



STRIVING FOR EXCELLENCE - PREPARING FOR LIFE

CARIBOU



Vikings

# 2008-2009

## SCHOOL VISION

We envision Caribou graduates as individuals who take pride in their work, adapt positively to change, and demonstrate sound judgment. They take an interest in civic affairs, respect the interdependence of humankind, and acknowledge the importance of a healthy global environment.

Caribou graduates demonstrate a proficiency in a common core of knowledge. As comprehensive thinkers, they approach learning eagerly and solve problems using a variety of acquired skills. They are able to communicate effectively as writers, speakers and listeners.

Our graduates also seek a balance in their personal, professional, and intellectual lives. Above all, they are lifelong learners who can apply essential knowledge in an ever-changing world.

## CARIBOU HIGH SCHOOL MISSION STATEMENT

Caribou High School is committed to creating a safe environment where students can pursue a rigorous, personalized and equitable course of studies. The atmosphere at Caribou High School fosters self-esteem, values diversity and promotes life long learning. Guided by the Maine Learning Results, the staff holds high expectations for all students and encourages them to reach their full potential.

The following policies will apply to all students attending CHS, unless the student has an identified handicapping condition which requires an individual plan.

## INSTRUCTIONS TO STUDENTS

The building is open at 7:30 a.m. Please report to the cafeteria or an open classroom in the main building. Students may not loiter in the halls. Students who need to do make-up work or get extra help may do so before school with teacher permission.

## CLOSED CAMPUS

Caribou High School has a closed campus policy. Students must stay on the campus from arrival to dismissal. Students who leave without being dismissed by the office will be considered skipping.

## BELL SCHEDULE

8:10	Homeroom warning bell
8:13 – 8:18	Homeroom attendance, announcements
8:21 - 9:08	Period 1
9:11 – 9:58	Period 2
10:01 -10:48	Period 3
10:51 -11:38	Period 4
10:51 -11:21	First Lunch (4 min. passing)
11:25 - 12:12	Period 5 (12:10 is a warning bell)
11 :41 -12:11	Second Lunch (4 min. passing)
12:15 - 1:03	Period 6
1:06 -1:53	Period 7
1:56 -2:45	Period 8

## GRADUATION REQUIREMENTS

Twenty (20) credits must be earned, and all graduation requirements must be met in order for a student to graduate. No student will take part in graduation exercises unless all graduation requirements are met.

## CREDIT REQUIREMENT

In order to graduate, students must successfully earn a minimum of 20 credits in the following areas:

English.....	4 credits
Mathematics.....	3 credits
Science.....	3 credits
Social Studies.....	3 credits
Fine Arts.....	1 credit
Physical Education.....	1 credit
Health.....	1 credit
Computer Technology.....	1/2 credit or proficiency
Community Service.....	1/2 credit (60 hours)
Electives.....	3 credits
Total .....	20 credits

## GRADE RETENTION

Students who fail English and do not make it up during summer school will not advance to the next grade level. Students must also earn the following minimum amount of credits in order to advance to the next grade:

Grade 9 -4 credits    Grade 10 -9 credits    Grade 11 -14 credits

## COURSE LOAD

All students enrolled in the regular school program must carry a scholastic load of five (5) periods or more.

## DROP PERIOD

No courses will be dropped during the school year without student, parent, teacher, and principal approval. Students may receive a grade of 60 for a course that is dropped.

## HONOR ROLL

An honor roll will be compiled by the office and published at the end of each ranking period.

**Highest Honors** -Students who earn A's in every subject will receive Highest Honors designation.

**High Honors** -Students with an A average will receive High Honors Designation.

**Honors** -Students with a B average will receive Honors designation.

Students receiving a D in any subject area will be ineligible for honor roll.

## ELIGIBILITY

Students who fail two or more subjects at the quarter will be ineligible to participate in clubs, activities, and athletics for the next ranking period. A student who fails only one subject will be allowed four weeks to bring the grade up to passing. At this time they must be passing all subjects to remain eligible. If a student fails the same subject more than once, they are ineligible for the following quarter.

