

Student Handbook  
2005-2006



hilltop  
elementary  
school  
grades K-2

"Striving for Excellence - Preparing for Life"

## **PARENTS - WE SALUTE YOU**

For those early years.....

.....when you sent him to school, raring to go like a small tiger in a snowsuit – a good breakfast under his belt, 12 hours of sleep behind him, a clean bill of health from the doctor, and the good feeling that you were in his corner, cheering him on.

.....when you taught him respect for himself and for other people by listening to his idea's, by including him in family plans, and by showing him that every person is different. From you he learned that while one child may be a fast reader, another is a whiz at painting or puzzles or ping-pong and that schools cherish and cultivate all kinds of skills.

.....when you helped him learn some good ways to get along with others and gave him opportunities to play with other children and to meet adults outside the family circle. From you and from them, he learned how to play fair, do his part, and share willingly – attitudes his teachers also value.

.....when you showed him that older people could be trusted: by being consistent in your rules; setting reasonable goals; letting him know what was expected of him and respecting not only his person, but also his property even if it did appear to be just a motley collection of bent nails, scrubby stamps, and chipped aggies.

.....and most of all, when you let him know you had confidence that he would enjoy and do well there, that his teacher shared your confidence, and that if now and then things got a little rough, both of you would be there to help him over the hurdles.

Anonymous

## Hilltop Elementary School.....

This handbook is designed to provide parents and students with important information about our school. It has been prepared as a useful reference to acquaint you with the school's routines, policies, procedures, and rules for the successful daily operation of Hilltop Elementary School. We believe that following these guidelines will help us to have an orderly school, conducive to learning.

We believe that communication is essential between school and home so we encourage you to visit your child's school often for a greater understanding of its programs and its goals.

We urge you to take the time to read through this handbook and to review and discuss the procedures and routines every student is expected to follow. Please contact the school at 493-4250 with any questions you may have following the review of this guide or with any comments or suggestions.

The Staff and I look forward to working closely with you and your child this year at Hilltop Elementary School.

Jane Kilcollins  
Principal

## **DIRECTORY INFORMATION**

### **Hilltop Elementary School**

19 Marshall Avenue

Caribou, Me 04736

Phone: (207) 493-4250

Fax: (207) 493-4247

Principal: Jane Kilcollins

Secretary: Laurie Dionne

### **Administrative Personnel**

Mr. Frank McElwain, Supt. Of Schools.....	496-6311
Mrs. Brenda Felch, Assistant Superintendent for Curriculum and Instruction.....	496-6311
Mr. Rick Umphrey, Dir. Of Special Education.....	496-6311
Mr. Al Menard, Adult Education Director.....	493-4270
Mrs. Louise Bray, Food Service Coordinator.....	496-6311

### **Caribou School Department Listings**

Hilltop Elementary School.....	493-4250
Teague Park Elementary School.....	493-4248
Caribou Middle School.....	493-4240
Caribou High School.....	493-4260
Learning Center.....	493-4266

**HILLTOP ELEMENTARY SCHOOL  
2005-2006 STAFF DIRECTORY**

**Jane Kilcollins, Principal**

**Classroom Teachers**

**Kindergarten:**

Karen Conroy  
Lori Haines  
Tina Sleeper

**First Grade:**

Bea Thompson  
Mary Margaret Young  
Tammy Pooler  
Tim Collins  
Marty Belanger

**Related Arts:**

Todd Albert-Physical Education  
Betheny Anderson –Visual Arts Program  
Judy Babbidge-Music Program

**Special Education:**

Jane Hunter-Resource Room  
April Belyea-Self Contained

**Reading Recovery:**

Nancy Todd-Teacher Leader

**Second Grade:**

Gayle Smart  
Lou Willey  
Mary McLauchlan  
Rita Roy  
Beth Boone  
Cheryl Martin

**Literacy Teachers:**

Sue Lockhart (Gr. 1)  
Mary Umphrey (Gr. 2)  
Karen Hewitt

**Support Staff:**

Sharon McDougal

**Elementary**

**Second Language:**

Cindy Albert

**School Counselors:**

Freeman Corey-Guidance Counselor  
Denise Hamlin-Home School Coordinator  
Kim Austin-Psychological Services Provider

**Education Techs:**

Laura Brown  
Melissa Johnson  
Judy Snell  
Kristi Bray

**Secretary:**

Laurie Dionne

**Kitchen:**

Kathy Cunrod  
Andrea Bragdon

**School Nurses:**

Chris Hamilton  
Debbie Plourde  
Lisa Collins-  
Secretary

**Migratory Ed.**

Carla Picard

**Library Education**

**Tech:**

Laurie Caron

**Custodians:**

Dick Sheldon  
Mark Mazerolle

## **GENERAL INFORMATION**

### **Hilltop Elementary School**

**Parents and students cooperation is requested in observing the following daily schedule:**

7:30	Bus Students begin arriving at school
7:45	Students who are dropped off or walk to school begin arriving
8:10	Students go to their classrooms
8:20	School begins; students are marked " <b><u>tardy</u></b> " if arrival is after 8:20
10:20-10:30	Morning Break, 2 <sup>nd</sup> Grade
11:00	A.M. Kindergarten is complete
11:30-12:20	Lunch / Recess for Grade 1
12:10-1:00	Lunch / Recess for Grade 2
12:10	P.M. Kindergarten session begins
1:30-1:40	Afternoon break, 1 <sup>st</sup> Grade
2:45	School officially ends
2:47	Walking students, second bus load students, & bicycle riders are dismissed. Bicycle riders are not allowed to leave the playground until first load buses leave the driveway. <b>Students being picked up by their parents are not allowed to leave until the second bell.</b>

**Parents picking up their child at the end of the school day are asked to check-in with the office and wait for their child at the end of the hallway. Please do not go to your child's classroom to pick him or her up from school.**

All students dismissed from school before the end of the school day must be dismissed from the office. Parents need to report to the office before they dismiss their child.

## **KINDERGARTEN HOURS:**

8:10-11:00      Morning Session  
12:10-2:45      Afternoon Session

## **SCHOOL TELEPHONE:**

The school phone is answered between the hours of 7:30 A.M. and 4:00 P.M. on school days. Our telephone number at Hilltop Elementary School is 493-4250.

## **SCHOOL VACATIONS:**

Vacation days for elementary students during the 2005-2006 school year have been scheduled for the following times:

**Parent Teacher Conference-November 10, 2005**  
**Thanksgiving Break-November 23-25, 2005**  
**Christmas Break-December 23-31, 2005**  
**Winter Break-February 20-24, 2006**  
**Spring Break-April 17-21, 2006**

Parents are encouraged to take their family vacations at these times during the school year, instead of pulling students out of school on the days that school is in session. In keeping with the philosophy that it is important for all children to be in school everyday except when ill or when there is a family emergency. There are only 175 required school days in the State of Maine, thus good attendance is stressed so students do not miss out on the important instruction that takes place in every classroom on a daily basis.

## **OTHER “NO SCHOOL DAYS”:**

During the 2005-2006 school year, **Teacher In-Service** days have been scheduled for staff to focus on curriculum and instructional-related work or projects. There will be **NO SCHOOL** for students on the following In-Service days:

**September 16, 2005**

**January 17, 2006**

**March 23, 2006**

Other **NO School** days during the school year for students and staff are the following holidays: **September 5, 2005 (Labor Day), October 10, 2005 (Columbus Day), November 11, 2005 (Veteran’s Day), January 16, 2006 (Martin Luther King Day), February 20, 2006 (President’s Day), April 17, 2006 (Patriot’s Day) and May 29, 2006 (Memorial Day).**

## **SCHOOL CANCELLATIONS/DELAYS:**

The following is a list of radio and TV stations which will carry “NO SCHOOL” announcement or delays due to storms or other emergencies:

**WAGM-TV** (channel 4)

**WBPW** (BIG Country 97)

**WCXU** (97.7)

## **EARLY DISMISSALS DUE TO WEATHER:**

If only afternoon Kindergarten is to be cancelled, the TV station and radio stations will be notified.

