

Teague Park School



Student Handbook Policy 2005-2006

"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.

**Students, Parents, Staff,
Safe Successful Learning**



TEAGUE PARK 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 routine, policies, procedures, and rules for the successful daily operation of Teague Park 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 493-4248 or 493-4262 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 Teague Park School

Lois Pangburn

Lois Pangburn, Principal

DIRECTORY INFORMATION

Teague Park Elementary School

59 Glenn Street

Caribou, Me 04736

Phone: (207) 493-4248

Fax: (207) 493-4262

Principal: Lois Pangburn

Administrative Personnel

| | |
|--------------------------------------|----------|
| Mr. Frank McElwain, Supt. Of Schools | 496-6311 |
| Mrs. Brenda Felch, Curriculum Coord. | 496-6311 |
| Mr. Rick Umphrey, Dir. Of Spec. Ed | 496-6311 |
| Mr. Al Menard, Adult Ed. Director | 493-4270 |
| Mrs. Louise Bray, Food Service Coord | 496-6311 |

Caribou School Department School 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 |

**TEAGUE PARK ELEMENTARY
STAFF DIRECTORY**

Lois Pangburn, Principal

Preschool

Beth Alden
Beth O'Neal
Gillian Sleeper

Third Grade

Arlene Gaunce
Carol Johnston
Ann Laraia
Fran Savage
Karin Howe

Fourth Grade

Judy St.Peter
Cindy McDuffie
Karen Wakem
Bethany Thibeault
Angela Pelletier

Literacy

Heidi Clark (3 & 4)

Math

Debbie Martin (3 & 4)

- Indicate staff member who provides services at more than one school.

Related Arts:

Betheny Anderson – Visual Arts Program *
Judy Babbidge – Music Program *
Steve Austin – Physical Education *

ESL

Carla Picard *

Special Education

Sue Michalka- Special Ed. Composite
Louise Jose – Resource Room

Library Ed Tech.

Laurie Caron

Elementary Second Language

Stacey Michaud

Kitchen

Lynn Doody
Patsy Stewart

Gifted/Talented

Kathy Leggett

Support Staff

Lynne Dell Muffler
Deidra Violette

Secretary

Patty Adams

Special Ed Tech's

Kristi Bray
Kim Kokoszka

Preschool Ed. Tech's

Laurie Cavagnaro
Annette Staples

Custodian's

Helston Jackson
Larry Plourde

School Nurses

Chris Hamilton
Debbie Plourde
Lisa Collins – School Nurses Secretary

Teague Park School Hours:

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 classrooms.
- 8:20 School begins, students are marked “tardy” if arrival is after 8:20.
- 10:00 Morning Break for Grades 3 & 4.
- 11:00 A.M. Preschool is complete.
- 11:30-12:20 Lunch/Recess for Grade 3.
- 12:10-1:00 Lunch/Recess for Grade 4.
- 12:10 P.M. Preschool session begins.
- 2:45 School officially ends.
First load students, board buses.
- 2:47 Walking students, second load bus students, & bicycle riders are dismissed. Bicycle riders are not allowed to leave the playground until first load buses leave the driveway. Students being picked up by their parents are not allowed to leave until the second bell.

Parents picking up at the end of the school day are asked to check into 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/her up from school.

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

PRESCHOOL HOURS

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

Preschool students will switch sessions after 18 weeks of school.

SCHOOL TELEPHONE

The school telephone is answered the hours of 7:30 a.m. through 4:00 p.m. on school days. Our telephone numbers at Teague Park are: 207 **493-4248** and 207 **493-4262**.

SCHOOL VACATIONS

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

Parent Teacher Conference – November 10, 2005
Thanksgiving Break – November 23-25, 2005
Christmas Break – December 23 – January 2, 2006
Winter Break – February 21 – 24, 2006
Spring Break – April 18-21, 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 instructions that takes place in every classroom on a daily basis.

GENERAL INFORMATION

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 16th November 10th January 17th & March 23rd.**

Other No school days during the school year for students and staff are the following holidays.

September 5th (Labor Day) **October 10th** (Columbus Day) **November 11th** (Veteran’s Day) **January 16th** (Martin Luther King Day) **February 20th** (President’s Day) **May 29th** (Memorial Day)

SCHOOL CANCELLATIONS/DELAYS

The following is a list of radio and television stations, which will carry “**NO SCHOOL**” announcements 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 preschool 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 paper work at the beginning of the school year, in order for us to know where your child needs to go on early release days.

