

## SCHOOL RECORDS RETENTION POLICY

Proper retention of school records is essential to conduct the business of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and regulations concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of in a timely manner.

The Board will comply with all applicable laws and rules concerning the retention, storage and disposal of specific records, as well as its preservation obligation when litigation is threatened or pending.

The Superintendent is responsible for implementing this policy and for ensuring that procedures for managing school department records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

Legal Reference: 5 M.R.S.A. § 91 et seq.  
Maine State Archives Rule Chapter 10 (Rules for Disposition of Local Government Records)  
Maine Department of Education Rule Chapter 125 (Basic School Approval Rules)

Cross Reference: ~~GBL – Personnel Records~~  
JRA – Student Education Records and Information  
GCSA – Employee Computer and Internet Use

ADOPTED: June 11, 2013

## INTERRUPTED STUDY

We support students in seeking cultural and educational experiences in other countries or school settings. Planning for such an experience should begin the year before the proposed study.

Students must write a letter of intent to the school principal to leave the system to study in another location. This letter should clearly explain the student's plan for study away. The student and parents must meet with the respective guidance counselor to develop an academic plan that will insure successful fulfillment of the Cape Elizabeth graduation requirements. A semester of study away may affect the sequence of required courses as most of Cape Elizabeth academic courses are a year long. The families and school should plan the student's experience so that re-integration occurs at the beginning of a semester or year. The Cape Elizabeth School Department does not provide correspondence-type courses for students traveling for extended periods.

~~An Official~~ official transcripts with ~~grades~~ or record of the experience to be added into the Cape Elizabeth academic record ~~are~~ is required. ~~These grades~~ and will be incorporated into student transcripts according to the high school's procedure for transfer of student grades. ~~Each semester course will receive five credits towards high school graduation requirements.~~

CROSS REFERENCE: Cape Elizabeth High School Guidance Office –  
“Procedures for Transfer of Student Grades”

ADOPTED: February 11, 1997  
Recorded: June 1998  
REVISED: November 4, 2008

## SCHOOL-SPONSORED SOCIAL ACTIVITIES/EVENTS

The Board recognizes the value of school-sponsored social activities/events in enhancing the educational experience of Cape Elizabeth students.

“Social activities/events” include dances, proms and other social functions that are held outside of regular school hours. Class outings and other school-sponsored excursions are outside the scope of this policy and are addressed in the Board’s policy IHOA-Field Trips. Participation in school-sponsored activities is a privilege not a right.

Classes (e.g., senior class) and student clubs and organizations may plan social events under the guidance of club or organization advisors or school administrators.

All student social activities/events must be approved in advance by the building principal. Activities/events shall be held in school facilities unless the off-campus venue is approved by the building principal and the Superintendent.

Approval of social activities/events will be contingent upon:

1. Designation of a staff member who shall be responsible for the activity/event and present in a supervisory capacity;
2. Provisions for adequate chaperonage/adult supervision and, if warranted by the circumstances of the activity/event, security or policy protection;
3. Provisions for the safety of students and adults involved;
4. When activities/events are held in school facilities, provisions for cleaning up afterward.

Students and their guests must comply with all Board policies and school rules pertaining to student conduct. Violations, which take place at school-sponsored events, will result in the same disciplinary consequences as would apply to on-campus infractions.

Students may leave the building at any time after arrival but may not return.

Students may engage in fundraising as allowed by Board policy to support social activities/events and reasonable admission fees may be charged to defray the cost.

The Superintendent/designee(s) may develop rules pertaining to the planning and execution of student social activities/events, including those related to supervision, student conduct and safety.

Cross reference: KF-Community Use of Facilities

APPROVED: December 2, 2008