

# Cape Cod Hill School Handbook

*Expanding the mind. Encouraging the Heart. Creating Community.*

2020/2021 School Year



**516 Cape Cod Hill Road  
New Sharon, ME 04955  
Phone: 207-778-3031  
Fax: 207-778-6910  
Office Hours: 8AM-4PM**

**Home of the Bobcats! We are 'Paw'sitive!**



## **HANDBOOK PURPOSE**

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for CCHS to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls. This handbook's content may be changed from time to time throughout the school year. An up to date version will be maintained online at <http://capecodhillschool.weebly.com/>

## **MT.BLUE DISTRICT WEBSITE**

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

## **CONTACT INFORMATION FOR RSU 9**

Superintendent's Office  
129 Seamon Rd., Suite 2  
Farmington, ME 04938

Superintendent: Tina Meserve. 207-778-6571  
Administrative Assistant to the Superintendent: Tabitha Mitchell 207-778-6571 (Homeschool contact, superintendent's agreements)  
Director of Curriculum: Laura Columbia 207-778-6571

Mt. Blue Regional School District Board meetings are open to the public and are posted on the District's webpage. [www.mtbluersd.org/](http://www.mtbluersd.org/)

## **CONTACT INFORMATION FOR CCHS**

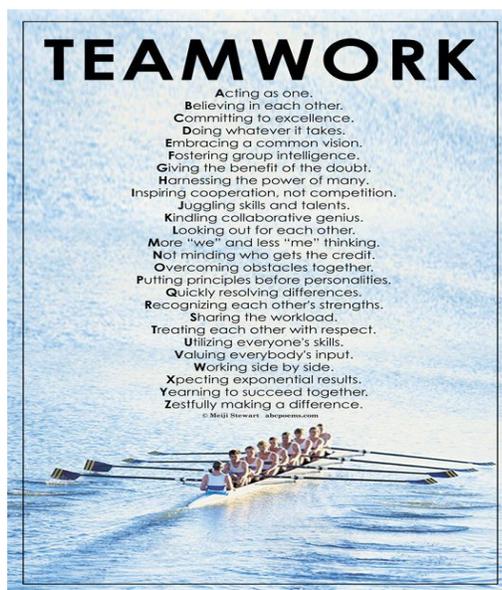
516 Cape Cod Hill Road  
New Sharon, ME 04955  
Office hours during school year 8AM-4PM  
Secretary: Crystal Oliver Office Number: 207-778-3031, FAX 207-778-6910  
Principal: Lisa Sinclair 207-778-3031  
Bus Garage: 207-778-4307

Please visit our school webpage at: <http://capecodhillschool.weebly.com/>  
Follow us on Facebook!: <https://www.facebook.com/capecodhillschool/>  
And join our online PTO!: <https://www.facebook.com/Cape-Cod-Hill-PTO-2078252452236382/>

## STAFF DIRECTORY

<b>Title</b>	<b>Name:</b>	<b>email:</b>
Principal	Lisa Sinclair	<a href="mailto:lsinclair@mtbluersd.org">lsinclair@mtbluersd.org</a>
Secretary	Crystal Oliver	<a href="mailto:coliver@mtbluersd.org">coliver@mtbluersd.org</a>
Guidance Counselor/Social Worker	TBD	
Nurse	Jesstine Meader	<a href="mailto:jmeader@mtbluersd.org">jmeader@mtbluersd.org</a>
Pre-K	Jennifer Rackliff	<a href="mailto:jrackliff@mtbluersd.org">jrackliff@mtbluersd.org</a>
Pre-K Ed Tech	Denise McLean	
Kindergarten	Courtney Schools	<a href="mailto:cschools@mtbluersd.org">cschools@mtbluersd.org</a>
Kindergarten	Katherine Bartlett	<a href="mailto:kbartlett@mtbluersd.org">kbartlett@mtbluersd.org</a>
Grade 1	Nathan Geisser	<a href="mailto:ngeisser@mtbluersd.org">ngeisser@mtbluersd.org</a>
Grade 1	Kasey Richards	<a href="mailto:krichards@mtbluersd.org">krichards@mtbluersd.org</a>
Grade 2	Delana Yeaton	<a href="mailto:dyeaton@mtbluersd.org">dyeaton@mtbluersd.org</a>
Grade 2	Katherine Mitchell	<a href="mailto:kmitchell@mtbluersd.org">kmitchell@mtbluersd.org</a>
Grade 3	Peggy Beach	<a href="mailto:pbeach@mtbluersd.org">pbeach@mtbluersd.org</a>
Grade 3	Sherie Karkos	<a href="mailto:skarkos@mtbluersd.org">skarkos@mtbluersd.org</a>
Grade 4	Alexandria Paradis	<a href="mailto:aparadis@mtbluersd.org">aparadis@mtbluersd.org</a>
Grade 5	Zale Lochala	<a href="mailto:zlochala@mtbluersd.org">zlochala@mtbluersd.org</a>
Composite Room/Special Services	Heather McDonald	<a href="mailto:hmcDonald@mtbluersd.org">hmcDonald@mtbluersd.org</a>
Special Services Ed Tech	Matthew Brown	<a href="mailto:mbrown@mtbluersd.org">mbrown@mtbluersd.org</a>
Special Services Ed Tech	Minako Audy	<a href="mailto:minakoaudy@mtbluersd.org">minakoaudy@mtbluersd.org</a>
Special Services Ed Tech	Nicholas Levenseller	<a href="mailto:nlevenseller@mtbluersd.org">nlevenseller@mtbluersd.org</a>
Gifted and Talented	Sandra Jamison	<a href="mailto:sjamison@mtbluersd.org">sjamison@mtbluersd.org</a>
Interventionist Ed Tech	Andrea Kierstead	<a href="mailto:akierstead@mtbluersd.org">akierstead@mtbluersd.org</a>
Title One Reading Recovery	TBD	
Title One Math Interventionist	Daniel Cronin	<a href="mailto:dcronin@mtbluersd.org">dcronin@mtbluersd.org</a>
Art Grades K-3	Kim Jacques	<a href="mailto:kjacques@mtbluersd.org">kjacques@mtbluersd.org</a>

Art Grade 4-5	Kendra Stenger	<a href="mailto:kstenger@mtbluersd.org">kstenger@mtbluersd.org</a>
General Music/Chorus	TBD	
Band Teacher	Ethan Edmunson	<a href="mailto:eedmondson@mtbluersd.org">eedmondson@mtbluersd.org</a>
Orchestra Teacher	Nancy Beacham	<a href="mailto:nbeacham@mtbluersd.org">nbeacham@mtbluersd.org</a>
Librarian	Wendy Mairs	<a href="mailto:wmairs@mtbluersd.org">wmairs@mtbluersd.org</a>
Phy Ed Teacher	Katie-Jean Hinckley	<a href="mailto:khinckley@mtbluersd.org">khinckley@mtbluersd.org</a>
Duty Monitor/PSP for Speech	Krysta Soule	<a href="mailto:ksoule@mtbluersd.org">ksoule@mtbluersd.org</a>
Occupational Therapy	Jaqueline Sniadecki	<a href="mailto:jsniadecki@mtbluersd.org">jsniadecki@mtbluersd.org</a>
Lead Custodian/Bus	Bonnie Oliver	<a href="mailto:boliver@mtbluersd.org">boliver@mtbluersd.org</a>
Custodian	Ray Wood	<a href="mailto:rwood@mtbluersd.org">rwood@mtbluersd.org</a>
Custodian	Robert Tourtelotte	<a href="mailto:rtourtelotte@mtbluersd.org">rtourtelotte@mtbluersd.org</a>
Kitchen	Beth Tolman	<a href="mailto:btolman@mtbluersd.org">btolman@mtbluersd.org</a>
Kitchen	Mindy	
Bus	Alycia Stevens	<a href="mailto:astevens@mtbluersd.org">astevens@mtbluersd.org</a>
Bus	Sandra Wood	<a href="mailto:swood@mtbluersd.org">swood@mtbluersd.org</a>



## **WELCOME FROM THE PRINCIPAL**

Dear CCHS families,

Welcome to Cape Cod Hill School! We are proud of our dedicated, experienced staff and enthusiastic learners who strive to build an educational community with high expectations for all students.

