

INTRODUCTION

Welcome, selecting a course of study for the coming school year is a personal and important process. Students should select courses carefully and consult parents, teachers and guidance personnel. Choosing a challenging program will offer students greater opportunities upon graduation from Caribou High School.

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Our 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.

Mission Statement

Caribou High School is committed to creating a safe learning 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.

Expectations

Academic

1. Speaks effectively
2. Writes effectively
3. Reads with comprehension
4. Uses technology effectively
5. Uses critical thinking skills
6. Uses problem solving skills
7. Demonstrates mastery of the Learning Results

Social

1. Accepts responsibility and consequences for personal decisions and actions
2. Demonstrates an awareness and sensitivity for differences and similarities among people in our diverse society
3. Demonstrates a maturing work ethic
4. Makes informed decisions concerning personal health and safety
5. Demonstrates positive conflict resolution skills
6. Interacts positively and cooperatively with others
7. Realizes the impact of human actions on the natural environment

Civic

1. Performs community service
2. Exhibits civic responsibility

ACADEMIC RESPONSIBILITY

| | Speaks effectively | Writes effectively | Reads with Comprehension | Uses Technology effectively | Uses Critical Thinking Skills | Uses Problem Solving Skills | Demonstrates Mastery Learning Results |
|---------------------------------|--------------------|--------------------|--------------------------|-----------------------------|-------------------------------|-----------------------------|---------------------------------------|
| English | P | P | P | S | P | | P |
| Math | | S | S | P | S | P | P |
| Science | | S | S | P | S | P | P |
| Social Studies | | P | P | | P | | P |
| Modern/Classical Languages | P | P | P | S | S | | P |
| Visual/Performing Arts | S | S | S | S | S | | P |
| Health/Physical Education | | S | S | S | S | | P |
| Computer Information Processing | | S | S | P | S | | |
| Family/Consumer Science | | | | S | S | S | S |

P = Primary Responsibility: The department is expected to teach and assess the skill.

S = Secondary Responsibility: The department will reinforce the skill.

GRADUATION REQUIREMENTS

Students have four diploma options at Caribou High School. In order to graduate a minimum of 20 Credits must be earned in the following areas:

| | |
|---------------------|---|
| English | 4 Credits |
| Mathematics | 3 Credits |
| Science | 3 courses * |
| Social Studies | 3 Credits (Global Studies, American Studies I & II) |
| Fine Arts | 1 Credit |
| Physical Ed. | 1 Credit |
| Health | 1 Credit |
| Computer Technology | ½ Credit or proficiency |
| Community Service | ½ Credit (60 hours) |
| Electives | 3 Credits |
| Total | 20 Credits |

* Exception for specific vocational programs

An Adult Education or college class in English may be requested for junior/senior students who need a fourth (4th) English.

LOCAL ASSESSMENT REQUIREMENT

To graduate, students must successfully meet the standards as determined by the district's comprehensive local assessment. All assessments are tied to courses or course sequences and occur as part of the course expectations. While the majority of assessments are developed and administered by individual classroom teachers, common assessments are administered and graded.

There is no BIG TEST that determines graduation. Maine law is very clear that graduation cannot be tied to one score on one assessment. Caribou High School faculty will provide feedback to students and parents on progress towards meeting the district standards. The process of meeting standards is ongoing and continues throughout the student's high school career.

**Maine Learning Results can be located on the web at:
<http://www.state.me.us/education/lres>**

At Caribou High School, students will earn Credits toward graduation. They will have the opportunity to demonstrate mastery of the content standards of the Maine Learning Results through a variety of classroom, school, and state assessments. Students are guaranteed multiple methods of assessment and multiple opportunities to demonstrate mastery. At Caribou High School, we will make every effort to ensure that all of our students have the academic preparation and appropriate instruction to achieve success.

- **In order to graduate, students must complete 20 Credits and meet the standards in the district's comprehensive local assessments.**
- **Students must complete (3) Credits in Math and Science. Students who enroll in a two year applied technology program will have the third year science Credit met provided they take 3 periods of one of the following vocational programs for 2 years:** Automotive Technology, Auto Body Repair, Welding/Metal Fabrication, Residential Construction, Large Equipment Operations and Maintenance, and Commercial Drivers License.

