

## **FOREIGN EXCHANGE STUDENT PROGRAM**

### **Introduction**

Cape Elizabeth High School has enjoyed a tradition of hosting exchange students from a wide variety of countries representing many language and cultural backgrounds. The richness of their lives and personal experiences has enhanced the school community. In an effort to promote positive student exchange experiences for the host families, students and teachers, the following guidelines have been adopted to ensure quality placements.

- Exchange students must be placed with a family that resides in Cape Elizabeth. It is preferable that the host family have a student at Cape Elizabeth High School.
- Host families must obtain permission from the High School principal by July 1 for a student to begin the following September.
- Exchange student are accepted for only one academic year beginning in September.
- The maximum number of exchange students who may be enrolled at one time for one academic year is four.
- Exchange students must have a J-1 visa and be placed by approved exchange programs listed in the advisory list of International Exchange Travel and Exchange Programs of the Council on Standards for International Educational Travel Exchange and approved by the U.S. Information Agency.
- Competency in the English language is required. The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. If a student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. Exchange students are not eligible for English Language Learner (ELL) programs.
- Exchange students are subject to all school rules and policies including up-to-date immunizations and a physical within the last two years.
- Exchange students will be awarded a Certificate of Attendance and a transcript of grades upon completion of one academic year.

ADOPTED: October 9, 1984

**FOREIGN EXCHANGE STUDENT PROGRAM**

REVISED: October 11, 1994  
REVISED: February 11, 1997  
Recoded: June 1998  
REVISED: September 9, 2008

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~~ADMISSION~~ EDUCATION OF HOMELESS STUDENTS

The Board recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Cape Elizabeth Schools will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, the school unit will provide homeless students with access to the instructional programming that supports achievement of the content standards of Maine’s system of Learning Results and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

I. DEFINITIONS

- A. “Homeless” students are those who lack a fixed, regular, and adequate nighttime residence and include the following:
  - 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
  - 2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings.
  - 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  - 4. Migratory children who meet one of the above-described circumstances.
- B. “School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- C. “Unaccompanied youth” refers to a youth not in the physical custody of a parent or guardian (~~e.g., runaway and “throw away” children and youth~~).

II. ENROLLMENT/PLACEMENT

The school unit will determine, according to the best interest of the child or youth, whether the child or youth will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child or youth, the

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school unit will, to the extent feasible, keep the child or youth in the school of origin, unless doing so is contrary to the wishes of the parent.

If the youth is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the youth taken into consideration.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

The school unit may require a parent or guardian of a homeless child or youth to provide contact information.

The school unit must provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of the homeless child or youth if the school unit sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

In the case of an unaccompanied youth, the homeless liaison will provide notice of the right to appeal.

The enrolling school shall contact the school last attended by the child or youth to obtain relevant academic and other records. If the child or youth needs to obtain immunizations or immunization or medical records, the parent or guardian of the homeless child or youth will be referred to the homeless liaison for assistance.

III. ENROLLMENT DISPUTES

If there is a dispute concerning enrollment, the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be provided, in writing, with a written explanation of the school unit's decision and the right to appeal the decision.

The homeless liaison shall ensure that an unaccompanied youth is enrolled in school, pending resolution of a dispute.

IV. SERVICES

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical

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programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

V. TRANSPORTATION

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in another school unit and the student is enrolled in Cape Elizabeth Schools, or if a homeless student's school of origin is in Cape Elizabeth but he or she is enrolled in a different school unit, the school systems will coordinate the transportation services necessary for the student, or will share the responsibilities and costs equally.

VI. RECORDS

Any records ordinarily kept by the school, including immunization records, medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student, shall be maintained so that records may be transferred when a student enters a new school system. Access to records will be available to parents and students in accordance with the Family Educational Rights and Privacy Act (FERPA).

VII. HOMELESS STUDENT LIAISON

- A. The Superintendent shall designate an individual to act as the school unit's Homeless Student Liaison. The school unit shall inform school personnel, service providers and advocates working with homeless families of the duties of the school unit's Homeless Student Liaison.
- B. The Homeless Student Liaison will be responsible for ensuring that:
  - 1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
  - 2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in schools within the school unit;
  - 3. Homeless families, children, and youths receive educational services for which they are eligible, including Head Start, Even Start, and preschool programs administered by the school unit, and referrals to health care services, dental services, mental health services, and other appropriate services;
  - 4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to

~~ADMISSION~~ EDUCATION OF HOMELESS STUDENTS

their children and are provided with meaningful opportunities to participate in the education of their children;

5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters, and soup kitchens;
6. Enrollment disputes are mediated in accordance with law;
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school the student will be attending;
8. Unaccompanied youths are assisted in placement or enrollment decisions and provided notice of the right to appeal; and
9. Children or youths who need to obtain immunizations or immunization medical records receive assistance.

Legal References: 42 U.S.C. § 11431-11435  
20-A M.R.S.A. §§ 261, 5205(7)  
Ch. 14 (Me. Dept. of Ed. Rules)  
Maine State Plan for the Education of Homeless Children and Youth

ADOPTED: October 13, 2009

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## REPORTING CHILD ABUSE AND NEGLECT

### I. DEFINITIONS

- A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A” (specifically when a if the child ~~who~~ is at least ~~six~~seven years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year), by a person responsible for the child.
- B. **Person responsible for the child.** A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

### II. EMPLOYEES’ DUTY TO REPORT

Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal who shall process the report as provided in Section III of this policy. In addition to notifying the building principal, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney when the employee believes a direct report will better protect the child in question.

