

Forest Hills Elementary School
Handbook
2011-2012

It's All About Attitude!



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See Yourself as Successful—See Yourself as a Star!

To All Students and Parents:

This handbook has been prepared as a guide to help you. It is issued in order to have our expectations made available to everyone. It gives you a variety of information that will make your years at Forest Hills Elementary School more productive and enjoyable. Together let's make our school the best it can be.

This handbook cannot cover every aspect of school life; therefore, common sense should be relied upon to address any rules not found in this booklet.

I hope you have a productive and enjoyable school year! If you have any questions concerning this handbook or your school, please feel free to call me at 668-5291 *or email me at Denise.Plante@sad12.com.*

Denise Plante, Principal

MISSION

The mission of Forest Hills Consolidated School, in partnership with staff, students, family and community, is to educate, empower and challenge students to realize their full potential, as individuals and as citizens of the world, and to develop a life-long thirst for knowledge.

Academic Expectations

- To assess the cultural, environmental, economic and political impacts of humans and their behavior on the world
- To read and write effectively
- To speak and listen effectively
- To analyze and evaluate sources critically and objectively
- To apply math skills in practical and theoretical situations
- To use the scientific method to solve everyday problems
- To be proficient in the use of information technology
- To demonstrate artistic knowledge and techniques
- To be physically fit and aware of healthy lifestyles

Social and Civic Expectations

- To make responsible personal choices and set appropriate goals
- To demonstrate teamwork and leadership skills
- To be an aware, contributing, and responsible citizen
- To demonstrate respect and honor diversity

Legal reference:

20-A MRSA, 101 et seq.;4511.3,A

Adopted: August 13, 2002

Revised: September 11, 2007

Revised, November 2007

TOP TEN BELIEFS

- Children need to develop self-control and assume responsibility for their actions.
- Students must assume ownership and responsibility for their learning.
- Positive parental involvement is a must.
- Every student needs to experience success.
- Each learner is an individual.
- Every child can learn. It is important to validate accomplishments and recognize various capabilities.
- Every child should develop self-esteem and a sense of pride, as well as develop pride and compassion for all.
- The family must take primary responsibility for the students.
- Forest Hills will be a safe and supportive environment for all students and staff.
- It's important that students be successful.

School Procedures

1. School begins at 7:45 a.m. for students in grades K-4 and at 8:00 a.m. for students in grades 5-8. Students arriving after these times will be considered tardy.
2. All students who are **late for school** in the morning must report to the office to verify their lunch status for the day **and to correct school absence list**.
3. Pupils returning to school after an absence must present the classroom teacher with a note explaining their absence.
4. Students who walk to school **should not arrive prior to 7:20 a.m.**
5. Students are not permitted to leave the grounds without permission during the school day.
6. School will be dismissed at 2:00 p.m.
7. Students are expected to obey the rules and codes of conduct for their classroom and building as presented by their homeroom teacher.
8. Written permission is necessary before students can be allowed to leave school other than on their regular conveyance or to their regular destination. These notes must be signed by the parent or guardian and appropriately dated. The notes are to be initialed by the student's classroom teacher and submitted to the bus driver as the pupil enters the bus. The classroom teacher will retain notes for walkers.
9. Students are expected to assume responsibility for the proper care of books and materials loaned to them during the school year.
10. Dangerous objects, including drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles *of any of these items*.
- 11.** Bus rules are distributed to each student. Students are expected to obey all rules. Should questions arise regarding busing, please contact the student's bus driver first. The principal may be contacted if the matter in question cannot be resolved between the student, parent and bus

driver. See further details under “Bus Information”.

12.

SCHOOL CLOSURE: School cancellations will be posted on the local news channels and radio station at approximately 5 a.m. All homes will be called at approximately 6 a.m. Messages will be left on answering machines. If there is no pickup, we will continue to dial until there is a pickup. This is an automated, voice-recorded system that will begin with, “This is an important message from Forest Hills.”

13. Playground rules are established for your safety. See **Bike and Playground rules for more information.**

14. Radios, CD players, cell phones, MP3s, and Ipods are not allowed at school (see **further information under technology usage**).

