or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent which is incompatible with freedom is that which attempts to end freedom. Irrational fears do just this, and thereby may block the school in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness.

- A. It is the responsibility of the schools to make provision for the study of controversial issues.
 - 1. The policy on controversial issues should be defined in terms of the rights of students rather than in terms of the rights of teachers.
 - 2. The study should be emphasized in the high school, when most students are mature enough to study the significant controversial issues facing our society.
 - 3. The study should be objective and scholarly with a minimum emphasis on opinion and a maximum emphasis on facts.
- B. In the study of controversial issues the students have the following rights:
 - 1. The right to study ~~any~~ controversial issues which ~~has~~ have political, economic, or social significance and concerning which (at the appropriate level) he/she should begin to have an opinion;
 - 2. The right to have ~~free~~ access to ~~all~~ relevant information;
 - 3. The right to form and express opinions on controversial issues without thereby jeopardizing relations with the teacher or the school; and
 - 4. The right to study under competent instruction in an atmosphere free from bias and prejudice.
- C. The teacher employs the same methods in handling controversial issues as characterize the best teaching at any time.

TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES

1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
2. The teacher has assured him/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
3. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
4. The teacher does not use the classroom as a personal forum. He/she does not employ the techniques of the demagogue or the propagandist for attention, for control, or simply for color. The teacher has the right to identify and express his/her own point of view in the classroom as long as he/she indicates clearly that it is his/her own.
5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis always is on the method of forming an opinion as much as on the opinion formed.

Cross Reference: AD - Educational Philosophy
GCSA – Employee Computer and Internet Use
IJNDB – Student Computer and Internet Use

ADOPTED: _____

ANIMALS IN SCHOOLS

Permission is to be obtained from the Principal before animals are brought into the ~~classroom~~ school by anyone. 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. Only the teacher or students designated by the teacher are to handle the animals.

~~Permission need not be obtained for service animals, but notification of a service animal in a building is required.~~

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Cross References: ACAC – Service Animals in the Schools

ADOPTED: January 14, 1997
Recoded: June 1998
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ADMISSION OF NON-RESIDENT STUDENTS

The Cape Elizabeth School Board authorizes the superintendent to enroll without tuition and on a full-time basis, in accordance with applicable statutory provisions, persons who are not otherwise eligible for a free public education in Cape Elizabeth. Enrollment of any such persons shall be discretionary with the superintendent and shall be subject to such conditions as the superintendent deems necessary to avoid disruptive or adverse effects to the Cape Elizabeth school system, including that space is available, and that the educational needs of the student can be met with existing district programs.

~~The Cape Elizabeth School board authorizes the superintendent to accept non-resident students who have either been approved by their local school superintendent for a waiver or for whom tuition is paid. The tuition rate is to equal the state per pupil cost.~~

~~Enrollment of persons from outside of Cape Elizabeth shall be discretionary with the superintendent and shall be subject to such conditions as the superintendent deems necessary to avoid disruptive or adverse effects to the Cape Elizabeth school system.~~

Legal Reference: TITLE 20A MRSA §§ 2701; 5202; 5801

ADOPTED: October 9, 1984

REVIEWED AND ACCEPTED: September 13, 1994

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CURRICULUM DEVELOPMENT AND ADOPTION

For the purpose of this policy “curriculum” means Cape Elizabeth School’s written document that sets forth the learning expectations for all students for all content areas of Maine’s system of Learning Results including the Common Core Standards for mathematics and English language arts, as well as for other content areas as specified by the Board. The curriculum shall reflect continuous, sequential and specific instruction aligned with the content areas of the Learning Results and Common Core Standards.

The Board recognizes that curriculum development, review and evaluation is an ongoing process, and that programs and practices may need to be adjusted or revised to meet educational standards and to serve the best interests of students and the community.

Therefore:

- A. The Board expects the administration and staff to be sensitive to changing conditions that may require modifications in curriculum.
- B. The Board expects all programs to be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.
- C. The Board expects the school system to undertake intensive curriculum revision as needed.
- D. The Superintendent is expected to lead the ongoing curriculum development and review process, and align curriculum with educational standards and with advances in knowledge, educational research and “best practices.”
- E. The Board expects that curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community and the Board.
- F. The Board shall review and adopt all curriculum guides, and courses of study prior to their implementation.

The Superintendent is expected to develop plans and timelines as necessary for the development, implementation and evaluation of the curriculum and to provide the Board with an annual report on the status of the curriculum.

The Superintendent is expected to make recommendations concerning professional development, instructional materials and resources needed for curriculum implementation, consistent with Board policy.

Legal Reference: 20-A M.R.S.A. §§ 1001(6), 6209
Ch. 127 § 5-7 (Me. Dept. of Ed. Rules)

Cross Reference: ~~IL—Evaluation of Instructional Programs~~

ADOPTED: June 9, 1992
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