Graduation Requirements vs. College Requirements

The graduation requirements listed in this guide have the minimum needed to earn a Caribou High School diploma. Students and parents should be aware that college entrance requirements may differ and that extra classes may be needed. For example, the University of Maine system requires two years of a foreign language (same language) while currently Caribou High School does not have a foreign language requirement. However, some colleges require more than two years of a foreign language as an entrance requirement. Colby and Bates Colleges each require three years of a foreign language while Bowdoin recommends four years of a foreign language. Requirements may vary even within the same college. A student applying to Southern Maine Community College will need to take College Prep Physics and Algebra II for a major in Respiratory Therapy while a student interested in a Culinary Arts major only needs Algebra I. Therefore it is critically important for parents and students to communicate with each other and with a guidance counselor whenever the student indicates a career path that involves college plans. The counselors can look up the information or consult with an admissions counselor to make sure the Caribou student is taking the classes needed for a particular major.

POLICIES, PROCEDURES, AND PRACTICES

Academic Integrity

All members of the Caribou High School learning community are expected to exhibit honesty and integrity at all times. Academic work submitted by a student must be original. Copying or allowing other students to copy outside class work; plagiarism of other people's words or ideas, including failure to cite written, electronic, or verbal sources; fabrication of information or citation in an academic exercise; cheating on exams; or the theft, distributions, or unauthorized use of testing materials will not be tolerated.

Definitions

Cheating: *Intentionally using or attempting to use study aids, notes, or information in any academic exercise.*

- A. looking on someone's paper or using a "cheat sheet" while taking a test allowing someone to copy answers while taking a test
- B. giving test information/answers to students in other sections of the same class
- C. turning in a paper that you bought from a service or received from some other source
- D. submitting the same work to more than one other teacher without the teacher's permission
- E. using memory calculators (without teacher permission), cell phones, or other electronic devices while taking a test

Plagiarism: *Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.*

- A. quoting a source and failing to provide proper citation putting a source's text into one's own words (paraphrasing) and not citing the source
- B. copying someone else's computer disc for a project, class work, or assignment and submitting it as one's own
- C. cutting and pasting sections of source information without citations

Fabrication: *Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.*

- A. making up data on a lab assignment
- B. making up a source to use as a citation for a paper
- C. making up the content of a research project/paper
- D. changing answers and grades on tests/papers/projects and resubmitting them to the teacher

Add/Drop

Add/drop period ends 10 days upon the beginning of the first semester and ends 5 days upon the beginning of the second semester. A class dropped after add/drop period will result in a grade of 60. This request must obtain parental and administrative permission. Dropping a class with a 60 will affect extra-curricular eligibility.

Advance Placement

Students interested in taking advance placement courses should discuss this option with the guidance department.

Affirmative Action Policy Statement

Caribou High School recognizes the dignity of the individual student and employee to work, learn and live in an environment, which is free of discrimination and harassment on the basis of sex, race, national origin, sexual orientation, age, religion, marital status, or handicap. Caribou High School assures compliance with all federal and state laws, rules and regulations regarding civil and human rights. For more information about any of these programs, call the high school at 493-4260 or see your guidance counselor.

Alternative Education

Students who wish to explore an optional high school setting may request an application for acceptance to attend the Learning Center Program. This program offers small class settings and small group instruction. A Caribou High School diploma will be granted upon completion of required coursework.

Articulation Agreement

Math Credit Agreement

Caribou High School has signed an articulation agreement with Northern Maine Community College in Presque Isle. Under this agreement, students who successfully complete a checklist of topics will be given college Credit for Intermediate Algebra, which is a course offered at NMCC. Students who are interested in this should inform their teacher, either in Algebra I or Geometry, near the beginning of the course. See a guidance counselor or a math teacher for more information. This articulation agreement also applies to Washington County Community College.

Clubs & Organizations

Caribou High School offers a wide variety of clubs, organizations, and athletic teams. These activities provide students with an opportunity to learn outside of the classroom, develop leadership skills, make friends, and have fun. Students are encouraged to get involved in as many activities as possible to enhance their high school experience. Eligibility standards are required for Participation.