On some occasions, weather conditions or other emergencies may force the early dismissal of students from school before the end

of the regular day. All schools are dismissed at approximately the same time.

It is important to fill out all the paperwork at the beginning of the school year, in order for us to know where your child needs to go on early release days.

Kindergarten students will stay at school on early release days and will go home on regular buses.

### **HILLTOP ELEMENTARY SCHOOL'S PHILOSOPHY:**

“We believe Hilltop Elementary is a learning center whose purpose is to employ available resources to offer an opportunity for all students to be educated according to their individual capacities. The school’s function is to provide an academic and social learning environment, which respects all students as individuals, attempts to meet their specific needs, and helps to develop their personalities. The school translates this philosophy into practical application by working with home and community to develop in the students a sense of useful citizenship.”

### **CARIBOU SCHOOL'S GOALS**

To prepare students to be productive citizens.

To adapt the curriculum to meet global changes.

To encourage respect for discipline and self-control.

To provide an atmosphere conducive to learning.

To expand programs to meet the special needs of students.

To promote an appreciation for physical, mental, social and emotional health.

To encourage faculty and administration to keep abreast of current educational research.

To promote safety within the school, community, and home environment(s).

To encourage pride and high self esteem in each student.

## **HILLTOP ELEMENTARY SCHOOL BELIEF STATEMENTS:**

- All students can learn and succeed.
- Students will strive to achieve high academic and personal expectations.
- All students have a right to an equitable and appropriate education.
- Students have different strengths and needs and learn in different ways.
- Students are at different developmental levels and need a careful balance of direct (concrete) vicarious, and abstract experiences.
- Students must be taught to set and achieve goals.
- Teachers, parents, students, and total community are responsible for student learning.
- Positive parent involvement is necessary for optimal student achievement.
- Students must enter school ready to learn, and the school must take full advantage of that readiness.
- Schools and social agencies must fully cooperate, sharing resources and responsibilities in order to better meet student's needs.
- Schools with appropriate resources, comprehensive course offerings, and fine teachers achieve excellence.
- A school atmosphere must be one of clear guidelines and expectations, balanced with trust and love.
- When teachers, students, and parents are excited about learning, learning becomes exciting.
- Childhood is a precious and wondrous time for learning.
- Education begins at birth and continues throughout one's life.
- Focus on professional development must be ongoing to assure dynamic, positive growth in our schools.
- We are in the information technology age; making critical thinking skills continually more important.

## **Caribou School Departments' Vision**

“Striving for Excellence – Preparing for Life”

Each Caribou student must leave school as . . .

- I. An Effective Communicator who . . .**
  - A. Applies appropriate forms of communication to a specific audience and purpose.
  - B. Expresses himself or herself using a wide variety of media.
  - C. Receives, processes, and synthesizes information in a variety of forms.
- II. A Life-long Learner who . . .**
  - A. Values education.
  - B. Understands and accepts responsibility for his or her learning.
  - C. Establishes and strives to attain short and long term educational and career goals.
  - D. Accesses and uses resources.
  - E. Applies knowledge.
- III. A knowledge – Based Person who . . .**
  - A. Demonstrates a wide base of knowledge in a variety of areas.
  - B. Searches for information skillfully.
  - C. Makes informed decisions and applies knowledge in real-life situations.
- IV. A Responsible Citizen who . . .**
  - A. Accepts responsibility for personal decisions and actions.
  - B. Treats others with dignity and respect.
  - C. Examines social, political, and environmental issues considering the diverse nature of society.

D. Demonstrates involvement in family, community, national, and worldwide issues.

**V. A Responsible / Collaborative Worker who . .**

- A. Communicates and works well with others.
- B. Displays a positive attitude and pursues attainable goals.
- C. Demonstrates reliability, flexibility, and produces quality work with pride.
- D. Knows the structure and functions of the labor market.

**VI. A Comprehensive Thinker who . . .**

- A. Locates, interprets, and applies information.
- B. Solves problems using a variety of strategies and resources.
- C. Reasons critically, creative, and persistently.
- D. Considers alternative points of view.
- E. Applies knowledge to life situations.

**VII. A Holistic Person who . . .**

- A. Seeks and derives benefits of a healthy lifestyle.
- B. Practices wellness by balancing work and play, personal development and relationships.
- C. Recognizes and understands the rights of others and the dignity of all people.
- D. Respects and protects the environment.

## **SCHOOL WIDE POLICIES & PROCEDURES:**

### **ATTENDANCE:**

#### **Regular Attendance in Schools is Important!**

It is considered vital for success in school, and parents can promote a positive attitude within a child, that school is important. The State of Maine requires students to attend school on a regular basis. When children are well, they belong in school. When they are sick, they belong home. It is important for children to be in school as it is for adults to be in their place of work. School is a child's job. Being in school is the child's responsibility, and it is yours, the parents, to help him/her adhere to this important responsibility. It is equally important for children to be at home when they are sick so their health, and the health of their classmates, is not jeopardized. Parents are discouraged from planning trips and vacations, which will require their child's absence from school.

In support of these beliefs, the State of Maine requires compulsory attendance at school of persons who are between the age of 7 and 17 years old (chapter 211, section 5001-A).

### **EXCUSED ABSENCES:**

#### **Absences are excused for the following reasons:**

- Personal illness.
- Professional health appointment that cannot be made outside the regular school day.
- Observance of recognized religious holidays when they are required during school days.
- Emergency family situations.

- A planned absence for a personal or educational purpose submitted in writing to the principal and for which approval has been granted in advance of the absence.

### **STEPS TO FOLLOW WHEN ABSENT:**

Parents are asked to call the school between the hours of 8:00-8:45 a.m. if a child will be absent or late arriving to school on any school day.

When a student returns to a school following an absence, a note from a parent, sent to the child's teacher, is required, stating the reason for the absence.

After an extended illness, a doctor's statement is required.

If a student cannot go out for recess or participate in P.E. classes, he/she must bring a signed statement from his/her physician stating the reason for being excused.

Parents must contact the school principal in advance to obtain an excused absence when taking a child out of school for a vacation, business trip, or other long-term absence.

Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.

### **ENFORCEMENT:**

Maine State Law states that "an adult having a person of compulsory school age under the adult's control shall cause the person to attend school" (Chapter 211, section 5001-A) and that "having control of a student who is habitually truant and being primarily responsible for that truancy constitutes a civil violation" (Chapter 211, section 5053).

It is the Caribou School Department's responsibility to insure that all school age students be in attendance unless excused for the reasons listed above. Students and their parents who are in violation

of the state compulsory attendance law will be referred to local law enforcement.

### **TARDINESS:**

All students are expected to be on time for school but should also be assured that it is better to come late than not at all.

A student is tardy after 8:20 a.m. bell or after the 12:10 p.m. bell for afternoon Kindergarten classes.

When a student is tardy, parents are asked to bring their child to the office to sign them in. This assures that an adult knows their child has arrived, and attendance and lunch count can be corrected before he/she goes to the classroom.