As the demands and complexities of teaching and learning increases, it is evident that we all need to work together to ensure that our students reach their fullest potential. We believe that all of us – the school, families and the community – must work together in an extended family environment to support success for all of our students. We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. With that in mind, you are invited to be an active participant at Cape Cod Hill School all the way along your child’s educational journey.

We have high expectations of our students both academically and behaviorally. We ask you to support us by having these same expectations and by communicating to your child that school is important, attendance is needed, and that following rules is necessary for learning.

It is our goal to keep you informed of all that is taking place at school. Up-to-date information will be sent to you through a classroom newsletter and the monthly school/parent connection newsletter. Updates are also posted to Facebook. If you have questions or concerns that arise at any time, please do not hesitate to give your child’s teacher a call or email.

My vision for Cape Cod Hill School is a safe school (physically and emotionally) that has high expectations for your child’s academic attainment and a holistic approach that values the arts, music, physical education, social skills training, STEM and extra curricular activities. I look forward to partnering with you as your child embarks on a journey of academic and social growth!

Sincerely,

*Lisa M. Sinclair*

Lisa M. Sinclair, Principal

lsinclair@mtbluersd.org

207-778-3031

**Keep in Touch!** [Follow us on Facebook](#)-Cape Cod Hill School, Cape Cod Hill PTO

## SCHOOL MISSION

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

## SCHOOL VISION

Expanding the Mind. Encouraging the Heart. Creating Community.

## SCHOOL MASCOT

The Bobcat



## SCHOOL COLORS

**Navy and Gold**

## SCHOOL VALUES

***Perseverance, Hard Work, Teamwork, Self-Control, Positive Attitude, Responsibility, Honesty***

**We are: SAFE, CARING and HELPFUL**

## DAILY SCHEDULE

- **Please conduct the Daily Health Screening with your Child before bringing them to school or putting them on the bus**
  - \* Does your child have a fever of 100.4 or above OR has taken fever reducing medicine in the past 24 hours?
  - \* Does your child present with any symptoms: cough, runny nose, sore throat or gastrointestinal issues?
  - \* Has your child been in close contact with someone diagnosed with COVID-19?

**If the answer to any of the above questions is 'yes', your student must stay home.**

### Student Arrival Time

**Parent Drop Off: 9:00AM** Parents drive into the circle, follow the arrow and stop in front of the art room door. Students get out on the right hand side of the car to enter the building with their mask on. At this time parents will not be entering the building.

**Bus Drop off: 9:15-9:30PM** Students must wear masks on the bus at all times.

### **Breakfast: 9:00AM-9:30AM**

Pledge: 9:30AM *After the saying of the pledge, an arriving student is considered tardy.*

K-2 Students: Lunch: 11:30-12:00 Recess: 12:00-12:30PM

3-5 Students: Recess: 11:35-12:05 Lunch: 12:05-12:30PM

### Student Dismissal

#### Parent Pick Up: 2:50PM

**Procedure:** Parents drive into the circle, follow the arrow and stop in front of the art room door. Students get in the car on the right hand side of the car to enter the building.

- **Your car number placard must be in the window to be easily seen. Only students with the matching number will be allowed to enter your car.**

**Bus Pick up: 3:12PM** Students must wear their mask on the bus at all times.

## **Early Dismissal**

The Early Dismissal Schedule is a 12:30PM dismissal

*Please refer to the School Calendar to note Early Dismissal Days*

## **ATTENDANCE**

This fall attendance will be taken no matter which option you have chosen for your student. Whether your child is in the blue or gold cohort, attendance will be taken by the classroom teacher the day the student is physically at school. The work completed on the day they are home and returned will count as attendance for that day. SeeSaw will be our way of communicating with parents, checking student work for attendance when they are home and providing feedback on this work.

If your child is scheduled to be at school but is not going to attend, please call the office at 778-3031 anytime before 9:00A.M. on the day of the absence.

Upon return to school after an absence, a student must bring a signed note from the parent stating the reason for the absence or provide a doctor's note. This will code the absence as Excused.

## **BEHAVIOR EXPECTATIONS**

**All CCHS students have the right to a safe environment that is conducive to learning. We teach all students common behavioral expectations. We call this "The School Way" which especially enforces keeping hands, feet and objects to self. This also applies to riding the bus.**

## **BULLYING DEFINITION**

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

**Conflict vs. Bullying -  
What's the difference?**

<b>Conflict</b>	<b>Bullying</b>
<ul style="list-style-type: none"><li>• Disagreement or argument in which both sides express their views</li><li>• Equal power between those involved</li><li>• Generally stop and change behavior when they realize it is hurting someone</li></ul>	<ul style="list-style-type: none"><li>• Goal is to hurt, harm, or humiliate</li><li>• Person bullying has more power*</li><li>• Continue behavior when they realize it is hurting someone.</li></ul>

\* “Power” can mean the person bullying is older, bigger, stronger, or more popular.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Your child's safety is our top priority. We need to have a way to get in touch with you or your emergency contacts. **It is very important that the school has your correct mailing address, street address and phone number.** If you move or change your phone number, please inform the school at 778-3031 so that we may reach you quickly in case of emergency. If your emergency contacts change, please notify the office. Phone numbers and other personal information are confidential. If you change daycare providers, please call the school with the new name, address and phone number for transportation reasons.

## **COMPULSORY EDUCATION LAW**

•**COMPULSORY ATTENDANCE:** Age of compulsory attendance has been dropped from 7 to 6. All students must attend school or be homeschooled if they are 6 years old. 5 year olds who have been enrolled are required to attend. What does this mean to you? If a student is enrolled for kindergarten and is 5 years old, they must come to school regularly like everyone else. If a parent doesn't want a child to be identified as truant, they could just un-enroll him/her with no penalty until they are 6 years old.

## **COMMUNICATION**

Due to the fact that we have several students with the same first name, **notes** to teachers or the office should include: date, child's full name, teacher's name, specific address & bus number if bus note, message and the parent or guardian's signature.

*Any changes being made to a student's pick up procedure must be called in before 12 noon.*

## **CONCERNS/GRIEVANCE**

Please follow the chain of communication. ***This is the most efficient way to problem solve.***

- Parents are encouraged to address any concerns to the immediate attention of the classroom teacher. The classroom teacher may schedule a meeting to discuss your concern and form an action step.
- If the matter is not resolved at that level, the building principal should be contacted. A meeting will be scheduled with you, the classroom teacher and the principal to plan action steps.
- If these action steps do not solve the problem satisfactorily, that is when the Superintendent is contacted and a meeting may be set up with you, the principal and the superintendent.

## **CONSEQUENCES**

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

## **DRESS CODE**

In an effort to maintain an educational environment, CCHS expects the following:

- Midriff, back, behinds, cleavage and undergarments must be covered.
- Shirts and dresses must have two shoulder straps, one for each shoulder.
- Skirts/shorts/dresses must be mid-thigh. Due to playground activity it is often advisable to wear shorts/leggings under skirts.
- Hats, baseball caps and hoods will not be worn during the school day unless outside.
- Appropriate footwear for the weather.
- Students will not wear any type of attire/accessories, which in the judgement of the administration is unsafe, promotes illegal activity, is offensive or is in opposition to generally accepted school norms.

## **DRUG POLICY**

Tobacco, vaping, alcohol and marijuana products are *not allowed* in the building *or on school grounds*. This includes all school functions, before and after school activities and any extra-curricular group that uses the building. Any student or adult found with these items will leave the building immediately.

## **EARLY DISMISSAL**

Parents/Guardians are asked to create a plan for their child to follow in the event that the Cape Cod Hill School has to dismiss students early due to weather conditions or some other emergency situation. Power School will send out a message to you when school is cancelled or dismissed early. We will then follow the plan for your child regarding which bus stop they are to get off at or if they will be picked up and by whom. Forms for supplying your Emergency Dismissal Plans will be distributed on the first day of school. Your plan can be updated at anytime. Please contact the school office.

## **ELECTRONIC DEVICES**

In accordance with district policy, students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players and electronic games during classes and school activities, including study halls, field trips and extracurricular activities. The link to the district policy can be found in the Appendix.

## **EMERGENCY EVACUATION**

A building evacuation will be used in the case of fire, bomb threat, explosion, loss of building structural integrity, hazardous materials etc. Students will be taken 200 feet from the building. If necessary, buses will transport our students to the Mt. Blue Campus. Parents/guardians will receive direction as to when and where to pick up their child.