15. Hats **must** be removed upon entering the school building.

16. Sneakers should be worn while participating in gym activities.

17. Gum chewing is not permitted on school grounds.

18. Inappropriate language will not be tolerated.

ENROLLMENT PROCESS

It is a trying time for students to enter a new school setting and to make new friends. In order to make this transition as smooth as possible for the child we request that the following procedures be followed:

1. Parents or guardians should contact the school principal in person.
2. Parents or guardians should bring with them any records that they have - this must include a health record and birth certificate (not a hospital copy) and any other records that are needed. These must be up to date.
3. Parents or guardians will fill out all necessary paper work to enroll said student(s).
4. Parents or guardians will supply students with necessary supplies (pens, pencils, notebooks, etc.).

We thank all parents, guardians, and students for their understanding and support during the enrollment process and hope by doing this, the transition period becomes smooth and rewarding for all concerned.

ATTENDANCE

School is in session from 7:45 a.m. to 2:00 p.m. daily. Students should arrive at school no earlier than 7:20 a.m. Once buses begin to arrive, students will be supervised either inside appointed “bus” rooms and/or on playground (weather permitting) until the school day begins. Parents should dress children accordingly.

Students arriving after 7:45 A.M. are tardy and should report to the office before going to their classrooms. Students arriving to school after 10:00 a.m. in the morning or leaving before 1:00 p.m. will be considered absent one—half day for perfect attendance purposes.

If a student has an appointment during the day, a note should be sent to the teacher. A student who becomes ill during the day or has some other type of emergency must report to the office before leaving school.

When a student is not going home on his or her regular bus, the parent must write a note of permission. If a student is not taking a bus home and other arrangements have been made for transportation, a note must be given to the classroom teacher.

Valid reasons for absences are:	Personal illness
	Serious illness or death in the family
	Absence approved by the Principal in advance
	Emergency medical or dental attention
	Scheduled medical or dental attention
	Observance of religious holidays

When a student is absent, a signed, dated excuse should be sent with the student when he/she returns to school. Absence does not excuse the student from making up assignments.

EARLY DISMISSAL

Your child's welfare is our primary concern. Therefore, we *cannot* dismiss a child early unless we have authorization from a legal guardian or a parent with legal custody.

If you plan to be away and you desire someone else (friends, neighbor, relative) to pick up your child, please send a signed note to the school with the adult's name and the time of dismissal and have your child give this note to the teacher. *If this adult is not known by the staff, a license or other proof of identity will be required.*

Students may be dismissed early for medical and dental appointments, family emergencies, and illness. A signed, dated excuse note should accompany the student upon returning to school.

HARASSMENT PROCEDURE

'Student Harassment' is defined as the offense of: name calling, bullying, insulting, making fun of, putting another student down, embarrassing another student, teasing, being mean, or talking behind another student's back with false rumors.

1. Elementary teachers will first take away a recess from any student who harasses another. During the lost recess time the student will work on a written (for the younger students, a verbal) apology.
2. If a student accumulates three (3) harassment penalties, a letter will be sent to the parents/guardian informing them of the behavior.

3. If the behavior continues, teachers will then contact parents/guardians personally to discuss the problem.
4. After five (5) infractions, the student will be sent to the principal's office for further action. *Harassment of any type will not be ignored, even if the child was only joking.* Jokes are often misinterpreted by others and may be very hurtful.

HOME AND SCHOOL COMMUNICATION

There may be an occasion when a change in a child's home situation results in difficulties at school. Especially when there is a change in marital status, the school often finds itself caught in the middle of domestic conflict.

In order to ease such tension, we will be pleased to communicate school matters to both parents. The faculty would be happy to give a child two newsletters and provide double invitations to children of divorced parents. Please inform the classroom teacher and school office of such requests at the beginning of the school year to ensure that no information is missed.

Adults are invited and encouraged to visit our classrooms. Becoming familiar with your child's school can help you help your child.

HOME—SCHOOL COMPACT

The School

Forest Hills Elementary and Middle School promotes the belief that all students can learn and experience success. The staff of Forest Hills School and parents will build a partnership to help all students achieve high academic standards, develop self-esteem, self-discipline, respect, pride, and compassion. Working together to educate the children at Forest Hills School, the staff and parents agree to implement the following programs and activities:

- Forest Hills School will provide an academic program that is rigorous and challenging.
- Forest Hills School staff will communicate with parents on an on-going basis regarding their child's academic and social progress in an open and respectful way.
- Forest Hills School will set firm and fair safety, discipline, and drug enforcement policies.
- Forest Hills School will strive to involve parents in school activities and the volunteer program.
- Forest Hills School will offer school and community service learning opportunities.