### **EARLY DISMISSAL PROCEDURES:**

If a parent requests an early dismissal for a student, a note must be sent to his/her teacher.

A parent/caregiver is required to meet the student **in the office** and sign him/her out before leaving the building early. The child will be summoned to the office via the intercom.

**Parents are requested not to go directly to their child's classroom.** Standing in the hall while waiting for a student or teacher is disruptive to the learning environment.

Parents are encouraged to make dental and medical appointments after school hours.

Extracurricular lessons, i.e. piano, dance, gymnastics, karate, tennis, etc. must be scheduled for after school hours. Early dismissals do disrupt end of the day classroom time. In addition, students may be missing out on a summation of that day's educational activities, notices being sent home and homework for the next day.

Student's absences, tardiness, and early dismissals are recorded in the school office and are reported to parents at the end of each grading trimester on the student's report card. They are also noted on

the student's cumulative file. The school principal will contact parents when a student is considered truant, is late arriving to school, or is absent, without excuse, on a consistent basis.

### **END OF THE DAY DISMISSAL PROCEDURES:**

Parents who plan to pick their child up at the end of the school day need to wait for their child at the end of the hallways. Students who are picked up will be dismissed on the **second bell**. School parking lots are very busy places at the end of a school day.

### **PERSONAL MESSAGES TO STUDENTS:**

We have over 300 students in our school. Since there are only two telephone lines servicing Hilltop Elementary School it is difficult to handle large numbers of phone calls with messages for students. Please make personal and family arrangements with your child at home prior to them coming to school. **Requests to use the school phone will be limited to absolute need.**

### **DRESS CODE:**

Hilltop Elementary School seeks to maintain an orderly environment for education. The appearance of a student is primarily the responsibility of the student and his/her parents. We expect students to maintain an appearance, which is not distracting to the teachers or other students, or in any way disruptive to the instructional program of the school. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Clothing which is not appropriate for school wear include: halter or tube tops, short-shorts; cut-off tee shirts; shirts with offensive language or graphics, which promote drug, tobacco, or alcohol use; thong shoes; see through item of clothing. When a student comes to school dressed inappropriately,

parents will be contacted to bring a change of clothing to school. Students are asked to remove caps and hats upon entering the school building out of courtesy and respect for others and the school environment. The expectations of Hilltop Elementary School are that its students will dress in a tasteful manner that will reflect an attitude for learning and growth.

### **PERSONAL PROPERTY/LOST AND FOUND:**

Money and other valuables should not be left in school desks or cubbies. **Tape recorders, radios, walkmans, C.D. players, electronic games, remote control cars, toys and trading cards may not be brought to school to be used at recess.** All clothing and personal belongings that are brought to school should be labeled with the child's name. The school cannot assume responsibility for personal property left in places readily accessible to others. Found articles are turned into the school's **LOST AND FOUND** bin located near the main entrance. Students and parents are welcome to check the Lost and Found bin periodically for lost articles.

### **CARE OF SCHOOL:**

Great pride is taken in the appearance of our school, thus it is a goal of Hilltop Elementary staff to instill pride in our students. Students must not mark school furniture, walls, and ceilings, floors or equipment with any type of writing or drawing instruments. Students must not tamper with any fire alarms, fire extinguishers, and any electrical system in school. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the school principal. We encourage students and parents to report any incidents of destruction to school property during and after school hours.

## **SCHOOL SUPPLIES:**

Most supplies that students will need will be made available to them through the school. Students may also bring extra pencils, crayons, colored pencils, or markers, paper and other school-related supplies from home to have on hand for special projects they will be working on during the school year. A backpack or hand-carried bag, which is labeled with the student's name, comes in handy when bringing home important school notices and student work. Students are not permitted to attach anything to their backpacks, i.e. key chains, toys, etc.

## **PARENT / TEACHER CONFERENCES:**

Parent – Teacher conferences are scheduled in the fall for all students in grades K-2. Conference date has been set for November 10, 2005 this school year. Reminders will be sent home notifying parents of the dates and times for these conferences. There is **NO SCHOOL** for students on this conference day. Parents are asked to call for conference times. Parents are invited, on a scheduled basis, to meet with teachers for 15-20 minutes to discuss their child's school progress. During the conference, the classroom teacher will share each child's grades and work samples completed over the course of the trimester. Students may be invited to attend the conference to assist with goal setting for the year. The Parent-Teacher Conferences not only offer the parents the opportunity to ask questions relative to their child, they also help to build an avenue of communication between home and school to better assist the child's progress. The administration and staff at Hilltop Elementary School welcome parents to call school or send in notes to request any additional conference times during the school year. Our total concern is your child and we look forward to a harmonious relationship at all times.

## **REPORT CARDS:**

It is our intent to convey an accurate report of each child's progress during his/her stay at Hilltop Elementary School. Student Report Cards are issued to each student in grades K – 2<sup>nd</sup> grade on a regular basis. Grades close the week prior to the report cards being given out, so students are encouraged to make sure that all classroom and homework assignments are completed on time to receive proper credit for the work! The Student Report Card consists mainly of four distinct areas: **Academic Development, Social Development, Work Habits and Attendance.** Questions or concerns that parents may have regarding report cards or grading can be directed to their children's teacher or the building principal.

## **TESTING:**

The Terra Nova Achievement Test, is a multiple assessment test, that will be administered to students in grade 2, in early spring to test basic skill levels in the areas of reading/language arts, writing, mathematics, science and social studies. Individual student results of the national standardized test are sent home when the results are in.

Students and parents will be notified in advance as to when the exact dates testing will take place. Parents are urged not to take vacations or interrupt their child's regular routines during the testing. Terra Nova scores are used to help determine the educational programming that will help students meet Maine's Learning Results.

Other tests are given to determine eligibility for services beyond the classroom program. Supplemental instruction through the Title I, and Special Education is available to those who qualify, following the administration of each program's testing requirements. Parental permission is required before any individualized testing can be given. Both formal and informal assessments take place in grades K-2 periodically by classroom teachers to determine appropriate group placement and to measure individual progress following certain units

of instruction. Parents are encouraged to call the school principal at 493-4250 if they have questions about any aspects of the testing program.

### **STUDENT TRANSFER:**

If a student transfers to another school outside of Caribou, parents need to notify the teacher and/or principal at least two weeks in advance, so the required paperwork can be completed. Library books and any other school-owned materials **must be returned before leaving.**

### **STUDENT PLACEMENT:**

Each year the “sending” teacher at each grade level is asked to submit a list of the students in their classroom with consideration given to:

- Academic standings in reading and math;
- Social, emotional, learning, and behavioral needs of the individual student;

- A listing of students who need to be separated from each other;
- and

- A listing of students who need further testing in academics and/or in the area of behavior.

This list is given to the building principal. The teachers, building principal and guidance counselor develop tentative class lists based on the above criteria. The tentative lists are reviewed by classroom teachers; and specials i.e. Title I Reading, Resource Room, Speech, Special Education, Reading Recovery and French teachers. The Gifted/Talented Director and Special Education Director may review the lists.

Class lists are determined and parents are notified of their child’s placement. If there are extenuating circumstances that should be considered in the placement process, parents are asked to notify the building principal in writing by May 5, 2006. These extenuating

circumstances will be considered as part of all the guiding principles for placement of students.

### **HOMEWORK:**

One very important element of the education process is assigned homework being completed and turned in when due. It is intended that homework, the extension of class work, will be study that relates directly to the mastery of a subject, reinforces basic skills, and helps develop responsibility. In addition to regular homework assignments, students will also be responsible for completing and turning in any make-up work, due to an absence. Independent study and research projects, as well as book reports, are possibilities for long-range assignments to be assigned on a limited basis.