## **ENTERING the BUILDING**

For our student's safety, all adults entering the building must report to the school office, sign-in with the school secretary, and wear a visitor's pass for their entire stay. Thank you for supporting school safety. The RSU 9 board states the following: A. The term "visitor" shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit. B. Upon arrival at the school, all visitors shall immediately report to the main office to sign in and to receive a temporary badge to be worn for the duration of the visit. C. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as she/he considers necessary. D. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

- **AT THIS TIME-Adults will not be entering the building. If you need to drop off or pick up paperwork, please call the office and Crystal can meet you at the door. Thank you for understanding that this is for the health and safety of staff and students.**

## **EXPECTED RECESS BEHAVIOR**

We expect our CCHS students to follow our Safe, Caring and Helpful guidelines when on the playground. We expect all children to be included. We expect students to play cooperative games that do not include pretend guns or pretend fighting. There is zero tolerance for bullying and physical aggression of any kind.

## **FIRE DRILLS**

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

## **GUM CHEWING**

Students are not allowed to chew gum in school, on school grounds or on the school bus. The only exception may be a student with disabilities who has a documented reason for the exception.

## **HEALTH**

A student should not be in school and will be sent home if the following condition(s) are present:

- The student has a fever of 99.5 degrees F or higher. The temperature should be normal for 24 hours before returning to school.
- The student is unable to function/participate in the school activities due to observed health status.
- The student wants to sleep during the day and appears listless.
- The student has an unclear discharge from nose, mouth, eyes, ears or any other areas.
- The student is vomiting
- The student has diarrhea
- The student has a congestive cough, which prevents him or her from meaningful involvement in the educational process
- The student has an open, draining sore and can't keep the bandage on
- The student had a previously controllable medical condition and that condition has become unmanageable (e.g., asthma, seizures)
- The student exhibits unusual pallor or a flushed face or has fainted
- The student has an unknown skin rash

## ADMINISTERING MEDICATION TO STUDENTS

Medications should be given at home whenever possible. If prescription or over-the-counter medication is needed at school, it must be given according to the district policy. The complete policy is available from your school's nurse, school office, or on the MBRSD Website.

All medications must be in their original, properly labeled container. The parent/legal guardian must complete a Medication Request/Permission Form. These forms are available from the school nurse, school office, or on the MBRSD Website. The school nurse shall review the Medication Request/Permission Form for completeness and clarity. If the nurse has any questions or concerns about the form or medication, he/she may decline to administer the medication and will contact the parent/legal guardian and/or health care provider, as appropriate, for more information.

Medications can only be given with a valid prescription label, standing orders from a physician, or written order from a health care provider. In certain cases a school nurse may be requested by a physician or a parent by phone or a note to give a one-time dose of medication. A standard written authorization is needed for continued doses. With the exception of those medications authorized for self-administration or according to an Individualized Health Plan, all medications shall be stored in the school nurse's office. The student's parent/guardian shall deliver any medication to the school.

All controlled medication will be counted when it is received and/or returned to the parent/guardian. Medications may be administered by the school nurse and/or by authorized unlicensed school personnel who have received appropriate training by the school nurse. Contact the school nurse with any questions or concerns about student's medications.

### INHALERS and Epinephrine Auto-injectors (EpiPens)

Students are allowed to carry and self-administer emergency medication such as an asthma inhaler or epinephrine auto-injector (EpiPen) if the following requirements are met. The student must have written approval from the student's health care provider that details the use of the medication and confirming that the student has the knowledge and the skills to safely possess and use the medication in school. A completed parent Medication Request/Permission form is on file at the school. The school nurse will evaluate the student's technique to ensure proper, and effective use of the medication. Contact the school nurse with any questions or concerns. An Asthma Action Plan and/or Allergy Action Plan is recommended.

## HYGIENE

It is an expectation that students come to school clean and dressed appropriately. For the dignity of all students we ask that your child and his/her backpack be free from powerful odors such as cat urine and marijuana. **If you need assistance in this area please contact our Guidance Counselor at 778-3031.**

## LEARNING RIGHTS of CCHS STUDENTS

1. The right to learn and reach fullest potential.
2. The right to be safe at all times and in all school areas.
3. The right to have freedom from distraction so everyone can learn.
4. The right to a clean and well maintained school and school grounds.
5. The right to be included and respected.

## LICE POLICY

If your child has live lice or nits you will receive a call from the school nurse who will guide you in how to treat your child and home to prevent recurrence of infestation of your child and the spreading of it to other students. **If you need assistance with how to treat your child and home please call the school at 778-3031 and ask to speak with the nurse.**

## LOCK DOWN

In the event of an intruder on school grounds we will implement a school Lock Down. Students have been instructed to never prop open doors or open doors for any adult so please do not ask students to open doors. **All adults must go through the office, sign in and get a badge for safety reasons.** If there is a lock down, students have been taught where to go in the building and what to do. All inside doors are locked with shades drawn. Students go to an area in the room away from windows. ***In this situation, it is important that our school phone lines are open for communication with law enforcement.*** We will communicate with parents/guardians as soon as all has been declared safe by law enforcement. No students will be allowed to leave the building until law enforcement allows it. Lock down drills are held throughout the year. Students are supported with guidance follow up.

## **LOST and FOUND**

Numerous unclaimed items of clothing accumulate in the school office. Space needs prohibit us from storing these articles throughout the year. Please be advised that all unclaimed “Lost & Found” articles will be donated to a charitable organization for distribution once a quarter.

Parents are encouraged to check the Lost and Found area in the gymnasium each month for any items that their children may have lost. If an item comes to Lost and Found with a name/name tag on it, we will immediately return it to its owner. Please be sure that jackets, sweaters, hats, boots, book bags, backpacks, etc. are clearly labeled with your child’s full name.

## **MEAL PROGRAM**

Meal and milk accounts are collected on the first school day of each week. Please go over the menu and decide which days that you would like hot lunch and which days you would like to get milk to go with cold lunch. Prepay by bringing enough cash or check payable to **RSU9 School Lunch**. Please use an envelope and write your child’s name on it and write which days you are buying lunch or milk. For more convenience, we encourage you to use the online payment system found at: <https://mtbluenutrition.weebly.com/>

To become eligible for free or reduced lunch, you must fill out an application as soon as possible. ***This has to be done each year or when income changes.*** This application can be found at the end of this handbook. It can also be asked for at the office and is found in the pick up area by the art room. This information is kept confidential. ***Our free and reduced lunch numbers help us to gain federal funding that meets the needs of our students.***

*\*Please note that on remote Hybrid days, you may still pick up lunches*

***The USDA has approved free breakfast and lunch for all students until December 31, 2020***

### **MEALS FOR REMOTE LEARNERS AVAILABLE**

WHETHER YOUR STUDENT IS LEARNING REMOTELY EVERY DAY OR EVERY OTHER DAY, WE HAVE YOU COVERED! YOU MAY ORDER AND PICK UP BREAKFAST AND/OR LUNCH AT ANY SCHOOL (EXCEPT G.D. CUSHING) DURING OUR DESIGNATED MEAL PICK-UP TIME. IT DOES NOT MATTER WHICH SCHOOL YOUR STUDENT WOULD NORMALLY ATTEND. THE STUDENT OR PARENT/GUARDIAN MUST BE PRESENT TO PICK UP MEALS. IF YOU DO NOT RECEIVE FREE/REDUCED PRICE MEAL BENEFITS FOR THE 2020/2021 SCHOOL YEAR, YOUR CHILD'S MEAL ACCOUNT WILL BE CHARGED FOR THE MEAL(S) PROVIDED. MENU'S WILL VARY AND MAY NOT FOLLOW THE SCHOOL'S MENU FOR IN PERSON LEARNING.

MEALS ARE AVAILABLE FOR PICK-UP, MONDAY-FRIDAY. THEY MUST BE PREORDERED BY CALLING US AT 207-779-9612 OR EMAIL US AT [FOODSERVICE@MTBLUERSD.ORG](mailto:FOODSERVICE@MTBLUERSD.ORG) ORDERS MAY ALSO BE PLACED ON-LINE BY USING OUR MEAL PICK-UP ORDER FORM  
MEAL ORDERS MAY BE PLACED AHEAD OF TIME BUT FOR SAME DAY PICK-UP THEY MUST BE PLACED PRIOR TO 8AM. MEAL PICK-UP TIMES MUST BE STRICTLY ADHERED TO AS WE'LL BE BUSY SERVING ON-SITE STUDENTS OUTSIDE OF THAT TIME. MEAL PICK-UP TIME FOR ALL LOCATIONS IS BETWEEN 9:30AM AND 10:30AM.