The Home

Parents are the children's first and most important teachers and will continue to be extremely important for their children's success while in school. The staff of Forest Hills School and parents recognizes the necessity of strengthening communication and commitment between the home and the school. It is further recognized that the school's purpose is to reach out as a partner and support parents' expectations for their children's education. Likewise parents have a responsibility to support their children and the school community. We ask of parents to:

- send their children to school
- attend at least one parent/teacher conference a year to discuss academic progress of their children
- assist their children with their homework assignments on a regular basis to ensure completeness and accuracy
- talk to their children about the importance of good character and respect for others, and
- support school and district discipline codes.

Parents are the key to education! **SCHOOL VISITATIONS**

The School Board encourages the active interest and involvement of parents and citizens in the public schools.

The following general guidelines are administrative procedures concerning visitors:

- A. The term “visitor” shall apply to any person on school grounds or in the school building who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.
- E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school-related business and/or who may disrupt the operations of the schools. This may include, but not limited to, the news media, profit-making businesses, and other organizations seeking access to students and/or staff.
- G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

PARENT VOLUNTEERS

Classroom volunteers are welcomed and encouraged by most teachers. Please do not hesitate to offer your services. *Anyone wishing to volunteer should contact the school office to complete an application form.*

GRADING SYSTEM

In kindergarten through fifth grade, the following letters are used for grading:

- E** - Student’s Performance Exceeds Standards
- M** - Student’s Performance Meets Standards
- P** - Student’s Performance Partially Meets The Standards
- N** - Student’s Performance Does Not Meet Standards
- W** - Working on the Standard
- X** - **Not graded this marking period**

Number grades may also be used in grades three through five.

HOMEWORK

The School Board believes that there are several reasons for assigning homework:

- A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.
- B. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.
- C. Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.
- D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.

If a student finds that he/she is having difficulty in a subject, the student should see his/her teacher for extra help before school, after school, or during the day. A student should not wait to seek help. It is very important that he/she does not allow him/herself to get behind in his/her studies.

Assignments/homework is expected to be done when the class convenes. If not, arrangements should be made to stay in recesses **or lunch** to make up work that has been missed.

PROMOTION AND RETENTION OF STUDENTS

Our school believes that the placement of children in classes for a new year is a decision of great importance—one that is made by the classroom teacher after consulting with the principal, parents, and/or other teachers. In making these decisions, we want to consider all possible and relevant information so placements will be made which will ensure the greatest possible learning for each child.

The M.S.A.D. #12 administration and staff will strive to create a positive atmosphere toward learning whereby a student may progress through school according to his/her own individual needs and ability.

In situations where there is doubt as to whether to promote, retain, place, or return a student to a former grade, the teacher shall consult with the school principal. Consideration will be given to a student's record of accomplishment and that will be the major criteria for advancement.

In cases of potential retention, the teacher shall notify the parents/guardians in writing of such possibility by the end of the second ranking period, or when such need is identified—**this recommendation is usually made during or near the end of the third quarter**. A copy of the letter shall be placed in the student's permanent record folder. The teacher involved will arrange a conference with parents/guardians and anyone they might invite to attend.

Students who are unable to earn promotion by accomplishment will be retained in their current grade except where there are extenuating circumstances.

APPEALS

- A. Parents/guardians may request an appeals hearing with regard to decisions made by teachers to retain, place, return to former grade, or promote students. This request should be in writing and should explain in reasonable detail a basis for the appeal. The request should be addressed to the Principal no later than June 15.
- B. The Superintendent shall research the situation and meet with the parents/guardians for the purpose of exchanging information. The Superintendent's role at this point is advisory in nature.
- C. A hearing with the parents/guardians will be scheduled with an Appeals Committee. The Committee shall include 1) the Superintendent; 2) the Director of Special Education; 3) the teacher and 4) a teacher of a different grade.
- D. The Appeals Committee will review all of the relevant documentation concerning the student involved. The Appeals Committee may request additional information relevant to the appeals process. The Appeals Committee will also hear from the parents/guardians and from the student's teacher(s) and Principal.
- E. The Appeals Committee shall make its decision no later than July 1.