Since the learning process is a joint effort, the student and their parents/guardians have a responsibility for the students' mastery of the subject matter. Homework and/or individual study units will be discussed fully in the classroom so that the parents are not required to give instruction. Parents are encouraged to stay abreast of assignments due and the process of their child.

Each Hilltop Elementary teacher will explain in more detail the grade level homework policy and expectations.

### **BOOK CLUB:**

Several classrooms participate in such book clubs as Trumpet, Troll, and Scholastic. Participation is **voluntary**. If you choose to participate, please return the order form to your child's teacher by the date specified on the order form. Also, be sure that your payment check is **made out to the book club and not the school, or the classroom teacher.**

## **SCHOOL PICTURES:**

Life Touch Studios will take individual and classroom pictures. Notices will be sent home prior to picture day, indicating the date and time. **Pictures are scheduled this year for Monday, October 3, 2005.** Parents are not obligated to purchase any of the pictures that are taken of their children. Students should be dressed pleasantly and colorfully for these occasions.

## **SCHOOL NEWSLETTER:**

Hilltop Elementary school makes every effort to keep parents informed about activities, events, and programs. A weekly/monthly newsletter is distributed to every student. A current calendar of events and the menu for the month is sent home to parents at the same time. If newsletters are not received, please call the school office and request that a copy be sent to you. Additional information is sent home throughout the year on an as-needed basis in the forms of flyers, brief reminders and letters. Please take time to read over these newsletters and notes.

## **RECESS:**

All students in grades one and two have a thirty (30-minute) recess period immediately following their lunch periods. In addition, grades one and two have a brief break during the school day. **Please be sure that your child is dressed appropriately to go outside to recess each day. Weather permitting, all children will be expected to go outside with their classmates, unless they have a note from their doctor indicating a medical condition that would prevent them from participating in this activity.**

## **ASSEMBLIES / PERFORMANCES:**

Assemblies / Performances are scheduled at various times throughout the school year as needed. Students are expected to show respect for the guests or presenters that visit or perform at our school. Student expectations include:

- Entering and exiting the gym in a quiet, orderly fashion
- Whistling, yelling, or improper noises are not allowed
- Sitting properly on floor with respective class, keeping hands, feet, and objects to self
- Listening attentively during the program
- Showing appropriate appreciation

## **CELEBRATIONS AND PARTIES:**

Classroom celebrations are usually held at different times during the school year. Notices are sent home by each teacher indicating the dates and times. The classroom teacher will arrange any refreshments for parties. Nutritional refreshments are encouraged. Parent volunteers are welcomed to assist with celebrations after making prior arrangements with the classroom teacher. If home birthday parties are planned and classmates are invited, please **do not pass out invitations at school, unless every student in your child's class is being invited. Otherwise, invitations can be expected by mail or phone calls. This will eliminate leaving anyone out, which will spare hurt feelings.**

## **HEALTH AND SAFETY INFORMATION**

### **MEDICINE:**

The School Nurses are on duty during school hours. They provide a variety of medical assistance and services for our students.

**If a student must be absent from school for any reason, please call 493-4250 before 9:00 a.m.** with the reason why. This simple task can prevent needless worry and concern for everyone and also allow the school nurse to track the incidences of communicable diseases.

Children with a temperature over **100 degrees** will be sent home. They can return when the fever has gone, but not as the result of over the counter fever medication. Should a child become injured or sick during the school day, the parents, childcare provider, or guardian will be notified and may be expected to come pick up the child. For this reason, it is very important to maintain current emergency numbers.

Children with contagious diseases are asked to remain home. The School System complies with the recommendations of the Bureau of Health regarding communicable disease. If you have a question about a specific condition, please contact the School Nurses at 493-4255.

The School Nurse also conducts annual health screenings (vision, hearing, and body mass index). Parents are notified only if the screenings indicates a need for further evaluation.

### **MEDICATION:**

Our school medication policy reads as follows:  
**“Students shall not be permitted to take medication while at school unless such medicine is given to them under the direction of the school nurse or building administrator who shall act on the specific written request of the parent or guardian AND under the**

**written directive of the student's personal physician. This covers all prescriptions and "over the counter medications" such as cough medicine and Tylenol. Unless the above requirements can be met, medication will not be administered at school.**

This has eliminated several problems. First, we do not have a nurse at every school. In most instances, it is a non-medical person (i.e. secretary, principal, or duty aide) dispensing medication. Our policy eliminates guesswork on their part, thus avoiding unnecessary and potentially dangerous errors. In the past, we have confiscated medication from students that were inappropriate, or prescribed for someone else. We also have received falsified parental notes giving permission for medication distribution.

Many students require medication on a regular basis. Hopefully most of these can be given around school hours. There are some cases where medication must be given at school; in the past some of our schools have administered as many as 50 prescribed medications a day.

We have requested that local health care providers prescribe medications around school hours and they have been very cooperative. For example, antibiotics are being prescribed every 12 hours or every 8 hours, rather than more often.

We ask that those **medications that must be administered in school remain in their original container and not be transferred from one bottle to another. Narcotics and amphetamines (i.e. Tylenol #3, Ritalin, and Dexedrine) will be counted upon arrival at school.**

To protect your child and our staff, our school board adopted the above policy to avoid the problems we have mentioned. However, as a parent/guardian you are free to come to school and administer the medication.

Also, if your child receives an immunization at any time, please notify the School Nurse's Office with a **written record** from your healthcare provider so that the school medical records can be updated as per Maine Law.

## **EMERGENCY NUMBERS:**

The school **must always** be informed as to a work telephone or emergency number in the event your child becomes ill or is injured at school and your presence is required.

Should there be an emergency involving an accident, and the school cannot reach a parent, the child will be taken to Cary Medical Center Emergency Room, and the doctor on call will be used for emergency treatment. **Please remember to notify the school of any change of address or telephone number or names of other people to call in an event of an emergency.**

## **EMERGENCY PREPAREDNESS:**

The safety of your child is one of our greatest concerns. We recognize that safety and order are related to children's social, emotional, and academic development. Creating a safe school requires having in place many preventive measures to address the children's mental and emotional problems, as well as to insure their physical safety. Procedures have to be put in place, and the following practice drills are planned to provide for the safety and security of the students in our school.

## **FIRE DRILLS:**

As mandated by the State of Maine, fire drills are held 10 times during the school year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. Everyone in the school will move in an orderly and silent manner to points directed by their teachers where roll will be taken. If the fire alarm rings when students are in the hallways, they school leave by the nearest exit. If a student pulls the fire alarm, law enforcement will be notified.

## **BUS EVACUATION DRILLS:**

The driver of their designated buses conducts bus evacuation drills twice a year.

## **TRANSPORTATION POLICY:**

The Caribou School Department states students will be picked up at the same location each morning and dropped off at the same location each afternoon. (Example: Student is picked up at home each morning and drop-off location at sitters each afternoon).

Parental requests for multiple pick-up or drop-off points cannot be honored except for emergencies. Requests for permanent changes should be in writing to the building principal. In effort to support parents with irregular work schedules our busing policy is as follows:

**“CHILDREN WHOSE PARENTS HAVE IRREGULAR WORK SCHEDULES WILL BE ALLOWED CHANGES IN THEIR PICK-UP AND DROP-OFF LOCATIONS PROVIDED THE PARENTS CONTACT THE SCHOOL AND PROVIDES A WRITTEN REQUEST.”**

Working together we can assure that no child is dropped off at an unsupervised location where the child’s welfare could be in jeopardy.