## CARIBOU HIGH SCHOOL ATTENDANCE POLICY PHILOSOPHY

Daily school attendance is one of several factors necessary for student achievement. Make-up work is never sufficient to correct for the loss of class time. The primary responsibility for a student's regular attendance rests on the shoulders of the student and the family. School personnel cannot force attendance. We can only provide an appropriate educational environment that is conducive to creating positive academic gains for each student. The rest, including maintaining high standards for punctuality and attendance, is up to the individual student and his/her parents/guardians. The entire professional staff feels strongly that a student cannot receive full benefit from the programs at Caribou High School unless he/she is in full attendance. Although the faculty realizes occasional absences from school are necessary, these instances should be kept to an absolute minimum.

## ABSENCES

A. Under Maine State law the only **Excusable Absences** from school are:

1. Personal illness
2. Appointments with health professionals that must be made during the regular school day.
3. Observance of religious holidays when the observance is required during the school day.
4. Family emergencies
5. Planned absences for personal or educational purposes which have been approved in advance by the Principal/Asst. Principal

B. Unexcused Absences

Students who have an unexcused absence will be required to make up all assignments and time missed from classes.

C. After-School Activities

School attendance is required for participation in after-school activities.

We value the educational experiences that are offered to our children. Therefore, we are concerned with students who have excessive absences, which negatively interfere with their learning process. We will notify you with any concerns regarding absences.

## ATTENDANCE PROCEDURES

1. After being absent, each student should present a note to the office from a parent or guardian explaining the reason for the absence.
2. If a student needs to be dismissed from school, he/she must report to the office before leaving. Students who fail to do so will be considered skipping.
3. Any student who is absent for five consecutive days may be required to present a note from a doctor or else be considered unexcused.

## MAKE-UP

2:45 to 3:30 Monday through Thursday is make-up time. Please schedule with your teacher.

## UNEXCUSED ABSENCE RULE

1. A student who accumulates 5 unexcused absences in a semester course or 10 unexcused absences in a full year course will have his/her course credit withheld, pending an appeal. (For example, if a student misses period one 10 times, then his/her credit for that course will be withheld, pending an appeal.)
2. A grade of 65 or his/her earned grade for the course, whichever is lower, will be recorded.
3. If a student enrolls in school or in a course after the school year has begun, the number of unexcused absences will be adjusted consistent with the amount of time the student is enrolled in the course.
4. When a student accumulates 3 unexcused absences for a semester course, or 7 unexcused absences for a year-long course, the student and parent will be notified of the absences and reminded of the school's policy regarding absenteeism.
5. When a student accumulates 5 unexcused absences for a

semester course, or 10 unexcused absences for a year-long course, the student and parent will be notified of the loss of credit and **an appeals form containing an explanation of the appeals process will be provided.**

### ATTENDANCE INCENTIVES

Any student:

1. who has a passing grade for the fourth quarter and the year 1st offense
2. and who has three or less excused absences
3. and who has a combined total of ten or less DX and excused absences
4. and who has no unexcused absences or suspensions for the year will have the option of not having to take his/her final exam.

Students excused from the final exam for good attendance have the option of taking it and having it count if it helps their grade.

Students participating in school-sponsored activities eg. band, sports, field trips, etc. are considered to be in attendance.

Attendance will be determined on a period-by period-basis

### DX ABSENCES

The following reasons will be accepted for **DX absences**:

1. Recommendation from a physician/school nurse that the student not be in attendance in order to protect the well being of the student or that of the CHS educational community. Regularly scheduled medical appointments will be excused absences but will not be considered as DX absences. Wisdom teeth extraction will be DX'd.
2. College visits must be arranged ahead of time through the CHS guidance office. College visits will be DX'd provided that the guidance counselor sets up the experience. The student will receive a **College Visit** form, which must be signed by the college counselor, a guidance counselor, and the guardian. This form must be returned to the main office after the visit where the student then will be DX'd.
3. Job shadowing experiences must be arranged ahead of time through the CHS guidance office. Job Shadow experiences will be DX'd provided that the guidance counselor sets up the job shadow. The student will receive a **Job Shadow** form, which must be signed by the job site worker, a guidance counselor, and the guardian. This form must be returned to the main office after the visit where the student will then be DX'd.