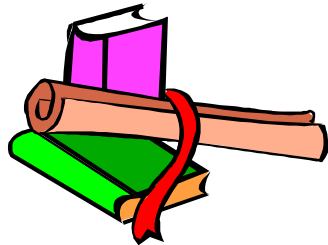
Preschool students will stay at school on early release days and will go home on regular buses.

TEAGUE PARK SCHOOL'S PHILOSOPHY

“We believe Teague Park 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 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.



TEAGUE PARK 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; such as, the learning situation for each student must be individualized.
- Students are at different developmental levels and need a careful balance of direct, vicarious, and abstract experiences.
- Students need to give and get respect.
- 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 offering, 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 of learning.
- Education begins at birth and continues throughout one's life.
- Focused 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 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 for his or her learning.
- C. Establishes and strives to attain short and long term educational and career goals.
- D. Accesses and uses resources, applies knowledge.

III. A knowledge – Based Person who....

- A. Demonstrates a wide base of knowledge in a variety of areas.
- 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.

IV. **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.

V. **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.

VI. **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 school 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 at home. It is as 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 parent to help him/her adhere to this important responsibility. It is equally important for the 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 the child's absence for 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 50001-A).

EXCUSED ABSENCE

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 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 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 the “an adult having a person of compulsory school age under the adult's control shall cause the person to attend school.” (Chapter 211 section 50001-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 are in attendance unless excused for the cases 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 the 8:20 a.m. bell or after the 12:10 p.m.
- When a student is tardy, parents are asked to bring their child to the office to sign them in. This assures that the office knows the 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/guardian is required to meet the student **in the office** and sign him/her out before leaving the building. 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 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 quarter 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 consistent basis.

END OF DAY PROCEDURE

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 serving Teague Park School it is difficult to handle large numbers of telephone calls with messages for students. Please make personal and family arrangements with your child at home prior to them coming to school.

DRESS CODE

Teague Park 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, see through items 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 Teague Park 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, radio's 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 cafeteria. 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 Teague Park staff to install pride in our students. Students must not mark school furniture, walls, 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 the school. Anyone

who willfully destroys school property through vandalism, arson, larceny, or 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 of 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's 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 3 & 4. Conference dates have been set for **November 10, 2004** 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 quarter. Students may be invited to attend the conference to assist with goal setting for the year. The Parent – Teacher Conferences not only offer the parent's 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 Teague Park welcome parents to call the 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 Teague Park. To this end, Student Report cards are issued to each student in grades 3 & 4 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 building principal.

HONOR ROLL FOR GRADES 3 & 4

- **Highest Honors:** Students who earn A's in every subject will receive Highest Honors Designation.
- **High Honors:** Students with an A average will receive High Honors Designation.
- **Honors:** Students with a B average will receive Honors Designation.

Students receiving a "D" in any subject are ineligible for honor roll status.

TESTING

The Terra Nova Achievement Test is a multiple assessment test that will be administered to students in grades 3 & 4 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 results are in.

All 4th graders in the State of Maine will take the Maine Educational Assessment (MEA). 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 two weeks of testing.

Both Terra Nova and the MEA 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 Title 1 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 assessment takes place in grades 3 & 4 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 493-4248 or 493-4262 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 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 academic and/or in the area of behavior.

The list is given to the building principal. The teachers, building principal and guidance counselor develop tentative class lists based on the above criteria. Classroom teachers and specials, i.e. Title 1 Reading, Resource Room, Speech, and Special Education, review the tentative lists.

The Gifted/Talented Director and Special Director may also 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 5th. 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, which 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, students and their parents/guardians have a responsibility for the student's 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 instructions. Parents are encouraged to stay abreast of assignments due and the progress of their child.

Each Teague Park teacher will explain in more detail the grade level homework policy and expectations.

CELEBRATIONS AND PARTIES

Classrooms celebrations are usually held at different times during the school year. Notices will be 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 extended by mail or phone calls. This will eliminate leaving anyone out, which will spare hurt feelings.