### III. ADMINISTRATORS’ DUTIES

A. The principal shall make an immediate verbal report to the Superintendent/designee. If it is determined that there is a duty to make a report to DHHS or the District Attorney, the Superintendent/designee shall make the appropriate report(s), as provided in section B.

B. The law provides that a report must be made to DHHS when the person suspected is a “person responsible for the child,” or to the District Attorney when the person suspected is not a person responsible for the child. However, because the legal definition of “person responsible for the child” is vague, the Superintendent/designee shall report all cases of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Superintendent/designee shall also make a report to the District Attorney.

## REPORTING CHILD ABUSE AND NEGLECT

| C. The Superintendent/designee shall retain a record of all verbal and written reports made to DHHS, the District Attorney, or other outside agencies as well as all actions taken by the school unit.

### IV. REPORTING PROCEDURES

The verbal report shall include the following information, if known:

| A. The name and address of the child and the persons responsible for his/her care or custody;

| B. The child's age and sex;

| C. The nature and extent of the alleged abuse or neglect, including description of injuries and any explanation given for them;

| D. A description of alleged sexual abuse or exploitation, if any;

| E. Family composition and evidence of prior abuse or neglect of the child or his/her siblings;

| F. The source of the report, the person making the report, his/her occupation and where he/she can be contacted;

| G. Any actions taken by school staff, including any photographs taken or other materials collected; and

| H. Any other information the person making the report believes may be helpful.

|          Upon DHHS' request for a written report, the Superintendent/designee shall complete the Suspected Child Abuse/Neglect Report and mail a copy to DHHS. Proper documentation shall be maintained in accordance with Section III. C.

### V. INTERNAL INVESTIGATIONS AND DISCIPLINE

| A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

| B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall



## REPORTING CHILD ABUSE AND NEGLECT

investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

### VI. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

Upon Department of Human Services (DHHS) request, DHHS personnel shall be permitted to meet with and interview ~~the~~ a child who is named in ~~the~~ a report of suspected child abuse and neglect when the child is present at the school ~~as provided in this section.~~ The ~~principal/designee~~ interviewer shall:

A. ~~Require the DHHS employee requesting to interview the child~~ be required to provide written certification that ~~in the Department's~~ he/she is an authorized representative of the DHHS and that, in DHHS judgment, the interview is necessary to carry out ~~its~~ that Department's duties; under Maine law.

B. ~~Require~~ The DHHS caseworker ~~to~~ shall discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, ~~— or guidance, school~~ counselor or the school's nurse, social worker or principal, ~~as the caseworker deems~~ determines is necessary ~~to provide for~~ the provision of any needed emotional support to the child prior to and following the interview;

C. ~~\_\_\_\_\_~~ School officials may not place any other conditions on ~~how~~ the DHHS's ability to conduct the interview ~~is conducted,~~ including, but not ~~\_\_\_\_\_ necessarily limited~~ to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; ~~and~~ or requiring notice to or consent from a parent or guardian;

D. ~~\_\_\_\_\_~~ provide an appropriate, quiet and private place for the interview; ~~and~~ to occur.

E. ~~Not disclose any information about DHHS's intention~~ That DHHS intends to interview the child is confidential information and may not be disclosed to any person except ~~to those~~ those school officials ~~or the school's,~~ including an attorney for the school, who need the information to comply with ~~the interview request~~ Maine law pertaining to child abuse and neglect investigations.

School personnel who assist DHHS in making a child available for an interview are regarded as participating in a child protection investigation or proceeding for the purpose of immunity from liability.

### VII. CONFIDENTIALITY OF INFORMATION AND RECORDS

## REPORTING CHILD ABUSE AND NEGLECT

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building principal/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

### VIII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, ~~assists DHHS in making the child available for an interview,~~ or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA ~~Chap. 1071, Child and Family Services and Child Protection Act~~ § 4011-A, 4021  
20 USC § 1232g, Family Educational Rights and Privacy Act  
20-A M.R.S.A. §§ 3272(2); 5051-A(1)(C); 5051-A(2)(B)

Cross Reference: ACAA – Harassment and Sexual Harassment of Students  
JLF-E – Suspected Child Abuse/Neglect Report Form  
JRA – Student Records

Adopted: May 13, 2008  
Revised: December 11, 2012

**SUSPECTED CHILD ABUSE/NEGLECT REPORT FORM**

- 1) Name/title/telephone number of person making first report: \_\_\_\_\_  
\_\_\_\_\_
- 2) Date and time of first report: \_\_\_\_\_
- 3) Name/title of school department official first report made to: \_\_\_\_\_  
\_\_\_\_\_
- 4) Did the person making first report contact DHS independently: \_\_\_\_ Yes \_\_\_\_ No
- 5) Date/time/person making report to Superintendent: \_\_\_\_\_
- 6) Name of student who is subject of report: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_ Grade: \_\_\_\_\_  
Known history of abuse/neglect? \_\_\_\_\_  
Parent/Guardian Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Home and work telephone numbers: \_\_\_\_\_  
Name(s) of sibling(s): \_\_\_\_\_
- 7) Statements or indicators leading to the suspicion of abuse/neglect (include all known information, including date, time and location, name of alleged abuser, and relationship to student): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) List any photographs taken or other materials collected related to the report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUSPECTED CHILD ABUSE/NEGLECT REPORT FORM**

9) Actions taken by school officials (list date, time and personnel involved):

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10) Reports to authorities:

Agency contacted by telephone: \_\_\_\_\_

Name and title of agency contact: \_\_\_\_\_

Date and time of telephone report: \_\_\_\_\_

Copy of report form sent (include date and addressee): \_\_\_\_\_

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Signature and title of person completing form:

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Date: \_\_\_\_\_