## **SCHOOL HEALTH SERVICE:**

### **SUGGESTION FOR PARENTS:**

Your own health and safety habits form a pattern for your youngster. Be sure you set good ones.

Get him/her up early enough so he/she has time for a good breakfast without rushing or being late for school.

Have him/her examined by your family physician before starting school and each year thereafter.

Have your dentist check his/her teeth twice yearly and each year thereafter, not just when he/she has a toothache.

Don't overload his/her lunch with sweets if you pack his/her lunch for school.

Have plenty of healthy foods on hand for after school snacks. Raisins and other fruits are better than cakes, cookies and cokes.

Too much TV and staying up late has a bad affect on the child's ability to do his schoolwork the next day. Set a reasonable hour for bedtime.

Teach him/her not to go with strangers, to avoid traffic and health hazards, not to pet dogs on the way to school.

Dress him/her appropriately to suit the weather.

Keep him/her home if he/she has a cold, fever, cough, runny nose, rash of unknown origin. Letting him/her go to school with the above may undermine his/her ability to perform in school and may be hazardous to others.

Teach him/her early to ride a bicycle safely. Encourage him/her to take part in after school activities with his/her friends in the neighborhood. Don't push him/her to perform skills that he/she can't do because the child next door can.

## **REGULATIONS FOR STUDENT CONDUCT ON SCHOOL BUSES:**

Bus transportation is provided to all students, in accordance with the Caribou School Department's Policy on Pupil Transportation. Riding the school bus **is a privilege - NOT A RIGHT.** Students who misbehave on the school buses may be denied transportation privileges. Students are to ride the same bus every day unless permission has been granted to temporarily ride another bus. Parents may request, **in writing**, permission for their child to ride a different bus or to get off at a different stop. The requests are given to the office. The office will issue bus passes to those students. Students need to give the bus passes to the driver upon entering the bus.

The following rules for student conduct on school buses are from the Caribou School Committee's policy. The rules are based on state law and basic safety procedures. All students riding Caribou school buses are expected to follow the rules. Failure to do so may result in suspension from bus riding privileges. **The bus driver and Caribou schools will utilize bus behavior reports.** The purpose of this report is to inform the parents of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well being of all students. Following a third offense, a student could possibly lose his/her bus riding privileges.

### **BUS STOP SAFETY:**

All students shall remain well back from the roadway while waiting for the bus. They should not approach the bus to board until the bus comes to a complete stop.

Students are expected to be at their assigned stops before the bus arrives. The bus cannot be expected to wait for late arrivals.

All kindergarten students will sit in the front of the bus. Younger students should be permitted to enter first as well.

After exiting the bus, all students should leave the area around the bus immediately.

Behavior at the bus stops must be appropriate – no fighting, pushing, throwing things, annoying others, abusive language or playing at the bus stop.

### **BUS RIDING SAFETY:**

All students shall enter (and exit) the bus in an orderly manner, using handrails, and go directly to a seat.

All students must remain seated while the bus is in motion and until the destinations are reached. The driver may assign seats, if deemed advisable.

Students shall keep their hands, arms, and head inside the bus and to themselves. Legs and feet shall be kept out of the aisles.

Shouting out the windows at pedestrians will not be allowed. Students shall ask permission to open windows.

There shall be no loud talking, shouting, using inappropriate language, rude gestures, cruel teasing, roughhousing or spitting on the bus.

For emergency purposes, aisles must be kept free of any and all objects.

There shall be **NO** smoking, lighting matches, eating or drinking on the bus.

**NO** live animals, firearms (Loaded or unloaded) or other inappropriate objects will be allowed on the bus at any time.

**The emergency door must be used for emergencies only.** Children shall not touch safety equipment on the bus.

Students are expected to ride only their regular scheduled route and shall get on and off only at the regular bus stop. Any exceptions to this procedure must be approved, in advance, by the school the student attends. Students must obtain bus passes from the office to get off at an alternative bus stop.

All directions given by the bus driver are to be followed. If the driver is unsuccessful in obtaining proper behavior on the part of the

student, a disciplinary report will be submitted to the school the student attends.

### **BICYCLE SAFETY / SKATEBOARDS:**

Students are allowed to ride bicycles, however, the school is not responsible for theft or damage. Parents need to write a note granting their child permission to ride their bikes to and from school and send a note into school. Students who ride their bicycles to school are responsible for following these safety rules:

- Obey all traffic regulations and local ordinance pertaining to bicycles.
- Dismount and walk bicycle onto and off the school grounds.
- Park and lock bicycles in the racks.
- Wait to be given permission to leave the school grounds by the duty aides.
- Protect yourself by wearing an approved bicycle helmet.

Bicycle riding privileges may be suspended for failure to observe the rules when on school grounds. Parents are encouraged to review bike safety with their children.

**SKATEBOARDS ARE NOT ALLOWED AT SCHOOL.**

### **SCHOOL INSURANCE:**

School insurance is available to students for a small group-rate cost. This may cover part of the medical costs resulting from an injury at school or on the way to and from school. It also covers participation in school-related activities. Parents with school insurance should be aware that in an event of a potential claim, it is the parent's responsibility, not the school's, to see that all claim procedures are followed. The forms and information are given out to students on the first day of school, at the time of registration, or

upon parental request. There is no obligation to purchase insurance through the school system.

### **BEHAVIOR PROGRAM:**

The goal of our school wide Behavior Plan is to establish a systematic plan that encourages appropriate student behavior.

To guarantee all students at Hilltop School a safe environment in which to learn and play, and where his and her peers and staff treat each child with respect and dignity, the following behavior plan has been developed and will be consistently implemented by all staff members.

### **RULES FOR SCHOOL BEHAVIOR:**

Students are expected to:

- Respect others' class time by walking quietly in all areas of the school building.
- Walk in a line on the right hand side of the hallway without touching the walls.
- Go directly to an assigned area when leaving the classroom.
- Respect other's personal property by not touching clothing, lunchboxes, backpacks, etc. belonging to others.
- Obtain permission from teacher before going to the bathroom or before getting a drink. Use the bathroom facilities appropriately.
- Refrain from chewing gum while at school.
- Remove hats and caps while at school.

## **RULES FOR PLAYGROUND BEHAVIOR:**

Students are expected to:

- Play in designated areas only (students are not allowed outside of fenced areas).
- Follow directions of duty aides.
- Play games that are safe and appropriate.
- Use courteous behavior, at all times, includes no fighting, no teasing, no name-calling, no spitting, no inappropriate language or gestures, and no inappropriate contact or comments.
- Show respect for school property and follow rules for all playground equipment.
- Slide – down only.
- Hardballs are not to be used on the playground.

## **RULES FOR LUNCHROOM BEHAVIOR:**

Students are expected to:

- Follow directions of the duty aides.
- Speak quietly.
- Use proper manners while eating.
- Dispose of trash when lunch is completed then go out to recess.
- Walk and move in line without disturbing others.

## **HARASSMENT:**

The board recognizes the right of each student to a working and learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability is not only a violation of this policy but also constitutes illegal discrimination under state and federal laws.

Harassment of students by anyone is strictly prohibited. Harassment includes, but is not limited to verbal abuse such as offensive racial, ethnic or sexual threats or comments, physical overtures, rude gestures, or any type of pressure to engage in sexual activity. Examples of prohibited harassment includes, but are not limited to:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Offensive jokes
- Ridicule, slurs, derogatory action or remarks
- Derogatory or offensive posters, graffiti, and drawings
- Basing academic decisions or practices on submission to harassment

State and federal laws specifically prohibit sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonable or substantially interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment.