BOOK CLUB

Several classrooms participate in such book clubs as Trumpet, Troll, and Scholastic. Participation is **voluntary.** If you chose 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 club and not the school or 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.** 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

Teague Park 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 form of flyers, brief reminders and letters. Please take the time to read over these newsletters and notes.

RECESS

All students in grades 3 & 4 have a thirty (30minute) recess period immediately following their lunch periods. In addition, grades 3 & 4 have a brief break in the morning. **Please be sure that your child is dressed appropriately to go outside for 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 AND PERFORMANCES

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

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

HEALTH & SAFETY INFORMATION

Medicine

The school nurse is on duty during school hours. She provides a variety of medical assistance and services for our students.

If a student must be absent from school for any reason, please call 493-4248 for Teague Park students before 9:00A.M. and let us know that he/she will not be in school, along with the reason why. This simple task can prevent needless worry and concern for everyone and also allow school nurse to track the incidences of communicable diseases.

Children who are sent home sick during the school day with a temperature over 100 degrees should be home at least 24 hours or until the temperature is normal for 24 hours. If a child becomes 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 if at all possible. This is why it is important to keep emergency numbers updated at all times.

A student with a sore throat or fever or showing signs of a contagious disease such as: small pox, scarlet fever, scarlentina, strep throat, impetigo, pink eye, measles, chicken pox, tuberculosis, diphtheria, influenza, polio, tonsillitis, whooping cough, mumps, scabies, lice or ring worm, is asked to remain at home. In case of head lice, the school nurse can check the student upon reentry. The school nurse also conducts annual health screenings. Parents are notified only if the screening 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 medication 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 of guardian **AND** under the written directive of the student’s personal physician. This covers all prescriptions and other drugs, including aspirin.” 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, indeed some of our schools are administering as many as 50 prescribed medications a day.

In the past we have requested the 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, 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 our 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 the **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 preventing 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 8 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 that is 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 should 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.

SCHOOL HEALTH SERVICE:

Suggestions 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 your 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, and to not 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 a hazard 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.

BICYCLE SAFTY/SKATEBOARDS

Students are allowed to ride bicycles to school, 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 the note into school. Students who ride their bicycles to school are responsible for following these safety rules.

- Obey all traffic regulations and local ordinances pertaining to bicycles.
- Dismount and walk bicycle onto and off school grounds.
- Wait to be given permission to leave the school grounds by the duty aides.
- Protect yourself by wearing an approved 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 Teague Park 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 teachers before going to the bathroom or before getting a drink. Use all 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 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 playground.
- Speak with a duty aide before leaving the playground and report back to them upon returning.



RULES FOR LUNCH ROOM 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.
- Walk and move in line without disturbing others.
- Upon dismissal, line up quietly and walk to playground area.

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, race, 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 not limited to verbal abuse such as offensive racial, ethnic or pressure to engage in sexual activity. Examples of prohibited harassment includes, but 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 law specifically prohibits sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably or substantially interfering with an individuals school performance or creating an intimidating, hostile, or offensive environment.

Students are advised, if practical, to inform the harasser 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 superintendent and or Board of Education shall advise the person who has allegedly been harassed of the various options available to that person; the school unit's internal complaint process Maine Human Rights Commission complaint, Title IX civil action or formal request for discipline.

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.

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 dropped 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 they provide a written request.”

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



REGULATION 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 bus 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. The duty aides will give the driver the passes upon student 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 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 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 preschool 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 window 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 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.

ACADEMIC PROGRAMS

ACADEMIC EXPECTATIONS

Teague Park School has high expectations for ALL students, from Pre-K to grade 4. 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 & program assessments
- Scores achieved on standardized testing
- Gains in overall maturity (emotional, social & behavioral)
- Standards set by the Maine Learning Results

The principal will make final decisions on promotion and retention after consideration of input from the 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 INSTRUCTIONS

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 principal.



ART PROGRAM

The Art Program at Teague Park Elementary 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 organizations skills, sharing, group cooperation, and appropriate use of materials and art vocabulary. These culminate in the final reward of well-developed visual expression. These skills are sequential, and the primary building blocks are developed in the early learning years. Grades 3 and 4 have a weekly 40 minute art class.

MUSIC PROGRAM

The music program serves all students in grades K-4 at Teague Park and Hilltop Schools. Grades K-4 have one 30 minute class per week. In addition to classroom music, third graders have recorder practice and fourth graders participate in one chorus practice 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, performances 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. Grades 3 & 4 are 30 minutes in length.