PARENT-TEACHER CONFERENCES

We schedule parent-teacher conferences twice a year. This involves some release time for students which are noted in the school calendar section. We feel that conferences are a valuable part of our student evaluation process because they allow you to have input and to ask specific questions about either the program in general or your child's performance. You are encouraged to take full advantage of this opportunity. Parents are encouraged to set up conferences with teachers anytime there is concern for your child's progress.

DRESS AND GROOMING

The school dress code is that students are expected to be neat and clean, to wear clothes that are whole, clean and that fit properly.

1. Hats are not to be worn in the building.
2. Spandex worn as the outer garment is not allowed.
3. Tank Tops and muscle shirts or any other garment that does not adequately cover a student's body will not be allowed unless worn over a tee-shirt or some other garment.
4. Students must be dressed appropriately for the weather. Shorts may be worn (as long as the length is no shorter than the fingertips of the hands extended down the legs) from the first day of school to Columbus Day and from April vacation through the end of the year. Students may not wear shorts from Columbus Day to April vacation. **Even though outside activities are eliminated or curtailed during sub zero weather, emergency situations may prevail which would require immediate building or bus evacuation. Boots, snow pants, mittens, and a warm hat should be a part of a student's regular winter attire.**

5. Clothing with suggestive slogans or that promotes drugs and alcohol or tobacco products are not permitted.
6. **Torn clothing should not be worn when it exposes any undergarments.**

BICYCLE AND PLAYGROUND RULES

Those students who ride bicycles to school will put them in the bicycle rack. They will be kept in this area until school dismissal.

Playground rules are established for your safety. Please obey them at all times.

- a. **Swings are to be adjusted only by adults.**
- b. **Swings are limited to one student each in a sitting position. Walking between or behind swings is prohibited.**
- c. **Swings should be slowed to a stop before getting off.**
- d. **Do not shake basketball supports or hang from the rims or nets.**
- d. **Pushing, scuffling, or fighting will not be tolerated.**
- e. **Rough play is not permitted at anytime. If you have questions about how, what, or where to play, ask the person on duty.**
- f. **No more than three children are allowed on the tire swing and they must all be seated.**
- g. **Climbing, sitting, or standing above the top horizontal bars of the playground equipment are not allowed.**

TECHNOLOGY (laptop and internet) USE

The laptop computer issued to each student (grades 3 – 12) and use of internet are educational tools and should only be used in that capacity *both in and out of school*. Computer and internet usage is a privilege and not a right. Students are responsible, just like textbooks, for returning their computer in good condition or will be charged for its repair or replacement unless covered by warrantee. Students should never walk with a laptop open and should use carrying cases provided.

Students may not: access or post inappropriate materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal; copy or download material that is copyright protected; plagiarize (representing as one's own work any materials obtained on the Internet); non-school related purposes; misuse or share passwords; malicious use/vandalize; or enter unauthorized chat rooms/news groups *or use social networking sites such as MySpace or Facebook during class time unless the teacher has approved for educational purposes.*

The school reserves the right to monitor all computers, networks and Internet services and activity by students including email and stored files. Students shall not reveal their full names, address or telephone number on the Internet without prior permission of the supervising teacher. Students should never meet people they have contacted on the internet without parental permission.

All students and families are required to read the full content of the board policy IJNDB-R which is a full description of policy related to student computer and internet rules. Middle school students will have signed by parents specific rules to the use of their laptops prior to being issued a computer.

TELEPHONE USAGE

The school telephone is to be used by the students only in cases of emergencies, i.e., illness, and accident. Other calls such as calling a parent to visit a friend after school should be taken care of prior to coming to school.

BREAKFAST, LUNCH, AND MILK PROGRAM

Our school breakfast, lunch, and milk program is run in compliance with State and Federal regulations; therefore it is necessary for the parents or guardians of all students attending the Forest Hills Elementary and Middle School to complete the necessary paperwork that is sent home regarding breakfast/milk/lunches. The directions are quite clear and all information needs to be completed or we are required to return the applications. If a family is not interested in applying for free or reduced breakfast/lunches, please sign and return the cover letter indicating to us that you have received a form.

Breakfast/Lunch money is to be brought to school no later than Monday or Tuesday for the remainder of the week. Please send money in an envelope labeled with child's name, days child wishes to eat, and amount of money enclosed. It is extremely helpful to all the teachers if money is not forgotten and the right amount is sent. Please send the lunch money to each individual student's homeroom teacher. Breakfast should be paid for by the week so as to make less bookkeeping work. Students should also order extra milk by the week.