**ACADEMY HILL - KITCHEN DOOR (BACK PARKING LOT BETWEEN DUMPSTER AND CONCRETE WALL)**

**CAPE COD HILL SCHOOL - KITCHEN DOOR (TO LEFT OF PELLET SILO)**

**MT. BLUE HIGH SCHOOL - DOOR #14 (RIGHT SIDE OF BUILDING FACING TENNIS COURTS)**

**MT. BLUE MIDDLE SCHOOL - MAIN ENTRANCE OFFICE**

**CASCADE BROOK SCHOOL - KITCHEN DOOR #7 (NEXT TO PELLET SILO)**

**W.G. MALLETT - CAFETERIA DOOR #12 (FRONT OF BUILDING, DOOR TO LEFT OF MAIN ENTRANCE)**

### **PARENT-TEACHER CONFERENCES**

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

### **PATHWAYS FOR ALL LEARNERS**

We strive to support all of our students. The goal of the PAL program is to allow behaviorally challenged students in grades K-5 an opportunity to develop the behavioral and social readiness skills to eventually participate fully in the general education classrooms of RSU9 public schools. For more information please read the PAL handbook. [https://docs.google.com/document/d/1SgcxJmcHDbPJ1Tcf6dPnX\\_Tn6PluyVtMn4KNJnF16cw/edit](https://docs.google.com/document/d/1SgcxJmcHDbPJ1Tcf6dPnX_Tn6PluyVtMn4KNJnF16cw/edit)

## **PATRIOTIC EXERCISES**

Maine law requires display of and instruction about the American flag in the classrooms of our schools. In order to foster appreciation and respect for the flag as a symbol of our nation, the Pledge of Allegiance should be recited each morning and may be recited at assemblies and other appropriate occasions in every school. It is the responsibility of the Superintendent, through each building principal, to ensure that this policy is implemented. The building principal may determine how the Pledge will be initiated, such as by individual teachers or by intercom. Students may not be compelled to participate in recitation of the Pledge, including being required to stand, salute the flag or to place hand over heart. Students can be required to be quiet and not disrupt the recitation. Students may request leaving the classroom during the Pledge. Legal Reference: 20-A MRSA §§ 1055m 4805

## **PERSONAL PROPERTY**

Mt. Blue Regional School District does not carry insurance on students' personal property. All items carried onto school buses or into school buildings by students (i.e. toys, radios, ipads, stuffed animals, etc.) remain the responsibility of the student. The school will not be responsible for the loss or damage of student property. Cell phones for grades 3-5 must be kept in lockers and are not allowed to be turned on or used during school hours. *If a student needs to call a parent or a parent needs to get in touch with a child during school hours calls must go through the office.*

## **POSITIVE STUDENT BEHAVIOR SUPPORT**

We encourage you to review the following Safe, Caring, and Helpful matrix with your child. All students will receive direct instruction on what is expected in each area of the school building. Students are supported with frequent review of these expectations. **At Cape Cod Hill School, we are dedicated to providing a safe and positive learning environment for all students and we value your continued dedication and support!**

### *Common Settings PBIS Expectations Chart*

Area	Safe	Caring	Helpful
Hallway/ Stairs	<ul style="list-style-type: none"> <li>Keep mask on at all times</li> <li>Go directly to where you need to go</li> <li>Stay to the right</li> <li>Face forward</li> <li>Hands to self</li> <li>Stay in a single file line 3ft apart</li> </ul>	<ul style="list-style-type: none"> <li>Wait for passing lines</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Hands to self</li> <li>Keep the body calm</li> <li>Whisper</li> <li>Go up and down the correct doors (follow the signs)</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Stay in your seat or on your paw</li> <li>Raise hand for adult attention</li> <li>Sit facing forward</li> <li>Mask stays on until seated</li> <li>Mask goes back on before standing at end of lunch or when leaving to go to bathroom</li> <li>Walk at all times</li> <li>Stay in lines...single file 3 ft or 4 steps apart from others</li> <li>Eat only what you brought</li> </ul>	<ul style="list-style-type: none"> <li>Talk to close neighbors</li> <li>Use kind words</li> <li>Say Thank You for tray</li> <li>Use table manners</li> <li>Dump your tray/trash carefully when adult brings trash can around</li> </ul>	<ul style="list-style-type: none"> <li>Wait for adult direction to be dismissed</li> <li>Dump trays one at a time</li> <li>Quiet voice</li> <li>Talk to only the person on same bench as you or person beside you</li> <li>(in winter) keep your winter gear on/by your seat</li> </ul>
Bus time	<ul style="list-style-type: none"> <li>Exit through assigned doors</li> <li>Masks stay on</li> <li>Stay in lines...single file</li> <li>Walk facing forward</li> <li>Hands to self</li> <li>Stay on sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Listen to adult directions to know which bus is being dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the correct bus line</li> <li>Quiet voice</li> </ul>
Play-ground (general)	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Stay within playground boundaries</li> <li>Line up at whistle</li> <li>Stay 6 ft apart</li> <li>Mask on if playing on structure</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> <li>Follow established game rules</li> <li>Enter the building with a quiet voice</li> <li>Stay with your adult in your zone</li> </ul>
additional winter rules	<ul style="list-style-type: none"> <li>Follow sledding cones</li> <li>Play away from building</li> <li>Snow stays on ground</li> </ul>	<ul style="list-style-type: none"> <li>Do not share sleds</li> </ul>	<ul style="list-style-type: none"> <li>Put sled away when finished</li> </ul>

Bathroom	<ul style="list-style-type: none"> <li>Walk</li> <li>Mask stays on</li> <li>Only 2 in the bathroom at once</li> <li>Keep body calm</li> <li>Give yourself and others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Stay on the paws while waiting</li> <li>Clean up after yourself/Keep the floor dry</li> </ul>	<ul style="list-style-type: none"> <li>Use, flush, wash hands for 20 seconds (or the ABCs two times) dry, leave</li> <li>1 pump of soap, 3 pushes of towel</li> <li>Report problems to an adult</li> <li>Use whisper voice</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Sit in seat facing forward</li> <li>Mask stays on</li> <li>Stay in your seat</li> <li>Keep hands and feet inside</li> <li>Walk while entering/exiting bus</li> </ul>	<ul style="list-style-type: none"> <li>Allow people in the seat in front of you to exit first</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Find your seat quickly</li> <li>Keep body calm</li> <li>Use quiet voice with seatmates</li> <li>Listen/follow special directions from driver</li> </ul>

### **PRINCIPAL'S AGREEMENT**

If you are outside of CCHS catchment area but have reason to want your child to attend CCHS, you must have a Principal's Agreement from the RSU9 school in the area in which you live and the CCHS principal. This is for transportation and class size purposes. Please contact the office for details.

## **RECESS POLICY**

Unless there is a doctor's note, students are expected to go outside for recess. Students should come to school properly attired to attend recess. In cold weather, this means a coat that zips, snow pants, hats, boots and gloves or mittens. In hot weather, this means sneakers, sturdy sandals (no flimsy flip flops please) hat or cap if wanted and sunscreen applied in the morning.

Students 6 feet apart may take their mask off. Students on the play structure will keep masks on due to the closer distance when playing on the structure.

*If you need access to clothing for your child please contact the Guidance Counselor at 778-3031.*

## **SCHOOL CLOSING ANNOUNCEMENTS**

Automated messages will be sent from the superintendent in the case of school closings. Please be sure that your preference for how you are contacted is listed correctly in Powerschool. You can check with our secretary Crystal Oliver. Closings will also be posted on our CCHS facebook page and listed on WCSH news.

## **SCHOOL FIELD TRIPS**

Whenever there is a school approved trip in which students are to be away from school for any period of time, it is necessary that students turn in the provided permission slip that has been signed by their parents or guardians **before the date of the field trip.** Chaperones will be organized by the classroom teacher. A chaperone's duty is to help supervise CCHS students therefore a chaperone can not bring younger children that are not CCHS students unless approved by the teacher.

## **STUDENT BEHAVIOR AND DISCIPLINE**

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

At CCHS, Inappropriate behavior is defined as:

- Disrespect
- Defiance
- Disruption
- Physical Aggression
- Inappropriate Language
  - Harassment
  - Bullying
- Out of School Bounds
  - Theft
- Technology Violation
- Property Damage

When a student chooses to display inappropriate school behavior whether it be at school or on the school bus, a staff member will address it and write an Office Data Form. This form records the place, day, time and behavior of the student. This data is entered into Powerschool and becomes part of the student's school record.