| | |
|------------------------------|-----------------------------|
| Alpine Skiing | Boys JV Baseball |
| Boys J.V. Baseball | Boys Varsity Baseball |
| Chess Club | Civil Rights Team |
| Class Officers | Girls, Boys V Nordic Skiing |
| DECA | Drama Club |
| FFA | French Club |
| Varsity Cheerleader | Guidance/Office Helpers |
| Girls J.V. Softball | Girls, V Softball |
| Girls, Boys JV Cross Country | Girls, Boys V Cross Country |
| Girls, Boys J.V. Basketball | Girls, Boys V. Basketball |
| Girls, Boys J.V. Soccer | Girls, Boys V. Soccer |
| Girls, Boys JV Track | Girls, Boys V Track |
| Girls, Boys Tennis | Golf |
| Homeroom Representatives | Intramural Volleyball |
| Jazz Band | Jazz Choir |
| Junior Exhibition | Key Club |

Maine Ed. Talent Search
National Honor Society
SkillsUSA
Upward Bound
Yearbook

Math Team
School Newspaper
Student Council
Wrestling

Community Service Requirement

High school community service can be a valuable resource to the city and can help to develop many positive qualities in our youth. Community service programs not only facilitate citizenship education, but experience has shown that community service increases student self esteem, builds academic and leadership skills, and contributes to career education.

Every student at CHS will provide 15 hours of community service per year. Upon completion of 60 hours of documented service, 1/2 Credit will be awarded.

Each student will complete a community service form and obtain parent and homeroom adviser approval **prior** to actual work. A form will be signed by the supervisor of the project and will be collected by the homeroom advisor.

Service must be performed for a non-profit organization or other individuals for "no pay". Community Service is not awarded for work done in your own home, baby sitting, or for relatives. Examples include but are not restricted to working for:

| | |
|-------------------------|--|
| Library | Little League |
| City Government | Big Brother / Big Sister |
| Chamber of Commerce | Substance Abuse Program |
| Recreation Department | United Way |
| Veterans' Home | Salvation Army |
| Church | Red Cross |
| Snowmobile Club | Food Kitchen |
| Political Organizations | Service Clubs |
| Hospital | Schools (tutoring, reading to elementary students, class projects, etc.) |

Students may complete the 60 hours in one year, but 15 hours per year is recommended. Requests for exclusion from this requirement for medical or personal reasons must be submitted in writing to the principal. We are very proud of our students and are convinced that they can make a significant contribution to the City of Caribou. We also hope that the experience will be educational and enjoyable for the students.

Course Listings

Courses listed may be subject to change due to a variety of reasons. The Guidance department will inform students as necessary.

Course Load

Students enrolled in the regular school program must carry a scholastic load of five periods or more.

Course Selection

Course selection will be offered to upper classmen first.

Early Post Secondary Matriculation

An early graduation experience is offered and supported with the compliance of the policy.

Summer School Year Programs

Grade 9 -12

Students may attend a four-week Summer School Program to make up Credit for a failed course or to make up ½ Credit for an elective course provided the grade received for the course is not lower than a 55. In order for students to earn Credit for courses, they must successfully complete all standards/course requirements. Students successfully completing a Summer School course will obtain a grade of 70 on their transcripts. Standards/course requirements not completed at the conclusion of an extended school year will receive a failing grade for the course.

SUMMER SCHOOL

COURSE OFFERINGS

REMEDIATION

(1 CREDIT)

English

Math

Science

Social Studies

(1/2 CREDIT)

Computer Technology

Health

Physical Education

Fine Arts

Summer courses are only offered if certified instructors can be hired.

(Additions can be made to those course offerings on a yearly basis. Please contact the Summer School Coordinator in May.)

Gifted & Talented Program

G&T services are offered to identified students. The G&T coordinator will meet with parents and student to develop a learning plan.

Beth Alden – balden@mail.caribouschools.org, Director of Gifted & Talented

Grade Promotion

Grade 9 4 Credits – one of which must be English to move to grade 10

Grade 10 9 Credits – two of which must be English to move to grade 11

Grade 11 14 Credits – three of which must be English to move to grade 12

Guidance Services

The Guidance Department at Caribou High School exists as a supportive service to the learning process. The services provided focus on helping students concentrate on learning. By helping students develop their emotional, social and career well being, students will better understand themselves.

The aspect of education, being a life-long process, is of paramount importance to the function of the Caribou Guidance Department. The link between learning at the high school level and the connection to career and personal fulfillment extends well beyond graduation. Therefore, as important as providing accurate career and educational information is to students, of even greater significance is

developing in students the ability to successfully negotiate the maze of technology and information in the future.