Through a noncompetitive atmosphere, children learn to become “movers”, at Teague Park 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 activity settings.



FLES

Foreign Language in 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 performance, 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 2 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 Olympic Committee, International Red Cross, International Post Offices, etc.
- French is the 2nd 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 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 diminishes 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

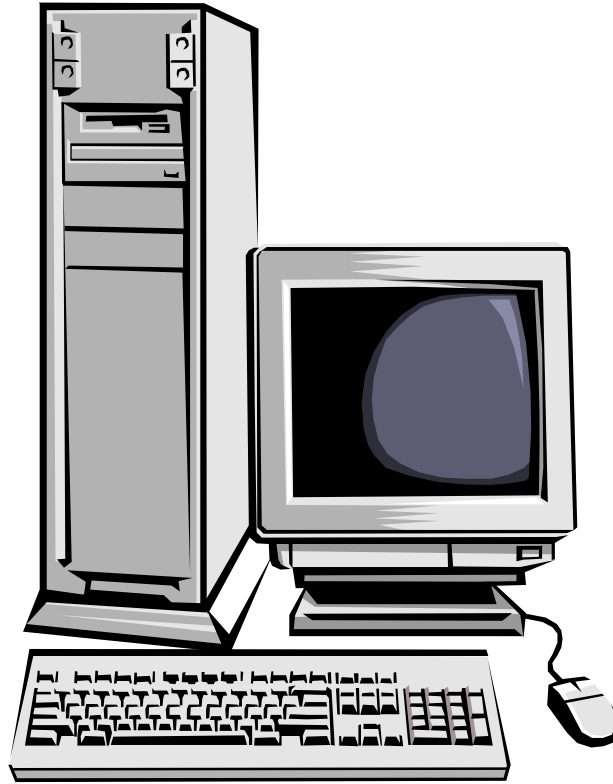
- Students will participate in the elementary second language program.
- Students joining classrooms without previous second language instructions will be supported by instructional modifications made by the classroom teacher.
- Children in 1st through 8th grade.

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 instructions. 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 student 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 Teague Park School is to establish a more caring community of learners.

SPECIAL EDUCATION PROGRAMS

The primary special education programs available at Teague Park School include the Resource Room, Composite Room, and Behavior and Speech and Language Programs. Occupational and Physical therapy are supporting programs. OT and PT are available to qualified students in one of the primary special education programs.

The special education process begins with a referral. Teachers and or parents may refer students to special education. Prior to a referral, concerns should be discussed with the student’s parents, classroom teacher, and special education teacher. A written referral form needs to be completed and submitted by the referring person. Parents must be informed of a referral.

STEPS IN SPECIAL EDUCATION REFERRAL PROCESS

- Parents notified that a referral is being made.
- Referral submitted to the school secretary.
- Parents contacted by the Director of Education (Rick Umphrey).
- Referral discussed along with pending evaluations and a P.E.T. date scheduled.
- Parental written consent for evaluation signed and returned to Teague Park School.
- Assessments occur.
- Pupil Evaluation Team (P.E.T.) meeting occurs. Present at the P.E.T. are the Director of Special Education, and or a building administrator, special education teachers, parents, and classroom teachers. The evaluation is reviewed and eligibility for special education services is determined.

IF A STUDENT IS ELEGIBLE

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

IF A STUDENT IS NOT ELEGIBLE

- 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 impairment: or
- Is regarded as having 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 guardian 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 Education 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 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** 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 education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the Caribou School Department receives a request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
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 provide to the parent or eligible student when notified of the right to a hearing.
3. 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, which 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 and administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contacted 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 without consent to officials of another student district in which a student seeks or intends to enroll.

4. 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 requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. The Caribou School Department may make public, at its discretion, personally identifiable information from the education 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 to be 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 St.
Caribou, Me 04736

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

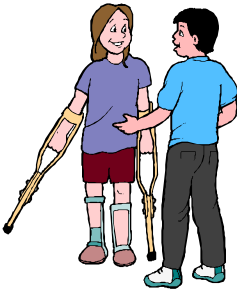
The Caribou School Department maintains a more extensive policy on education records. That policy can be obtained by contacting the Superintendent of Schools.