If a child is going to be late for school—please call us so that we can order his/her lunch for them. The orders are completed by 8:30 each morning and by that time the kitchen staff has started their daily preparations.

If a child is going to be dismissed from school before lunch, either send in a note or call the school. Every meal that is ordered and not eaten is money wasted.

TOBACCO, DRUG AND ALCOHOL USE

No student shall have or use any tobacco, alcoholic beverage or illegal drugs. This policy applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity. Please refer to the tobacco, drug and alcohol policies in the policy handbook.

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

DISCIPLINE, STUDENT SUSPENSION, AND EXPULSION

Discipline is one of the most important lessons taught through education. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people.

Students at Forest Hills School are expected to conduct themselves in a manner that will not interfere with the rights of others. In order to ensure an atmosphere of learning, rules and regulations are established and maintained. If any student violates the rules, there are consequences for his/her actions.

Teachers and aides are responsible for discipline in the classroom, study halls, recesses, lunchroom, and throughout the school. Students are required to respond to any member of our staff even if it isn't their regular classroom teacher. Teachers may assign any reasonable penalty as a consequence for a student's inappropriate actions.

Students that repeatedly violate school rules or that engage in an act of a very serious nature may receive an after school detention, an in-house suspension, or an out-of-school suspension to be administered at the discretion of the school principal. The penalty may vary according to the nature and seriousness of the rule infraction and the number of infractions the student has had previously.

As part of our school program, we try to teach students respect and consideration for their fellow students and the adults with whom they have contact. All playground and classroom rules are based on the premise of respect for others and insurance of safety. Certain rules are adopted to give students specifics as to what behaviors are acceptable and what ones aren't. Most students cooperate well, but occasionally school staff has to correct students. If frequent corrections have to be made, we try to inform the parents so that we can work together to help solve the student's problems. Once in a while, a written incident report will be sent home if it is determined that parents need to immediately know about a specific behavior. We welcome your comments and input into the matter of student discipline, since student disruptions do detract from our basic purpose—to provide an education for all students.

BUS INFORMATION & EEAB BUS STOPS & ROUTES

(Please see policy EEAEC: Student Conduct on Buses in the Policy Handbook on our website for a complete list of bus procedures)

Meeting the Bus:

1. All pupils must be on time. Buses cannot wait for tardy riders.
2. Pupils walking along the road to a bus stop should always walk on the left shoulder of the road, facing oncoming traffic.
3. Pupils will walk, not run, when crossing the road or approaching a bus and then only after the bus is fully stopped.
4. Pupils must wait for the driver's signal before crossing the road to board the bus.

On the Bus, Pupils Shall:

1. Obey the driver, who has full charge of the bus.
2. Go to their assigned seats and remain seated while the bus is in motion.
3. Deposit all paper and refuse in container when leaving the bus.
4. Present to the driver a properly signed permission slip when that pupil is to be discharged at a point other than his/her regular pick-up point.
5. Refrain from any swearing, vulgar language, ethnic slurs, or comments directed against any person. **It will not be tolerated.**

Pupils Shall Not:

1. Extend any object or part of his/her body outside of the bus at any time.
2. Tamper with bus equipment or emergency doors, windows, or hatch.
3. Mar or deface the bus in any way. The pupil and his/her parents/guardians will pay for damage

- done.
4. Fight or scuffle. Any instance will result in suspension from buses.
 5. Shout or make lewd gestures to anyone.
 6. Throw objects out of or within the bus.
 7. Obstruct aisles with lunch boxes, backpacks, or other objects.
 8. Consume food or drink while on the bus. All food, drink bottles, cans, etc. shall remain in lunch boxes/bags.
 9. Bring large objects on the bus (driver's judgment).
 10. Cross the street in front of the bus without waiting for the driver's direction.

Remember:

1. Pupils attending parties, group activities, etc., and wishing to ride a bus other than their own, may have to be denied permission.
2. Permission slips are required when pupils leave the bus other than at their pick-up point.
3. The infraction of any rule may be grounds for suspension from buses. (Suspension from one bus means suspension from all district buses on regular runs.)
4. Severe infractions may be dealt with by the principal and may result in a lengthy suspension of the pupil's bus riding privileges.
5. The right of the pupils to ride a school bus is conditional on their behavior and observance of rules pertaining to proper conduct.
6. Bus drivers are obligated to request suspensions to the principal and make suggestions in line with good citizenship.