Students are advised, if practical, to inform the harassed that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. Students who believe that they are victims of harassment should report such occurrences to a teacher, a counselor,

administrator or Affirmative Action Officer. The person who has allegedly been harassed shall be advised of the various options available to the person; the school unit's internal complaint process, Maine Human Rights Commission complaint. Title IX civil action, or formal request for discipline by the superintendents and/or Board of Education.

A substantiated charge against a student will subject him/her to disciplinary action, which may include suspension or expulsion. State law prohibits retaliation against any person who reports an incident of harassment. Students should feel free to report such incidents without fear of reprisal. Adopted by Caribou Board of Education: January 4, 1996.

### **ACADEMIC PROGRAMS:**

### **ACADEMIC EXPECTATIONS:**

Hilltop Elementary School has high expectations for ALL students, from K-2<sup>nd</sup> grade. The staff wants all children to get the most out of their educational experiences. It is important that every student:

- Come to class prepared
- Follow class and school rules
- Show respect for students, staff and the school
- Show pride in THEIR school
- Do their BEST!

Expectations have been set by the school to advance from one grade to another. It is important that students make every effort to meet and exceed these expectations, which include the following components:

- Attendance
- Effort
- Satisfactory completion of class work
- Report card grades

- Results of teacher & level II assessments
- Scores achieved on standardized testing
- Gains in overall maturity (emotional, social & behavioral)
- Standards set by the Maine Learning Results

Final decisions on promotion and retention will be made by the principal after consideration of input from parents and teachers. Parents are encouraged to become part of their child's educational experience and to visit regularly with his/her teacher.

### **CURRICULUM AND INSTRUCTION:**

The elementary curriculum, (what is taught in which sequence) is designed to provide the best possible educational experience for our students and is the same at both elementary schools in Caribou. All students receive specific instructions in the areas of art, music, physical education, computer, language arts, math, writing, science, and social studies. The elementary staff is completing the work of aligning each content area of the elementary curriculum with the State of Maine Learning Results. The teachers and the administrators are available to share information with parents or members of the community on the concepts that each grade level will be learning. How the curriculum is taught may vary from classroom to classroom, as teachers and students have different instructional styles and preferences. There are optional programs available, which may be discussed with your child's teacher, or the principal.

### **ART PROGRAM:**

The Art Program at Hilltop Elementary school is based on the stimulation of individual creativity, along with learning to work cooperatively in a group situation and is aligned with the Visual and Performing Arts section of the Maine Learning Results. Art experiences build manipulative and imaginative skills to solve

specific problems. A critical awareness of one's own work, the work of their peers, and the work of famous artists, is also important. The process of work provides a necessary learning experience in developing organization skills, sharing, group cooperation, and appropriate use of materials and art vocabulary. These culminate in the final reward of a well-developed visual product. Many of the art projects provide an effective way of integrating various subjects of the grades 1-4 curriculum. The Art Program works to enable all students to have successful creative experiences while also developing a range of skills that can broaden the choices that students can make in their visual expression. These skills are sequential, and the primary building blocks are developed in the early learning years. Grades 1 & 2 have a weekly 40 minutes art class.

### **MUSIC PROGRAM:**

The Music Program serves all students in grades K-4 at Hilltop and Teague Park School's. Grades 1-4 have one 30 minute class per week. Kindergarten students have one 20 minute class per week.

The music curriculum includes a wide range of musical experiences, with classroom music devoted to the needs of the individual as well as to group experiences. Our curriculum will be following the State of Maine Learning Results in the three areas of visual and performing arts-creative expression, cultural heritage, and criticism and aesthetics. The music program strives to expose the students to as many musical experiences as possible and to develop the necessary skills needed to appreciate music to its fullest. The skills include listening, singing, playing instruments, movement, performance, and composing. Most importantly, a child's creativity will be simulated and accepted by all.

## **PHYSICAL EDUCATION PROGRAM:**

Students participate in physical education classes twice each week. Grade's 1 & 2 are 30 minutes in length, and Kindergarten is 20 minutes in length.

Through a noncompetitive atmosphere, children learn to become "movers". Children at Hilltop Elementary School, in physical education classes will: acquire knowledge and skill to become physically fit and take part in healthy physical activity on a regular basis, understand how to reduce their health risks through practice of healthy behavior, develop motor skills and apply these to their movement and physical performance, and demonstrate responsible personal and social behaviors in physical activity settings.

## **FLES:**

### **Foreign Language in the Elementary School:**

#### **Benefits:**

Second Language study:

- Helps to insure success for the interdependent world of tomorrow.
- Increases multicultural understanding and acceptance in a society that includes interactions among many different groups of people.
- Helps to improve overall academic performances, especially in problem solving, listening skills, and communication.
- Develops the skills and habits essential to the learning process, creative inquiry, and critical thinking.
- Student's score statistically higher on standardized tests conducted in English.
- Enables greater intellectual flexibility.

### **French – The most practical Foreign Language:**

- French, as a foreign language is the second most frequently taught language in the world.
- French and English are the only two global languages.
- French is the language that will give you the most choices later on in studies or a career.
- French is the official language of such organizations as the United Nations, International Post Offices, etc.
- French is the 2<sup>nd</sup> language of the Internet (after English).
- Over 20,000 English words have their origins in French.

### **Program Goals:**

- Students will develop listening and speaking fluency in a second language before graduating from high school.
- Students will acquire an appreciation of the other cultures through their second language instruction.
- Students will develop some proficiency in reading and writing a second language before graduating from high school.

### **Why Foreign Language for Young Children:**

Children have an innate ability to acquire multiple languages. They are naturally curious. They are able to imitate sounds perfectly. They are open-minded and not self-conscious. This natural ability diminished with age. The earlier a child is introduced to a second language the greater the chances are that the child will become truly proficient in the language.

### **Student Accessibility:**

- Students will participate in the elementary second language program.
- Students joining classrooms without previous second language instructions will be supported by instructional modifications made by the classroom teacher.
- Children in 1<sup>st</sup> through 8<sup>th</sup> grades are currently participating in the French Program.

### **Curriculum Design:**

- Follows natural language development sequences, understanding – speaking – reading – writing.
- Instruction is integrated wherever practical with other content areas.
- Design focuses on physical activities and concrete experiences.
- Aligns with Maine Learning Results.

### **COMPUTERS:**

There are computers in each regular classroom. Computers are used for large, small, and individual instruction. Technology is integrated into the curriculum through specific activities, and with the Maine State Learning results.

## **THE SOCIAL CURRICULUM:**

To maintain a safe and orderly environment in which all students can learn, clear and consistent rules and expectations have been established. We strive to be a “**GOLDEN RULE SCHOOL**”, where we emphasize, “treating others as you would like to be treated.” This basic premise sets the tone for how we respect others, ourselves, and our school environment on a consistent basis. Many opportunities are provided for students and staff to model, practice, and role play different types of responsible behavior during the first weeks of school and are carried on throughout the year. How children are treated and how they learn to treat others is the central educational issue confronting our nation and schools. So, to address this important issue, our goal at Hilltop Elementary School is to establish a more caring community of learners.

## **SPECIAL EDUCATION PROGRAMS:**

The Caribou School Department is committed to the provision of a free and appropriate public education for all of its students. Through the Pupil Evaluation Team process, students may qualify for special education services designed to meet their individual needs.