### TARDINESS

Students who are late to school without an acceptable excuse will be considered "Tardy Unexcused." Students will be allowed three unexcused tardies per semester without penalty. The fourth unexcused tardy will warrant a 45-minute detention and a fifth tardy will require the student to either serve one day on In-House Supervision or a Friday Detention, 3:00-6:00PM.

### PARKING AND PARKING LOT

1. Drive slowly and carefully and do not leave the grounds unless authorized to do so.
2. Park your vehicle and immediately leave it. Do not sit in or return to parked cars during the school day.
3. Park in the designated areas. **Do not park in the gym area or behind the school. Improperly parked cars may be towed.**
4. Students driving in a reckless or irresponsible manner will be remanded to the proper authorities  
\*\*\*\*Any violation may result in the loss of automobile privileges.\*\*\*\*

### ATV'S, SNOW SLEDS, AND MOTORCYCLES

ATV's, snow sleds, and off road motorcycles are not allowed on the campus. Violators will be remanded to the proper authorities.

### PASSES

You must have a hall pass when you are moving about the building.

### LOCKERS

Lockers are the property of the school and may be searched at any time for health and safety reasons.

### ACCIDENTS

Report all accidents to the teacher or advisor and office personnel. A prescribed procedure will be followed and parents will be notified.

### NURSE

The school nurse is either in their office or on call every day. Students who are ill or injured should report to that office.

### MEDICATION

If it becomes necessary for a student to use any form of medication at school, the medication must be in its original container and must be accompanied by prescription from a physician. **All medication must be kept in the office of the school nurse.**

### LIBRARY

The library is open from 8:00 a.m. until 3:30 p.m. each day.

### DANCES

All school policies are followed at dances. Once a student leaves a dance, no re-admittance will take place.

### STUDENT SMOKING POLICY

- 1<sup>st</sup> offense **One day in-house supervision** and mandatory consultation with the school nurse during lunch.  
2nd offense Two days in-house supervision.  
3rd offense Three days at home suspension.

Smoking materials will not be allowed in the building.

1. Tobacco products and/or smoking materials (e.g. lighters), which are observed, will be confiscated from students on school grounds.
2. Students found in possession of smoking materials in an area where smoking has recently occurred will be found in violation of the smoking policy.
3. Students who violate Maine State Smoking Laws (e.g. possession of cigarettes under the age of 18) will be referred to the police.

### DRUG AND ALCOHOL USE BY STUDENTS

#### Prohibited Conduct:

No student shall distribute, dispense, traffic, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

#### Disciplinary Action:

The Principal may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

### SUBSTANCE ABUSE POLICY

- I. Chemical use or abuse at school or at any school function may result in:
    - A. A non-clinical assessment by a school professional.
    - B. Up to ten days suspension (in house preferred).
  - II. Members of all organized clubs or teams must refrain from tobacco, alcohol, or drug use. Chemical use by any athletic team or club member will result in:
    - A. A non-clinical assessment by a school professional.
    - B. A thirty day suspension from the activity.
    - C. A second offense will require a sixty day suspension of activity.
  - III. Students who self-refer will not be suspended from any activity, provided they follow the chemical health action plan outlined by the non-clinical assessment. Students may not self-refer to avoid punishment.
  - IV. Students involved in the trafficking or furnishing of drugs or alcohol will appear before the school board for an expulsion hearing.
- A copy of the comprehensive policy is available upon request.

### VANDALISM

Any student vandalizing school property will be expected to pay for the damages and will receive a school consequence. If an item is damaged by accident, report it to office personnel.

### THREAT of VIOLENCE Toward SCHOOL

**Any threat of violence toward school, staff or other students may result in a recommendation of expulsion to the school board.**

### THEFT

**Theft of personal or school property will result in school discipline as deemed appropriate by administration and may result in referral to law enforcement.**

### WEAPONS

Any student who brings a weapon onto the school grounds or into the building may be referred to the school board for an expulsion hearing as required by Section 1302 of the Goals 2000: Educate America Act. A comprehensive policy is available upon request.