Procedures for Suspending Pupils from Buses

1. The suspension of pupils from buses for disregarding school bus rules and regulations is at the discretion of the principal.
 - The first suspension calls for a mandatory three-day suspension.
 - The second suspension calls for a mandatory five-day suspension.
 - The third suspension calls for a mandatory indefinite suspension.
2. After a mandatory 5-day suspension, a meeting between the parents/guardians, pupil, bus driver, and principal is necessary to determine the cause of suspensions and hopefully, to achieve a solution that will prevent any further problems. Should further problems occur, there would be a 3rd suspension resulting in the pupil remaining suspended from the buses for the remainder of the school year.

PARTIES

Students are permitted to have three parties each year: Halloween, Christmas, and Valentine's Day. The school principal must approve other parties. Parents are asked to help with refreshments and some teachers have parents come in to help with the party itself. Teachers make arrangements for their own classroom.

FIELD TRIPS

Occasionally students are taken to a place away from the school building to experience and learn from observation at a special site. Parents will be informed in writing regarding school field trips and will be asked to sign a permission slip. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when the field trip will extend beyond the school day.

FIRE DRILLS

Fire drills will be held periodically. The teachers will conduct the students in an orderly manner to the assigned safety zone. Students will learn the exit procedures at the beginning of the school year.

SCHOOL HEALTH, INJURY, MEDICATION IN SCHOOL AND ILLNESS

Our procedure is to notify parents or guardian as soon as possible after learning about either an injury or an illness. If a student complains about being sick, we will call to let you know. That call does not necessarily mean that we expect you to come and get the student. We will give our opinion, unless severely ill or in need of medical attention, but otherwise the decision is yours.

Injuries are handled in a similar manner. However, if it is an obvious problem, we will notify you. If no one can be reached for advice, we will use our own judgment based upon the emergency card information in dealing with the situation.

Students can't take medication at school unless the medicine is given to them by the school nurse or other designated personnel. A note needs to come from home if a student has medication they need to take. Parents must bring in any medications that will be taken with instructions on how they are to be taken. Please refer to the medication policy in the policy handbook.

SPECIAL EDUCATION REFERRAL / PRE-REFERRAL

It shall be the policy of M.S.A.D. #12 to refer all school-age students suspected of having a disability that requires special education to the pupil evaluation team for an evaluation in the suspected areas of disability to develop an Individual Education Plan (IEP). Professional school staff may make referrals of students to the pupil evaluation team, or referrals may be made by parents, and by other persons knowledgeable about the child's educational needs.

The Superintendent of Schools, in consultation with the director of special education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may from time to time amend those procedures as necessary.

TESTING

Northwest Evaluation Association (NWEA) MAP achievement tests will be given to students in grades K – 10th grade and the New England Common Assessment is given statewide to students in grades 3 through 8. Individual achievement, intelligence, and/or aptitude tests are given by the special education personnel upon written parental permission. You are entitled to and will be given the results of all tests given to your child. Don't hesitate to ask for a full explanation of the results if one has not been given to your satisfaction. Remember that the major purpose of testing is to measure and improve student learning.

NCLB-TITLE IA

Title I of the No Child Left Behind Act (NCLB) is the largest federal education program for schools. Most Title I money is used to provide extra help in reading, math, and language arts for school children.

At Forest Hills we use our Title I funds to provide Educational Technicians in our schools and provide professional development for our staff. The Ed Techs work with students needing extra help in reading, math, and language arts. The ed. tech. works under the teachers' directions in giving additional help to qualified students. Most Title I students are worked with in the regular classroom.

Parents have the right to request specific information on teacher qualifications and paraprofessional services. An annual NCLB-Title IA meeting is conducted each year to inform parents of program and involvement opportunities.



Forest Hills School Song

*Come, come old orange and black
Let's all show them what their teams lack
Watch those TIGERS raise that score
Ole Forest Hills forever more
We'll send the banners soaring sky high
We'll win the game
We'll TRY, TRY, TRY!
For you know we'll never look back on Jackman,
the orange and black.
RAH! RAH! RAH!*

THE PLEDGE OF ALLEGIANCE

*I pledge allegiance to the flag
of the United States of America
and to the republic for which it stands
one nation under God, indivisible,
with liberty and justice for all.*