- Discipline for any inappropriate behavior that infringes on the health, safety, and/or educational wellbeing of the students and staff will be left to the discretion of the Principal.
- Bullying, harassing, and personal threats will be handled in accordance with RSU 9 School Board Policy that may supersede the following discipline chart.

<b>Infraction</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Defiance/Non Compliance</b>	Conference with principal. Call home. Restoration with Guidance.	Conference with principal. Call home. Loss of privilege.	Conference with principal. Call home. Half day In School Suspension
<b>Physical Aggression with contact</b>	Conference with principal. Call home. Restoration with Guidance. Half day ISS.	Call home. OSS for the rest of the day.	Meeting with parents/guardians to develop an intervention plan.
<b>Extreme Disruption/Disrespect</b>	Conference with principal. Call home. Restoration with Guidance.	Conference with principal. Call home. Loss of privilege.	Conference with principal. Call home. Half day In School Suspension.
<b>Abusive Language/profanity</b>	Conference with principal. Call home. Social skills instruction.	Conference with principal. Call home. Loss of privilege.	Call home. Half day In School Suspension
<b>Harassment of peers or staff including name calling</b>	Conference with principal. Call home. Restoration with Guidance.	Conference with principal. Call home. Half day In School Suspension	Meeting with parents/guardians to develop an intervention plan.
<b>Fighting</b>	Conference with principal. Call home. Out of School Suspension for rest of day.	Call home. Two day Out of School Suspension	Meeting with parents/guardians to develop an intervention plan.
<b>Bullying Behavior</b>	Conference with principal. Call home. One Day In School Suspension Social skills instruction.	Call home. Two days Out of School Suspension	Meeting with parent/guardian, principal and superintendent to develop an intervention plan.

## **STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

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

### **A. Inspection of Records**

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

### **B. Amendment of Records**

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

### **C. Disclosure of Records**

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

#### **1. Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet).

**Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.**

## **SUPERINTENDENT’S AGREEMENT**

If you move out of the district but still have childcare or other reasons to want your child to stay at CCHS, you must have a Superintendent’s Agreement from the district you physically live in. Contact the Superintendent’s office in the district you live in and ask for a Superintendent’s agreement.

## **TITLE 1 SUPPORT FOR STUDENTS**

We are a Title 1 school. Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. If your child qualifies for Title I math or reading support services, you will be contacted by your child's teacher and may be asked to be part of a planning meeting.

## **TRUANCY**

The complete district Truancy policy may be read on the RSU9 website.

RSU 9 policy states that under Maine state law, A student is truant if the student is enrolled in a public day school, is at least 5 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

**A student is considered Truant after 7 unexcused absences or 5 consecutive absences.**

The following procedure will be followed:

- Letter home notifying parent/guardian of truancy
- Truancy Intervention Plan
- Certified letter home notifying of non-compliance with Intervention Plan
- Reporting the Truant student's name to the Superintendent
- The Superintendent will report the truancy to the School Board
- DHS may be contacted

## **VACCINATIONS**

**All incoming students must be vaccinated by Maine State Law.**

**Paperwork must be received before the student may attend school.**

**Required for Kindergarten entry:**

**5DTaP, 4 Polio, 2 MMR, 1 Varicella or a doctor's note of exposure to disease**

**[https://docs.google.com/document/d/1cYjt\\_1J0p0jmvaG8M1eZ1UFPGK7amf5x4pAsCiy3Kl0/edit](https://docs.google.com/document/d/1cYjt_1J0p0jmvaG8M1eZ1UFPGK7amf5x4pAsCiy3Kl0/edit)**

## **VISITORS-Expectations**

Due to Safety concerns, Parents/guardians are allowed to visit with the following guidelines:

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

**At this time, CCHS will not be allowing visitors for the health safety of our staff and students. Thank you for understanding.**

## **VOLUNTEERING**

We would love to have you as a volunteer! Please contact our Volunteer Coordinator at (207) 778-3707. She/He will review the Volunteer Procedures, Confidentiality and Background Check process with you. We have many volunteer opportunities at Cape Cod Hill School!

**At this time, CCHS will not be allowing any volunteers for the health and safety of our staff and students. Thank you for your understanding.**



**THIS FORM MUST BE RETURNED TO SCHOOL:**

**Please Detach from the handbook or print this page, sign and return to the school office. Thank you. If you are unable to print, please come into the school office and we will print one for you to sign.**

This is to verify that I have reviewed the Cape Cod Hill Elementary School Student Handbook which includes school rules and regulations with my child. I am aware that violation of procedures will result in disciplinary action listed in the handbook. I am aware that I am responsible to follow the guidelines set forth by this handbook that was created with guidance from the RSU9 School Board and the Maine State Educational Law.

NAME OF STUDENT \_\_\_\_\_

TEACHER \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN

DATE \_\_\_\_\_

**PICTURE RELEASE**

The RSU 9 School District is proud of the excellence in academic learning within our schools. Often times, our school will use social media outlets and traditional media outlets to inform the public of our hard work both in and outside of the classroom. Your child could appear in various media press releases and public posts. Please select your preference specific to your student's appearance within these publications. Please discuss your choice with your student if you choose not to allow your child to participate.

I give permission for my child's picture and name to be used in school publications that may include Facebook. Please initial.

I do not give permission for my child's picture to be used in school publications. Please initial.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX

### School Board Policies

#### **Staff Conduct: File: GBEBB**

**Staff Conduct with Students** The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

**A. Prohibited Conduct** Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- "Friending" students on social networking sites (outside of any school-approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means. Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:
- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or

performs chores for a staff member); • Visiting a student at home or in another location, unless on official school business known to the parent; • Exchanging personal gifts (beyond the customary student-teacher gifts); and/or • Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy. **B. Reporting Violations** Students and/or their parents/guardians are strongly encouraged to notify the Principal [or other appropriate administrator] if they believe a teacher or other staff member may be engaging in conduct that violates this policy. **File: GBEBB** Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy. **C. Disciplinary Action** Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

#### **Hazing: File ACAD**

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. "Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. The behavior may be physical (e.g., hitting), verbal (e.g., threats), or psychological e.g., intimidation). "Act of intimidation" include extortion; menacing; direct or indirect threats of violence; incidents of violence; bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person; and property damage or theft. No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other

employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. The superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action or lack of action on the part of the superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full Board of Directors. The ruling of the Board of Directors, with respect to the provisions of this policy, shall be final. This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

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

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

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

### **Anti-Bullying: File JICK**

The Board believes that bullying, including cyberbullying, is detrimental to student wellbeing and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior. Bullying Prohibited Bullying, including “cyberbullying,” is not acceptable conduct in Mt. Blue Regional School District (RSU #9) and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools. Definition of Bullying “Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law: Bullying “Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that: A. Has, or a reasonable person would expect it to have, the effect of: 1. Physically harming a student or damaging a student’s property; or 2. Placing a student in reasonable fear of physical harm or damage to his/her property; B. Interferes with the rights of a student by: 1. Creating an intimidating or hostile educational environment for the student; or File: JICK 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or C. Is based on: a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above. Examples of Bullying: Examples of conduct that may constitute bullying include, but are not limited to: **1. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor; 2. Behavior that is intended to harm someone by**

**damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion; 3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures; 4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing; 5. Blackmail, extortion, demands for protection money, or involuntary loans or donations; 6. Blocking access to school property or facilities; 7. Stealing or hiding books, backpacks, or other possessions; 8. Stalking; and 9. Physical contact or injury to another person or his/her property.** Cyberbullying “Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant. File: JICK Examples of Cyberbullying Examples of conduct that may constitute cyberbullying include, but are not limited to: 1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application; 2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target; 3. Impersonating or representing another student through use of that other student’s electronic device or account to send email, text messages, instant messages (IM), or phone calls; 4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email account, IM account, or cell phone; and 5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students. Retaliation “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting an act of bullying when it is not made in good faith. Application of Policy This policy applies to bullying that: A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.” Consequences for Policy Violations Students Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions. File: JICK The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students. Any student violating this policy may also be subject to civil or criminal penalties. School Employees and Others Administrators, professional staff and all other

employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements. Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties. Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