The Caribou Guidance Department offers many services to assist students in their journey of self-discovery. These services include:

1. Academic advising, including course selection and scheduling.
2. Individual short-term counseling regarding personal problems or concerns.
3. Group counseling issues of teen concern may include substance abuse, teen suicide, filling out college applications and other pertinent issues.
4. Information about careers and post-secondary education.
5. Administration of testing program. Tests administered at Caribou High School include the NWEA, PSAT, SAT, Advanced Placement Tests and interest inventories.
6. Information about financial aid and scholarships
7. Provide information concerning a student's records. This includes accurate record keeping of grades, test scores, attendance and Credits.

Students are encouraged to seek out their guidance counselor when in need of assistance with an academic or personal problem. Information shared with a guidance counselor is confidential. The counselor must not abridge this confidentiality. The exception would be when there is clear and present danger to the student and/or other persons. Students are encouraged to schedule appointments with the counselor for times that do not interfere with classes. These times include study halls, lunch periods, before and after school. The Guidance Department is open from 8:00 a.m. - 3:30 p.m.

Incomplete Work

Students who have not completed coursework in a quarter ranking period due to extenuating circumstances may have an extend time of two weeks after grades close. Students will receive the quarter grade earned on the report card with the understanding that when outstanding work is completed the grade will be changed. Students who do not have work submitted by the end of two weeks will receive a grade of zero, which will be averaged in to the existing grade.

CHS Library

The Caribou High School Library provides both on-line and in-house materials, which support and enhance the school's curriculum. The library opens at 7:30 and closes at 3:30 every weekday except Friday, when it closes at 3:00 pm.

The library environment allows for individual research, leisure reading, class projects, and computer applications. Reading is always strongly encouraged and we provide many recommended reading lists including our own RAP (Reading Award Winning Picks) list. Our Young Adult Fiction is excellent and up-to-date. In partnership with the Caribou Public Library, we sponsor a student book group that meets once a month during lunch to read and discuss literature.

The library welcomes memorial and tribute gifts. A legacy gift of a book is the perfect way to celebrate a student's graduation or birthday. Recipients are notified of your gift and a bookplate is placed in the book. Unrestricted gifts allow the library to support the collection's greatest needs, but patrons may designate a specific title, genre, or subject.

Many on-line resources are available to our students through the CHS Library Website at www.caribouschools.org/secondary/chs/library/homepage.html. Current research projects are posted on-line so that students can access and work on their assignments from home or school. Some databases, including SIRS Researcher, United Streaming, NoodleTools, Culture Grams, and Teen Health and Wellness are password protected and can be accessed by using the CHS Library Business Card with username/password information. OPAC, our on-line patron access catalog from Atrium, provides an electronic database of our holdings. Students can access this database from the library website and also from two laptops placed in the book stacks

The library is intended as an area for research and reading. Students who come to use the library are expected to work quietly. Those students who do not follow library policy and procedures will be asked to leave and may lose the privilege of coming to the library during their lunch or study hall.

Overdue fines, in the amount of .05 per day to a maximum of \$2.00 per item are charged for late materials. Students receive a bimonthly overdue/fine slip in their homerooms to remind them of late materials and fines. This fine money is put to good use as it purchases additional materials for students.

The library provides an excellent opportunity for students to earn their Community Service. We interview at the beginning of the year to find at least one student worker for each period during the day. Students will learn many skills as they take care of the circulation desk and help to process books, file materials and help with on-going projects.

Barbara Finlay - bfinlay@mail.caribouschools.org, Librarian/Media Specialist

Pre-apprenticeship Program

This program is designed to prepare students for the world of work. Students work part-time in a training program while fulfilling academic requirements. Students will be provided a link between education in the classroom and skills training in the workplace. The program will prepare students for entry in an Apprenticeship Program upon successful completion. The program is open to juniors and seniors who are currently meeting graduation requirements. At least 1 graduation Credit will be given upon successful completion of program. Applications are made through the ACAP Pre-Apprenticeship Coordinator. See Guidance Counselor for assistance.

Special Education Program

Special Education services are offered to identified students. The Special Education Director will meet annually with parents/student to develop an individual education plan.

Rick Umphrey - rumphrey@mail.caribouschools.org, Director of Special Education

Denise Bosse - dbosse@mail.caribouschools.org, Site Coordinator

Darris Allen - dallen@mail.caribouschools.org

Kelli Doody - kdoody@mail.caribouschools.org