NOTICE OF PROGRAM ACCESSIBILITY FOR PERSON 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 usable by individuals with disabilities can be obtained by contacting the ADA/504 Compliance Coordinator whose name and address and telephone number is listed below:

Rick Umphrey
Director of Special Education
628 Main Street
Caribou, Maine 04736
(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/504 Compliance Coordinator.

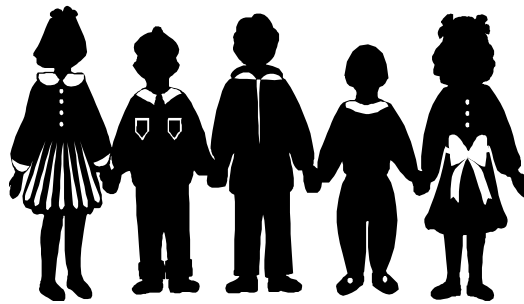


SPECIAL SUPPORT SERVICES SCHOOL COUNSELING PROGRAM

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 education 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 Teague Park School offer a comprehensive standards-based program, which include: 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 Teague Park School.



CHILD STUDY TEAM

The Child Study Team is comprised of staff members who function as a referral and support team for students and teachers who may be in need of support. The team gathers information and makes instructional and behavioral recommendations and/or referral recommendations, if appropriate. Teachers and/or parents can make referral to the Child Study Team.

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 grades Pk- 4 are eligible for breakfast meals for **\$.85** Families that apply and qualify may receive breakfast free or at a reduced rate of **\$.30**.

Preschool students may purchase milk for snack time for **\$.10**. Grades 3 and 4 may purchase milk for break for the amount of **\$.25**.

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

Lunch prices for this year are **\$1.40**. Families that qualify pay a reduced price of **\$.40** or they receive their meal free. An extra entrée may be purchase 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 homerooms, on Monday mornings and brought to the cafeteria 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 to the library with their class once a week. Grade 3 and 4 students may check out 2 books for one week. Materials may be renewed. No fines are charged for overdue material, 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 the 3rd and 4th grade teachers, specialists, and administration. The school-budget and grant monies are sources of support to provide cultural programs for the Pre-school, 3rd and 4th 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 the students is 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 ask 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.

SCHOOL VOLUNTEER PROGRAM

The education of the children in our schools is 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 service does require reliability, professionalism, and complete confidentiality for each volunteer.

As a school volunteer, you 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
- Membership on committees
- Parent newsletter
- Caribou School Department web site at 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 communication.
- 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.
- 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.

CARIBOU SCHOOL DEPARTMENT'S 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, martial status, or national origin will exist in any area. 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 Departments 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 compliant 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 an alleged grievance at the lowest level.

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

INFORMAL PROCEDURE

- 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) is 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**

| | |
|----------------|------------------------------------------------------|
| August 22 | Orientation Day (PK-4) |
| August 23-24 | Workshop Days |
| August 29 | 1 st Day of Classes (PK-8) |
| September 5 | Labor Day |
| September 16 | System/CACE Workshop |
| October 8 | 1 st Trimester Progress Report Closes |
| October 11 | Columbus Day |
| October 15 | Release 1 st Trimester Progress Reports |
| November 11 | Veteran's Day |
| November 17 | Parent/Teacher Conferences |
| November 19 | 1 st Trimester Ranking Period Closes (55) |
| November 24-26 | Thanksgiving Recess |
| December 3 | Release 1 st Trimester Report Cards |
| December 24-31 | Christmas Vacation |
| January 1 | New Year's Day |
| January 11 | Workshop Day |
| January 14 | 2 nd Trimester Progress Reports Closes |
| January 17 | Martin Luther King, Jr. Day |
| January 21 | Release 2 nd Trimester Progress Reports |
| February 21-25 | Mid-Winter Vacation |
| March 4 | 2 nd Trimester Ranking Period Closes (58) |
| March 11 | Release 2 nd Trimester Report Cards |
| April 8 | 3 rd Trimester Progress Report Closes |
| April 15 | Release 3 rd Trimester Progress Reports |
| April 18-22 | Spring Vacation |
| May 30 | Memorial Day |
| June 9 | 3 rd Trimester Ranking Period Closes (62) |
| June 14 | Release 3 rd Trimester Progress Report |