Identified students, grades K-12, can receive a variety of services from certified special education teachers and support staff. In addition, related services such as occupational, physical, and speech therapy can be provided or recommended by the Pupil Evaluation Team.

The Caribou School Department also provides regional programs, which allow students from neighboring districts access to our behavioral and vocational/technical offerings.

If you would like more information please contact:

Rick Umphrey, Director of Special Services  
Caribou School Department  
628 Main Street  
Caribou, Maine 04736  
207-496-6311  
email: rumphrey@mail.caribouschools.org

### **STEPS IN SPECIAL EDUCATION REFERRAL PROCESS:**

- The classroom teacher notifies the parents that a referral for a special education evaluation is being made.
- Teacher submits the written referral to the school's principal.
- Principal forwards the referral to the psychological services provider.
- Psychological services provider contacts parents by mail within 15 school days of the date of the referral. Permission for evaluation is requested from the parents.
- Permission for evaluation is signed and returned to the superintendent's office.
- Assessments are planned and completed by school personnel. All evaluations must be completed within 45 school days from the date of the permission.
- A copy of the written evaluation results is mailed to the parents along with an invitation to the Pupil Evaluation Team meeting.
- Pupil Evaluation Team meeting is held. The director of special education, psychological services provider, classroom teacher, special education teacher, speech pathologist, and other support staff may be in attendance.
- The results of the evaluation are discussed. Eligibility for special education services is determined. If a student is eligible, an individual education plan is developed to address the student's needs. If the student is not eligible, modifications and other interventions will be discussed for the regular education setting.

### **IF THE STUDENT IS ELIGIBLE:**

- Individual Education Plan (IEP) with goals and objectives is written to address student's needs.
- Written consent of placements from signed by parent.

### **IF THE STUDENT IS NOT ELIGIBLE:**

- The team may make recommendations for other interventions.

### **STATEMENT OF ASSURANCE-SECTION 504:**

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Has a record of such an impairment: or
- Is regarded as having an impairment.

In order to fulfill its obligation under Section 504, the Caribou School Department recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly occur under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardians disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to: 1.) Inspect and review his/her child's educational records; 2.) Make copies of these records; 3.) Receive a list of all individuals having access to those records; 4.) Ask for an explanation of any item in the records; 5.) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; 6.) A hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Rick Umphrey, Director of Special Education for the school at 207-496-6311.

### **NOTIFICATION OF RIGHTS UNDER FERPA:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

The right to inspect and review the student's educational records within 45 days of the day Caribou School Department receives a request for access.

Parents or eligible students may ask the Caribou School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Caribou School Department decides not to amend the record as requested by the parent or eligible student, the Caribou School Department will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures

will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

**One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist): or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.**

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, The Caribou School Department discloses education records, including special education records, without consent to officials of another district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

The Caribou School Department may make public, at its discretion, personally identifiable information from the educational records of a student without parental consent if that information has been designated as directory information by the school. Directory information includes the student's name, date and place of birth, major field of study, participation in officially recognized activities

and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student or an eligible student informs the school unit in writing by July 1, for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Caribou School Department  
628 Main Street  
Caribou, ME 04736

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Caribou School Department to comply with the requirement of the FERPA. The name and address of the office administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

Under Maine Law, the Caribou School Department shall not publish on the Internet without written parental consent and information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parent's name.

The Caribou School Department maintains a more extensive policy on education records. The policy can be obtained by contacting the Superintendent of Schools.

**NOTICE OF PROGRAM ACCESSIBILITY FOR PERSONS WITH DISABILITIES:**

All programs or activities offered by the Caribou School Department when viewed in their entirety shall be readily accessible to individuals with disabilities. Information relating to the existence and location of services, activities, and facilities that are accessible to and useable by individuals with disabilities can be obtained by contacting the ADA/504 Compliance Coordinator whose name, address and telephone number is listed below.

Rick Umphrey  
Director of Special Education  
628 Main Street  
Caribou, Me 04736  
Phone: (207) 496-6311

Individuals who need auxiliary aids for effective communications in programs and services are invited to make their needs and preferences known to the ADA/502 Compliance Coordinator.

**READING RECOVERY:**

Reading Recovery is an early intervention program designed to reach those first-grade children who are having the most difficulty learning to read. It is an intensive approach, based on the premise that early, highly qualified help has the greatest potential for lasting impact and for reducing the need for continued compensatory help. The students are identified by teacher judgment and a Diagnostic

Survey. Reading Recovery supplements, but is not a substitute for, conventional classroom teaching.

The primary goals of Reading Recovery are to reduce reading failure through early intervention and to help children become independent readers. The program accomplishes this by: 1.) bringing children who are “at risk” of reading failure up to the average of their class within a short period of time, so that they can profit from ongoing classroom instruction, and 2.) helping these children develop a self-improving system for continued growth in reading.

## **SPECIAL SUPPORT SERVICES**

### **STUDENT SUPPORT TEAM:**

The Student Support Team is comprised of staff members who function as a referral and support team for students and teachers. The team gathers information and makes instructional, behavioral recommendations, and/or referral recommendations as needed. Parents and staff members can make referrals to the Student Support Team.

### **SCHOOL COUNSELING PROGRAM:**

Counseling is a process of helping people by assisting them in making decisions and changing behavior. The school counselor works with students, staff, families, and members of the community as an integral part of the educational program.

The school-counseling program promotes school success through a focus on academic achievement, prevention and intervention activities, advocacy and social/emotional development. The programs at Hilltop Elementary School offer a comprehensive standards-based program which includes: counseling; coordination; consultation; collaboration and teaming; leadership and advocacy.

The school counseling-program is designed to help students develop their educational, social and personal strengths and to

become responsible productive citizens in a rapidly changing world. Our counselor welcomes any inquires regarding the counseling program at Hilltop Elementary School.

### **CARIBOU SCHOOL NUTRITION PROGRAM:**

Our cafeteria provides balanced and nutritious breakfast and lunch meals for the students. Breakfast is available before school starts every morning in the cafeteria. Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> are eligible for breakfast meals for \$1.00. Families that apply and qualify may receive breakfast free or at a reduced rate of \$.30.

Grades one and two may purchase milk for break in the amount of \$.25.

Every parent receives information on eligibility for free and reduced breakfast and lunches on the first day of school. A confidential system insures that neither the teachers nor the students know who is paying full price and who is not.

Lunch prices for this year are \$1.50. Families that qualify pay a reduced price of \$.40 or they receive their meal free. An extra entrée may be purchased for \$1.00 daily. An extra entrée may not be charged.

Breakfast and lunches may be purchased with cash or checks. Payments may be made in the homeroom on Monday mornings and brought to the office the rest of the week. Charging is allowed when necessary, but must be paid for in a timely manner.

Meals are nutritious and are planned to meet the health needs of the children, while giving them food they like.

Questions? Call Caribou Nutritional Program Director, Louise Bray at 496-6311.

## **LIBRARY:**

The library offers students a wide variety for research and enjoyment. Students go the library with their class once a week. Grades K – 2 students may check out one book for one week. Materials may be renewed. No weekly fines are charged for overdue materials, but no more books can be checked out until the late books are returned. A bill will be sent home for materials that are very overdue, lost or damaged.

## **CULTURAL PROGRAMS:**

Cultural programs are organized and scheduled each year by K-2<sup>nd</sup> grade teachers, specialists, and administration. The school-budget and grant monies are sources of support to provide cultural programs for the K-2 student body. Mime, dance, theater, storytellers, musicians, poets, and artists-in residence are a few programs scheduled for the students.