**Bomb Threats: File EBCC**

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-e/EBCC%20Bomb%20Threats.pdf?attachauth=ANoY7cq1fpXGeAOAv9jlpTmhAjpZeyPxx5ZRVWFYrntec4oyOgtfkr7yp0gUIjSWW4D8vZKsqwaSun1jsU6QQFCV3is18q7b3xwPAj8RD-d16oDsJOZ8izYG7AIr0xCRWyk\\_v7J2K5CEp81xgEvgz6-oFhPy1qfwOCjc-s47uNmF0ZHQlo2nD5IRAGIEvWaa8ycwwku2uX-4p1pd\\_rSjug3F9d1MMjL\\_01DmS0t6I3OG1x-ap18b27zBIN7\\_Bgr-BRDapURSkbjFwhfEKGt9Y8Cy4wvjzBGcOtuWcIrKFv92zGXJyz-TBI%3D&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-e/EBCC%20Bomb%20Threats.pdf?attachauth=ANoY7cq1fpXGeAOAv9jlpTmhAjpZeyPxx5ZRVWFYrntec4oyOgtfkr7yp0gUIjSWW4D8vZKsqwaSun1jsU6QQFCV3is18q7b3xwPAj8RD-d16oDsJOZ8izYG7AIr0xCRWyk_v7J2K5CEp81xgEvgz6-oFhPy1qfwOCjc-s47uNmF0ZHQlo2nD5IRAGIEvWaa8ycwwku2uX-4p1pd_rSjug3F9d1MMjL_01DmS0t6I3OG1x-ap18b27zBIN7_Bgr-BRDapURSkbjFwhfEKGt9Y8Cy4wvjzBGcOtuWcIrKFv92zGXJyz-TBI%3D&attredirects=0)

**Student Debts and Obligations: File JICBA**

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JICBA%20Students%20Debts%20and%20Obligations.pdf?attachauth=ANoY7cq\\_zD0WKNHC-YY\\_ftwFW5hgmK06745iIk8zf-JT4PmC7giL2WkHQjeBwK0YGk3kryl5wO3tf45Lo\\_IXJsqqy2DB0KUSZjbVASCWFTQeTK2SOWaPB4JIndHKHC8OtgBosOI2qo\\_k\\_eczkHjrfNoFUBtYnGhlCkLmQ-8g2acbx5qEVwvY5crPpsvJB2srL\\_2oayKP82nKWDyAwUI7dTLlGtguylDznXqqsHNGq1wBRGaze0ckDkmGWpw4Bd-JOqvKYRDKum80KMXjTU-vc\\_1-5X6E-aKIuLCL\\_H2iSwdSp4a1r1awPBE6zjGrhv6idq0GQ8JP-Njp&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JICBA%20Students%20Debts%20and%20Obligations.pdf?attachauth=ANoY7cq_zD0WKNHC-YY_ftwFW5hgmK06745iIk8zf-JT4PmC7giL2WkHQjeBwK0YGk3kryl5wO3tf45Lo_IXJsqqy2DB0KUSZjbVASCWFTQeTK2SOWaPB4JIndHKHC8OtgBosOI2qo_k_eczkHjrfNoFUBtYnGhlCkLmQ-8g2acbx5qEVwvY5crPpsvJB2srL_2oayKP82nKWDyAwUI7dTLlGtguylDznXqqsHNGq1wBRGaze0ckDkmGWpw4Bd-JOqvKYRDKum80KMXjTU-vc_1-5X6E-aKIuLCL_H2iSwdSp4a1r1awPBE6zjGrhv6idq0GQ8JP-Njp&attredirects=0)

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

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JIH%20%20%20QUESTIONING%20AND%20SEARCHES%20OF%20STUDENTS.pdf?attachauth=ANoY7cpaAT7Y1iSujGR0Ywy4D4LCiuw9vaQTZK1oNc806lhA\\_aCBpFjQiSby7WPICXW8AvxLOgMioy-11iQw-Lub84IOWjEX26\\_-7Nmwtju4GBPCuZvE\\_9bWlx4aiuVNBJS94-wK6IC7vISUcKWSv33KIKQY5zRcwtmUtAIUmBuCIg2tqjiQc6SAju7zqvOAJMIQIWQFIL\\_iVgqBJyFR3zpe353UH2oqebn](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JIH%20%20%20QUESTIONING%20AND%20SEARCHES%20OF%20STUDENTS.pdf?attachauth=ANoY7cpaAT7Y1iSujGR0Ywy4D4LCiuw9vaQTZK1oNc806lhA_aCBpFjQiSby7WPICXW8AvxLOgMioy-11iQw-Lub84IOWjEX26_-7Nmwtju4GBPCuZvE_9bWlx4aiuVNBJS94-wK6IC7vISUcKWSv33KIKQY5zRcwtmUtAIUmBuCIg2tqjiQc6SAju7zqvOAJMIQIWQFIL_iVgqBJyFR3zpe353UH2oqebn)

[yYOpnHJkYcoqy3tROx5NZf1j9pQ0jFWLvD8OX8RbUI7c5\\_s-5W8ZxOTarHwa2qCaH1NwrOlJRISN1wm4mfWpmFPRPQKt197p78N0O6GCevqZYZOTf06cAKpWgzNy7w%3D%3D&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/ADAA-%20School%20System%20Commitment%20to%20Standards%20for%20Ethical%20and%20Responsible%20Behavior.pdf?attachauth=ANoY7cp1RIGH6iZtTJPepRfAONyUSxZFSwP5jLlbyCazD7Y75fVBXohPBPnZwIEIG216BRftzbhmkBRJrU63B3t4S95SA1tjGIGpDIKiy4TiOMgtrcWQNo3Yqo51tfOvT4FcBkBvN8moqIyx5dNHcVStH7VBVUMaIHKDAeintZolwjbGpMhpfvBOR6bQQdfmqHHCs-OD1J7wSDoFPT_uDE-onAzl3abuXouhGzU9bFSmUdkd2KZCd_G_o2MygcE2sZgwRbEDdOwIyyjUbKfaVA_8IbQ5-QpgY5w2SIRVI_vDVrc9mAqtzyW-iK4RwoMj0RwISYd2GoURO9iPtMSCGzVMMtbR0WK-cby54EBxAhOdLKNXEFnGFE%3D%3D&attredirects=0)

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

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/ADAA-%20School%20System%20Commitment%20to%20Standards%20for%20Ethical%20and%20Responsible%20Behavior.pdf?attachauth=ANoY7cp1RIGH6iZtTJPepRfAONyUSxZFSwP5jLlbyCazD7Y75fVBXohPBPnZwIEIG216BRftzbhmkBRJrU63B3t4S95SA1tjGIGpDIKiy4TiOMgtrcWQNo3Yqo51tfOvT4FcBkBvN8moqIyx5dNHcVStH7VBVUMaIHKDAeintZolwjbGpMhpfvBOR6bQQdfmqHHCs-OD1J7wSDoFPT\\_uDE-onAzl3abuXouhGzU9bFSmUdkd2KZCd\\_G\\_o2MygcE2sZgwRbEDdOwIyyjUbKfaVA\\_8IbQ5-QpgY5w2SIRVI\\_vDVrc9mAqtzyW-iK4RwoMj0RwISYd2GoURO9iPtMSCGzVMMtbR0WK-cby54EBxAhOdLKNXEFnGFE%3D%3D&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/ADAA-%20School%20System%20Commitment%20to%20Standards%20for%20Ethical%20and%20Responsible%20Behavior.pdf?attachauth=ANoY7cp1RIGH6iZtTJPepRfAONyUSxZFSwP5jLlbyCazD7Y75fVBXohPBPnZwIEIG216BRftzbhmkBRJrU63B3t4S95SA1tjGIGpDIKiy4TiOMgtrcWQNo3Yqo51tfOvT4FcBkBvN8moqIyx5dNHcVStH7VBVUMaIHKDAeintZolwjbGpMhpfvBOR6bQQdfmqHHCs-OD1J7wSDoFPT_uDE-onAzl3abuXouhGzU9bFSmUdkd2KZCd_G_o2MygcE2sZgwRbEDdOwIyyjUbKfaVA_8IbQ5-QpgY5w2SIRVI_vDVrc9mAqtzyW-iK4RwoMj0RwISYd2GoURO9iPtMSCGzVMMtbR0WK-cby54EBxAhOdLKNXEFnGFE%3D%3D&attredirects=0)