### FIGHTING

After parent or guardian notification, students who are involved in a fight will be sent home for at least the remainder of the day. Students may receive up to 10

days suspension or school board hearing depending on the seriousness of the incident. Exception will be made if one person is clearly the victim and did nothing to provoke the fight.

### HITTING A TEACHER OR STAFF MEMBER

Any student who hits a teacher or staff member will be suspended from school for a period of up to ten (10) days, pending school committee action. Expulsion will be recommended.

### PROFANITY

The use of profanity by any student in any form, written or verbal, is prohibited. Included in the prohibition would be the use of obscene gestures, signs, pictures, or publications. The use of profanity directed to a teacher or staff member will result in up to a ten-day (10) suspension. The use of profanity in the presence of a teacher or staff member will have one of the following consequences:

1. Warning
2. 45-Minute Detention
3. **One day in-house supervision**
4. One Day suspension

### GYM SUITS OR UNIFORMS

Students are expected to have their gym clothes available for each class. Failure to do so will result in the following action taking place:

- \* **1st Offense** Detention with teacher
- \* **2nd Offense** Administrative conference
- \* **3rd Offense** On-campus Supervision
- \* **4th Offense** Withdrawal from class

This policy is on a semester basis.

### PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate behavior on campus or at school-sponsored activities and will not be tolerated.

### SKIPPING SCHOOL

- **Students who skips 1 period will be assigned Friday detention, 3:00-6:00PM.**
- **1st Offense** skipping multiple classes - **One day in-house supervision** and parent notified. Make up classes missed.
- **2nd – 4th Offense skipping multiple classes-2 days In-House supervision** and make up time missed. Parent Conference.
- **5th offense skipping multiple classes- possible referral to the Superintendent of Schools for disciplinary action.**

### CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are to be totally out of sight and turned off (in the case of cell phones this means completely off, not on vibrate) before homeroom and remain off until 2:45 with the following exception: Electronic devices, including cell phones, may be used only in the gym lobby and cafeteria and **only** during the student's scheduled lunch period.

**The following disciplinary action will apply to students found in violation of this rule.**

- 1<sup>st</sup> offense-** Phone or electronic device taken to office, student can pick it up after serving a 45 min detention
- 2<sup>nd</sup> offense-** Phone or electronic device taken to the office, parent required to pick it up plus two 45 min detentions
- 3<sup>rd</sup> offense-** Phone or electronic device taken to the office, parent required to pick it up plus **one day in-house supervision**
- 4<sup>th</sup> offense-** Phone or electronic device taken to the office, parent required to pick it up plus one week of in house supervision.

**Exceptions:** Organizational tools that do not contain a cell phone and laptop computers are permissible in school only for educational school related purposes. Personal music devices that are not cell phones may be used at the teachers discretion. These devices are limited to the classroom. Personal laptops are not allowed to be on-line at CHS.

### COMPUTER USE

Inappropriate use of the computer technology will result in suspension of Internet privileges. (See details in the Internet Acceptable Use Policy.)

### HABITUAL OFFENDER/BLATANT DEFIANT BEHAVIOR

A student who is a habitual offender or who is blatantly defiant may be suspended from school for up to ten (10) days and may result in School Committee Action.

### DETENTION

A student assigned to detention is expected to have study materials. The following disciplinary actions will apply to a student who fails to arrive at the assigned detention on the assigned day:

1. Student will be assigned Friday night detention, 3:00-6:00PM
2. Student who fails to serve the Friday detention will be assigned In-House supervision and will be required to serve the original detention that night.
3. Student who fails to serve the detention after serving the In-House will be suspended for one day.

### Friday Night Detention

Student who are assigned Friday Night detention will report to the designated room by 3:00. The detention will be a quiet study time and last until 6:00 P.M. Students who fail to attend their assigned Friday detention will serve one day of in-house and serve the Friday detention the following Friday.

### IN HOUSE SUPERVISION

Students assigned to In House Supervision will report to their homeroom for attendance. The remainder of the day will be spent in the In-House room completing assignments. Students who are in the In-House supervision program will be on a 4-point behavioral rubric. The student will need to have a daily average of 3.0 or better to be given credit for the day. Any student that scores a 0 for a period will result in notification to the Assistant Principal for recording on the student's record and parental notification. A second score of 0 that day will result in a suspension for the remainder of the day.