## **FIELD TRIPS:**

Each grade level travels on at least one field trip per year. Walking trips may be taken during the year to places of interest that are in closer proximity to the school. A variety of school trips, which are planned as an extension to the established curriculum, include visits to local businesses, nursing homes, and historical landmark's to enhance each student's education. Parent volunteers are vital in making these enrichment opportunities possible. A permission form is sent home on the first day of school for parents to sign for field trips. These forms must be returned with the parent/guardian's signature before students are allowed on any field trips. Parents are informed in advance of an upcoming field trip.

Parents are asked to keep an ill child at home on the day of a field trip, as there may not be any medical person available to assist the teacher. If a child is on medication, the parent is asked to remind

the classroom teacher that the medication needs to be taken on the trip. The classroom teacher has the option of requesting a student with continually inappropriate behavior not be allowed to attend a class field trip. The teacher will need to make the request to the principal who will determine whether the child should attend or not. It would be a rare case that a child would not attend, but the option is there.

## **PARENT TEACHER ASSOCIATION**

All parents, guardians and teachers may be members of the Caribou School Department Parent Teacher Association. We hope that all of our members will take the time to attend as many of the monthly meetings as possible. **Flyers for all meetings will come home with the child prior to all meetings.**

## **SCHOOL VOLUNTEER PROGRAM:**

The educations of the children in our schools are entrusted to the teachers and administrators. However, in our community there are people who may not be educators by profession, but wish to volunteer their time and contribute to the education of our students.

Volunteers help our schools achieve the goals of providing the best possible education for all students. Our students need a sense of community and commitment from the community.

There are many needs that volunteers can fill. Volunteer services do require reliability, professionalism, and complete confidentiality from each volunteer.

As a school volunteer, you may have the opportunity to be supportive, to help a child become more comfortable in a learning situation, to give individualized attention to a student, to encourage a student to gain self confidence, and to help a student progress in his or her education. The enthusiasm that you bring to the volunteer program will help make it successful. School volunteers make a difference; **YOU** make a difference!

Some of the tasks volunteers include: creating learning materials (Educational games, project resource materials, flash cards, charts, posters); arts and crafts' writing skills; typing; helping with special projects; reading and listening to students read; chaperoning field trips. And the list of volunteer opportunities goes on. If you are interested in becoming a school volunteer, please contact your child's teacher.

**“EDUCATING EVERYONE TAKES EVERYONE”**

## **CARIBOU SCHOOL DEPARTMENT SCHOOL – PARENT COMPACT**

### **A School – Parent Compact is . . .**

A voluntary agreement between the school and the home that describes how both parents and school staff will work together to help students learn well.

### **The school and parents agree to communicate with each other through:**

- Annual parent-teacher conferences
- Progress Reports
- Reasonable access to staff
- Opportunities to volunteer
- Opportunities to observe classroom activities
- School orientation programs
- The PTA
- Membership on committees
- Parent newsletters
- Caribou School Department Website at [www.caribouschools.org](http://www.caribouschools.org)
- E-mail
- Newspaper
- Channel 9

### **The school agrees to provide high quality curriculum, instruction, and assessment in a supportive learning environment that will help children achieve high learning standards by . . .**

- Setting clear expectations for learning and communicating
- Sharing Learning Results with parents
- Communicating with parents on a regular basis using a variety of media
- Recognizing academic and nonacademic strengths

**Parents agree to be responsible for supporting their children's learning by . . .**

- Insuring homework is done
- Encouraging good school attendance
- Encouraging reading and writing with their child
- Providing a quiet environment for study and establishing routines
- Limiting/monitoring TV

**Students agree to be responsible for their own learning by . . .**

- Being respectful and sensitive to others
- Developing good work habits that would include doing homework regularly and neatly
- Having a positive attitude and trying to do their best
- Reading and writing daily
- Being organized and using time wisely

The Caribou School Department assures equal education opportunity and equal employment/affirmative action, regardless of race, color, national origin, marital status, age, religion, or handicap.

Inquires or complaints may be directed to:

Frank McElwain  
628 Main Street  
Caribou, Me 04736  
(207) 496-6311

## **CARIBOU SCHOOL DEPARTMENT AFFIRMATIVE ACTION PLAN:**

### **Statement of intent and Policy Statement:**

It is the intent of the Caribou School Department that no discrimination, overt or other wise, on the grounds of race, color, religion, handicap, sex, age, marital status, or national origin will exist in any area of the Department. As such, the Caribou School Department has formulated the following policy statement:

**“The Caribou School Department does not discriminate in the educational programs or employment policies which it operates and will honor all appropriate laws relating to discrimination.”**

The Affirmative Action/Title IX/Section 504 Coordinator for the Caribou School Department shall be Brenda Felch, Director of Curriculum and Special Projects. It shall be the responsibility of the Affirmative Action/Title IX/Section 504 Coordinator to monitor compliance with the Department’s Affirmative Action Plan.

### **Student & Employee Discrimination Grievance Procedure:**

In case of a complaint of sex or handicap discrimination, the grievant at any time may file a complaint directly with the office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20202. The goal of this procedure is to resolve and alleged grievance at the lowest level.

Any complaint of discrimination must be filed within ten working days of the occurrence.

## **Informal Procedures:**

If aggrieved persons believe they may have a grievance, they may first discuss the matter with their immediate supervisor in an effort to resolve it informally. (The Affirmative Action Coordinator may be contacted at this step for assistance).

If the person (s) are not satisfied with the disposition of the matter, they shall have the right to obtain counsel and/or representative from their fellow peers within the Department relative to proceeding to the next level.

## **Formal Procedures:**

- Level One – Immediate Supervisor/Teacher/Guidance
- Counselor/Administrator
- Level Two – Superintendent of Schools
- Level Three – School Committee
- Level Four – State Commission

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CALENDAR FOR CARIBOU SCHOOL DEPARTMENT  
 GRADES PK-4  
 FOR 2005-2006 SCHOOL YEAR

August 22	Orientation Day (PK-4)
August 23-24	Workshop Days
August 29	1 <sup>st</sup> Day of Classes (PK-8)
September 5	Labor Day
September 16	System/CACE Workshop
October 7	1 <sup>st</sup> Trimester Progress Report Closes
October 10	Columbus Day
October 14	Release 1 <sup>st</sup> Trimester Progress Reports
November 10	Parent/Teacher Conferences
November 11	Veteran's Day
November 18	1 <sup>st</sup> Trimester Ranking Period Closes (55)
November 23-25	Thanksgiving Recess
December 2	Release 1 <sup>st</sup> Trimester Report Cards
December 23-30	Christmas Vacation
January 1	New Year's Day
January 13	2 <sup>nd</sup> Trimester Progress Reports Closes
January 16	Martin Luther King, Jr. Day
January 17	Workshop Day
January 20	Release 2 <sup>nd</sup> Trimester Progress Reports
February 7-8	Early Release Days @ 12:00
February 20-24	Mid-Winter Vacation
March 3	2 <sup>nd</sup> Trimester Ranking Period Closes (57)
March 10	Release 2 <sup>nd</sup> Trimester Report Cards
March 23	Workshop Day
March 24	Vacation Day
April 7	3 <sup>rd</sup> Trimester Progress Report Closes
April 14	Release 3 <sup>rd</sup> Trimester Progress Reports
April 17-21	Spring Vacation
May 8-9	Early Release Days @ 12:00
May 29	Memorial Day
June 9	3 <sup>rd</sup> Trimester Ranking Period Closes (63)
June 12	Release 3 <sup>rd</sup> Trimester Progress Report