**Student Educational Records Administrative Procedures: File JRA-R**

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JRA-R%20Student%20Educational%20Records%20Regulation.pdf?attachauth=ANoY7cpRpclnmaJ\\_0S\\_mHH1GikXjTHwMOSr3t8B-YP08GrFpNaYYzYSoDVgDdw3zShw2qTOs4DnMHLy2CXf4D96ufMZtmzLf1F7EzlyFMoQWDsIKUOe6pAhkBqAVaR2J4zRgm8V0FCwCab7wBvNyzMomdLec7VVbfcO1qBUX26yy9pLQoYibfPXf2H04\\_c67vIbzQYq7V368zjyNohz0piFOcJPq5EM0jhxc1FahC\\_ftA\\_oDmwsyWcwRrPOLoMUWsPmCHZdzJjwPUaK2B0H\\_4L62bczbZli1cuWgQYwp7czTGSmW-8Khf\\_PGpk3Ox5R7KMZicGyhmG6DAFRV3qDH3Sql5NHBySkOg%3D%3D&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-j/JRA-R%20Student%20Educational%20Records%20Regulation.pdf?attachauth=ANoY7cpRpclnmaJ_0S_mHH1GikXjTHwMOSr3t8B-YP08GrFpNaYYzYSoDVgDdw3zShw2qTOs4DnMHLy2CXf4D96ufMZtmzLf1F7EzlyFMoQWDsIKUOe6pAhkBqAVaR2J4zRgm8V0FCwCab7wBvNyzMomdLec7VVbfcO1qBUX26yy9pLQoYibfPXf2H04_c67vIbzQYq7V368zjyNohz0piFOcJPq5EM0jhxc1FahC_ftA_oDmwsyWcwRrPOLoMUWsPmCHZdzJjwPUaK2B0H_4L62bczbZli1cuWgQYwp7czTGSmW-8Khf_PGpk3Ox5R7KMZicGyhmG6DAFRV3qDH3Sql5NHBySkOg%3D%3D&attredirects=0)

**Student Computer and Internet Use and Internet Safety: File IJNDB**

[https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-i/IJNDB%20Internet%20Use%20and%20Internet%20Safety.pdf?attachauth=ANoY7cqzV8K\\_5Y6U-GJnyyCifKUEULL002oD6wTrHffNcr7RnUxgkYMd3uMCQy-sNd7TFMJckyChnbWx8B7b7ZvX5j5mGo-CJVLK3jKd7ELTEk5Psp\\_V5XPbDniPws6NKV2Pn\\_E6\\_ERc-JqRjiMzjM0eLLhPgU\\_Aid2DTIAcio4Krjw15sZU5t6RFHjKOEeTXvDZRdDEIe0r5ounQoAZn0xh9I3Zru\\_pT8ntLKaeHVQb8P2laYzpOZnRNyyoErUHjO1OfK5Y1\\_1-HI1-G60wRuEhbOhmPRENhboRSOZBWUub-kD58pHnyBlgwd1HsD-ih5HS9CZUS7KN0NHwUibBibJewocEILCw\\_TUQ%3D%3D&attredirects=0](https://c17dd5d4-a-74eace48-s-sites.googlegroups.com/a/mtbluersd.org/mbrsd/district-information/school-board/policy-manual/section-i/IJNDB%20Internet%20Use%20and%20Internet%20Safety.pdf?attachauth=ANoY7cqzV8K_5Y6U-GJnyyCifKUEULL002oD6wTrHffNcr7RnUxgkYMd3uMCQy-sNd7TFMJckyChnbWx8B7b7ZvX5j5mGo-CJVLK3jKd7ELTEk5Psp_V5XPbDniPws6NKV2Pn_E6_ERc-JqRjiMzjM0eLLhPgU_Aid2DTIAcio4Krjw15sZU5t6RFHjKOEeTXvDZRdDEIe0r5ounQoAZn0xh9I3Zru_pT8ntLKaeHVQb8P2laYzpOZnRNyyoErUHjO1OfK5Y1_1-HI1-G60wRuEhbOhmPRENhboRSOZBWUub-kD58pHnyBlgwd1HsD-ih5HS9CZUS7KN0NHwUibBibJewocEILCw_TUQ%3D%3D&attredirects=0)

## **Addendum:**



**Cape Cod Hill School**  
COVID-19 Protocols

### **Preventive Measures**

#### **Arrival/Dismissal**

**Rationale: Student arrival/departure procedures will reflect preventive measures designed to minimize the risk of disease transmission (CDC, MAINE DOE).**

**Before School Arrival: Parent/guardian Responsibility per the Maine DOE: *Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Any person showing symptoms must report their symptoms and not be present at school.***

Parents/guardians should screen their children for illness before sending them to school and should not send their children to school if they are ill. The following questions are recommended for screening:

- **Does your child feel sick with any symptoms consistent with COVID-19? (such as: fever, chills, cough, difficulty breathing, fatigue, muscle aches, headache, loss of taste or smell, sore throat, runny nose, nausea or vomiting, diarrhea)**
  - **Has your child been around anyone who is unwell and/or has COVID-19?**
  - **Within the past 24 hours has your child had a fever (100.4 and above) or used any fever reducing medicine?**

#### **Arrival Procedure**

##### **Parent Drop offs**

- **Parent drop off will occur promptly from 9:00AM**
- **Drop off students must put their mask on upon exiting their car**
- **Students must exit the car onto the sidewalk, not the middle of the circle drive.**
- **Parents/guardians may walk to the door but may not come inside the building at this time.**

##### **Bus Drop offs**

- **Bus students must wear masks on the bus.**
- **Bus drop offs will occur promptly from 9:15-9:30AM**

## Dismissal Procedures

- Students will wash their hands prior to accessing their cubby and locker
- Students will stay in their rooms until dismissed
- Students will take home any/all art projects or paperwork, placing it in their backpack when permissible.
- Parent pick up is promptly at 2:50PM.
- Parent pick up students will exit the same door they entered and wait in a distanced line to be dismissed to the parent/guardian car that has the same number on the placard as the student has on their key ring
- Buses will be called one at a time upon arrival
- Students will exit by the main office door
  - Students must wear their mask on the bus at all times.

### Preventive Measures

#### Hand Sanitizing/Handwashing

**Rationale: Routine hand sanitizing/ hand washing minimizes the risk of disease transmission (CDC, Maine DOE).**

#### Hand Hygiene

**Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands.**

1. All students and staff must receive initial training on good hand hygiene practices and methods and receive frequent and ongoing reminders through verbal prompts, signage, and other means.
2. Require all students and staff to exercise hand hygiene (handwashing or hand sanitizer) upon arrival to school, before and after eating, after using the restroom, before and after using shared or playground equipment, before putting on and taking off masks, and before dismissal. After eating, the mask is put back on, and then hand hygiene should be done.
3. All students and staff should wash their hands using soap and water for at least 20 seconds whenever hands are visibly soiled and after using the bathroom. Dry hands with disposable paper towels.
4. Handwashing is the best option. When hand washing is not practicable, use a hand sanitizer with at least 60% alcohol.
5. Apply hand sanitizer to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.
6. Hand sanitizer should be placed at key locations (e.g., building entrances, classrooms, and cafeteria).
7. Hand hygiene should be performed before and after touching shared equipment.
8. Remind students to avoid touching their face coverings.

9. Students using the school bus for transportation to school or school activities must use hand sanitizer upon entering the bus and exiting the bus.
10. Teach and direct students to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into a trash container, and then perform hand hygiene.

## **Preventive Measures**

### **Classroom Environment/Instruction**

**Rationale: Design of classroom space and thoughtful materials utilization/restriction minimizes the risk of disease transmission (CDC, Maine DOE).**

#### **Procedure(s):**

- Within the classrooms, each student will have a designated space and area. This should be spaced within the classroom to allow for maximum space permissible between students with the minimum of 3 feet when masks are worn. Student specific materials should be left in these areas. Students should not be permitted to access other student materials.
- Some staff may provide 6 ft (two arms lengths) between themselves and students, in some situations/environments. When permissible and safe, this will occur, when not permissible, staff will remain within arm's length to the extent possible.
- Within the classrooms, small group activities may be designed with social distancing rules applied, to the extent possible and with reminders, re-directions.
- Tabletop acrylic screens are ordered for K-2 classrooms.
- Cleaning solutions/materials will be kept on high shelves or locked cabinets (pending students reach and ability to access) within each classroom, in addition to emergency PPE supplies- gloves, masks, screens, gowns and extra hand sanitizer.
- Classrooms will be organized and maintained daily. "Extra" materials will be removed or stored in cabinets, bins so that students are not "touching" items, requiring extra disinfection procedures each day.
- Classrooms will be free of "soft" cloth stuffies, blankets, cloth items and other items that cannot be readily disinfected.
- Writing utensils will not be shared across students/staff when possible. Alcohol wipes may be used to quickly disinfect a writing tool if needed.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

- Per the cleaning and disinfecting guidance, clean and disinfect frequently touched surfaces (e.g. keyboards) at least daily or between uses as much as possible.
- If the use of shared materials is necessary, ensure hand washing before and after use.