### In-House Behavioral Incentives

A Student that has multiple days of In-House will have their time reduced by 1 day for every day that their day rubric is 3.5 or better. **In House Supervision may, at the discretion of the administration, be replaced by a three hour Friday afternoon detention.**

### MISCONDUCT OFF SCHOOL GROUNDS

We reserve the right to discipline students for offenses that take place off school grounds and affect the operations, discipline, or general welfare of the school.

### HARASSMENT POLICY

Every student is entitled to attend school in an environment free from harassment because of race, color, religion, sex, age, national origin, or handicap. Any student who feels that they are being subjected to harassment should contact a teacher, guidance counselor, administrator, or the School System Affirmative Action Officer (Mrs. Felch) to discuss the situation. Students may also contact the Maine Human Rights Commission to file a formal complaint. Examples of harassment include but are not limited to: unwelcome sexual advances, gestures, comments, contact, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks, derogatory or offensive posters, graffiti, or drawings.

Students are expected to adhere to the Harassment Policy. Failure to do so will result in one or more of the following disciplinary actions:

- \* **1st Offense** will result in a warning and review of harassment guidelines and a call to the parent/guardian.
- \* **2nd Offense** will result in a 45-minute detention and a call to the parent/guardian.
- \* **3rd Offense** will result in **one day in-house supervision** and a call to the parent/guardian.
- \* **4th Offense** will result in suspension and a call to the parent/guardian.

Students who violate this policy may be referred to the proper authority and may receive suspension or school board action on the first incident depending on the seriousness of the infraction.

### CARIBOU EQUAL EDUCATION OPPORTUNITY

The Caribou School Department does not discriminate on the basis of race, color, national origin, sex, marital or parental status or handicap in its educational and employment programs and activities and is in compliance with Title VI of the Civil Rights Act of 1964 (45 CFR part 100), Title IX of the educational amendments of 1972 (45 CFR part 106), Section 504 of the Rehabilitation Act of 1973 (45 CFR part 104) and the Americans Disabilities Act of 1990. Inquiries concerning Title IX, Section 504, Title VI, and Affirmative Action may be directed to the Caribou School Department's Affirmative Action Officer (**Mrs. Felch**) at (207) 493-4253.

### **Academic Integrity Policy**

**Students at Caribou High School are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, copying homework, using another student's network account, using cheat notes (including electronic devices) and plagiarizing (copying from a book, magazine, internet, etc.) to complete a report are examples of dishonest acts. Caribou High School will not condone such acts. Students who compromise their integrity will be subject to disciplinary action.**

**The Caribou School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.**

### **DRESS CODE**

Caribou High School takes great pride in their students and school community. The responsibility of student dress falls within the realm of parents and their children. The value of individual choice in the selection of appropriate clothing is also considered. However, in order to ensure that all students have the opportunity to learn in an environment safe and free from distractions, the following areas of appropriate dress, attire and grooming are addressed in relation to our school philosophy. Students will not wear clothing that is disruptive, immodest, extreme and unsafe that interrupts the educational atmosphere of our school.

Hats/hoods are not to be worn from the time homeroom starts until school is dismissed for the day. Students will wear clothing that covers shoulders, chest, back and midriff, and is no less than mid-thigh in length. Undergarments will not show at any time. Any apparel that a student wears or has in their possession that is deemed unsafe will be removed. Footwear will be worn at all times. Heavy outdoor clothing will not be worn in the classroom. Any clothing or jewelry that, by word, illustration, symbol or innuendo which promotes drugs, alcohol, tobacco products, sexual themes, or violent acts is prohibited. *If in doubt regarding an article of clothing meeting the dress code, please do not wear it.*

Any student in violation of this code will be notified and requested to change their apparel before reentry into class. A parent conference will be held when deemed necessary. Repeated offences may result in suspension.

This policy will be applied during the school day and at any sanctioned activities or events.

Special events may warrant fashionable attire, which conflicts with this dress code. Administration will inform students as to when fashionable attire may be worn.

Application and interpretation of this policy will be determined at the discretion of the administration.