### **Preventative: Physical Distancing**

**Rationale: Physical distancing is another important practice that helps mitigate transmission of the virus. Schools should aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet between students is adequate when combined with the other measures, including the use of masks/face coverings, stable cohorts, screening, and hand hygiene. Because of the reduced susceptibility in children and lower apparent rates of transmission, establishing a minimum physical distance of three feet is informed by evidence and balances the lower risk of COVID-19 transmission and the overarching benefits of in-person school.**

1. CCHS will seek to maximize physical distance among individuals within their physical and operational constraints.
2. To the extent possible, desks will be spaced three feet apart and face the same direction.  
In classrooms that seat students at tables rather than desks, tabletop partitions will be provided
3. CCHS will hold activities outside whenever possible.
4. Adults and adult staff within schools should attempt to maintain a distance of six feet from other persons as much as possible, particularly around other adult staff. For example:
  1. Meetings, training, curriculum planning, and parent-teacher conferences virtually, to the greatest extent possible, even if all staff are on the school campus.
  2. Have drop-offs and pick-ups outside when weather allows.

**Parents aren't permitted to enter the school building at this time unless they have made an appointment.**

5. Additional safety precautions are required for school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering.
6. Attention to physical distancing should include when students are moving throughout the school, such as in hallways and stairwells. Decals will be used as visual reminders.

### **Stable Cohorts**

**Rationale: To minimize the number of students who would potentially be exposed in the case of a COVID-19 event, to the extent feasible, elementary schools should aim to keep students in the same group throughout the day for the duration of the academic term/curriculum. Cohorts of students are commonly known as "pods".**

1. CCHS will be divided by a K-2 pod and a 3-5 pod. Sub cohorts are the individual classrooms.
2. Faculty and staff will be assigned to a specific cohort to the extent possible.
3. When in classrooms, all students will have assigned seating.

4. Lunch/recess will be staggered to avoid congregating

#### **Preventative: Masks/Face Coverings**

##### **Rationale:**

As the primary route of transmission for COVID-19 is respiratory, masks/face coverings are among the most critical components of risk reduction. Face coverings help prevent respiratory droplets from traveling into the air and onto other people or surfaces when the person wearing the face covering coughs, sneezes, talks, or raises their voice.

Face coverings should cover your nose and mouth, and fit snugly against the sides of your face. Cloth face coverings should have multiple layers of cloth.

1. Adults, including educators and staff, are required to wear a mask/face covering
2. Students are required to wear a mask/face covering that covers their nose and mouth.
3. Face shields must extend below the chin and back to the ears and need approval to be worn.
4. Mask free times will occur throughout the day. These times will occur in settings where students can be at least six feet apart.
5. Masks/face coverings will be provided by the student/family, but extra disposable masks should be made available by the school for students who need them.
6. Reusable masks/face coverings provided by families should be washed by families daily.
7. Masks/face coverings should be replaced when soiled or wet. If the mask/face covering becomes soiled, remove and safely discard disposable masks, or store reusable face coverings in a sealed container or plastic bag for laundering. Perform hand hygiene after changing a soiled mask/face covering.
8. Masks/face coverings or face shields are required to be worn by everyone on the bus during school bus transportation.

#### **Preventive Measures**

##### **Water/hydration**

**Rationale: Staff/students will drink fluids needed to remain hydrated while minimizing exposure and possible transmission of covid-19(CDC, Maine DOE).**

##### **Procedure(s):**

- All school water fountains will be closed at this time.
- Students are encouraged to bring their own water bottle or container
- Staff will be encouraged to utilize bottles/cups with straws. The straw slides under the mask without removing the mask.
- Staff must disinfect the lever, spout on the water handles after each use.

## **Preventative-Cleaning and Disinfecting**

**Rationale: Cleaning and disinfection of frequently touched surfaces is recommended as the virus can be spread if someone touches a surface contaminated with the virus and then touches their eyes, nose, or mouth.**

1. Cleaning and disinfecting of frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, keyboards, light switches) within the school and on school buses will occur daily or between uses as practicable.
2. CCHS will develop a schedule for increased, routine cleaning and disinfection.
3. Cleaning products will be safely stored away from students.
4. Students will not participate in disinfecting activities.
5. Focus increased cleaning and disinfecting efforts on high-touch items.
6. Outdoor playgrounds and other natural play areas need only routine maintenance as hand hygiene will be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces such as railings and handles will be cleaned and disinfected regularly if used continuously-such as the play structure.

## **Preventive Measures**

### **Snack/Lunch**

**Rationale: Staff/Students will follow protocols/procedures designed for snack and meal times that most likely reduce exposure and possible transmission of covid-19(CDC, Maine DOE).**

### **Procedure(s):**

1. Students will have breakfast/lunch in the cafeteria. Students will be seated a minimum of 6 feet apart.
2. Staff and students will wash their hands prior to breakfast/lunch time and sanitize after.
3. Food Service Staff will prepare all food. There will be no sharing of utensils, food items etc. There will be no salad bar or self-serve buffet.

4. Students will eat by pods (k-2) and (3-5). K-2 Classes will come down at a staggered rate: K=11:25 1<sup>st</sup>=11:27, 2<sup>nd</sup>=11:30, 3-5 Classes will stay in a distanced line when they come in from recess. They need to use the lunchroom pump to thoroughly wash hands. If hands are covered in dirt, they will need to wash with soap and water.
5. The hallway to the lunchroom will have distanced decals. Students need to keep feet on the decal until the decal space in front of them moves up.
6. All tables will be disinfected between pod 1 and pod 2 entry by the lunchroom duty staff
7. Students and staff will sanitize their hands after eating lunch.
8. Students will need to wash their hands upon coming in from recess.

## **Preventive Measures**

### **Recess**

**Rationale: Staff/students will maintain distance needed when outside to minimize exposure and possible transmission of covid-19(CDC, Maine DOE).**

### **Procedure(s):**

- Students will be assigned to an area of the playground for one week. Their area will rotate weekly.
- Areas might include: basketball/tar area, play structure, or soccer field
- Each classroom will be provided with their own playground equipment
- Students will wash hands after before and after coming in from recess
- Outdoor playgrounds and other natural play areas need only routine maintenance as hand hygiene will be emphasized before and after use of these spaces.
- Outdoor play equipment with high-touch surfaces such as railings and handles should be cleaned and disinfected regularly if used continuously.
- If the use of shared materials is necessary, ensure hand washing before and after use.

### **Reactive Measures- Positive Case of Covid-19**

**Rationale: Staff/students will follow CDC recommendations in response to positive identification of covid-19, in order to minimize further transmission of covid-19 (CDC, Maine DOE).**

**In the event a student or staff member has been identified positively with covid-19, the principal will contact the Superintendent who will contact the CDC.**

- **It is mandatory for parents of students and for staff to notify the CCHS building principal upon notification of testing positive for Covid-19**
- **The principal will notify the Superintendent who will notify the CDC**
- **The classroom(s) of the staff/student assignment will be closed for 24 hours and then thoroughly disinfected with maintenance, nursing staff and administrative supervision.**
- **Windows will be opened to circulate air, throughout the building. This may be safely done during the day in some areas, and after hours in others.**
- **All spaces throughout CCHS will be disinfected throughout the day and at the end of the day, as outlined in disinfectant protocols. These procedures will continue, with special attention given to student cubby and/or other materials they may have accessed.**
- **The employees/student laptop, water bottle and/or any other belongings will be disinfected if left on site, and/or must be disinfected prior to their return.**
- **“Protected” disclosure will be given to staff/families without releasing identifying information of the individual identified with covid-19**
- **The CDC will make recommendations for further actions**