

Forest Hills High School Handbook 2011/2012

It's All About Attitude



The test of a first-rate intelligence is the ability to hold two opposed ideas in the mind at the same time, and still retain the ability to function. One should, for example, be able to see that things are hopeless and yet be determined to make them otherwise. ~F. Scott Fitzgerald

Please visit www.sad12.com for announcements, school calendars, policy handbook, menus, sports schedules and more!

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The sun shines and warms and lights us and we have no curiosity to know why this is so; but we ask the reason of all evil, of pain, and hunger, and mosquitoes and silly people.
~Ralph Waldo Emerson



PRINCIPAL'S MESSAGE

This school will be whatever you make it. Let us show the kind of spirit that will make our school outstanding. **Work hard, be nice.**

As a student of this school, you are expected to accept the responsibilities and obligations of good citizenship. This handbook contains some of the guidelines to help you adjust to your school and become a part of it.

SCHOOL CODE

1. Respect yourself, school personnel, school property, and each other.
2. Take pride in your school and help keep it clean and attractive. **We do not pay anyone to pick up trash or food from the floor—we pay for someone TO EMPTY the trash cans provided for you.**
3. Be prompt and dependable.
4. Dress as attractively and comfortably as possible during school and for all school functions—see dress code page 8.
5. Cheer for your school, not against your opponent.
6. Realize the seriousness of cheating and do not get involved in it.
7. Do your best. Be organized and do not put off what you can do now.
8. Remember that you are now writing the record that will follow you for the rest of your life. You are responsible for your actions.
9. Treat your classmates as you would have them treat you.
10. Always conduct yourself in such a manner that Forest Hills School, fellow students, and community will have a reason to be proud of you.

A FEW RULES ON LIFE

An excerpt from the book "**Dumbing Down our Kids**" by educator Charles Sykes.

Rule #1: Life is not fair-get used to it!

Rule #2: The world won't care about your self-esteem. The world will expect you to accomplish something BEFORE you feel good about yourself.

Rule #3: You will NOT make \$60,000 a year right out of high school. Furthermore, you won't be a vice-president with a car phone until you earn both.

Rule #4: If you think your teacher is tough, wait until you have a boss.

- Rule #5: Flipping burgers is not beneath your dignity. Your grandparents had a different word for burger flipping. They called it opportunity.
- Rule #6: If you mess up, it's not your parents' fault; so don't whine about your mistakes, learn from them.
- Rule #7: Before you were born, your parents weren't as boring as they are now. They got that way from paying your bills, cleaning your clothes, cooking your food and listening to you talk on and on about how cool you thought you were. So before you save the rain forest from the parasites of your parents' generation, try delousing the closet in your own room!
- Rule #8: Your school may have done away with winners and losers, but life has not. In some schools they have abolished failing grades and they'll give you as many tries as you want to get the right answer. This doesn't bear the slightest resemblance to anything in real life.
- Rule #9: Life is not divided into semesters. You don't get summers off and very few employers are interested in helping you find yourself. Do that on your own time.
- Rule #10: Television is not real life. In real life people actually have to leave the coffee shop and go to jobs.
- Rule #11: Be nice to Nerds. Chances are you'll end up working for one!

The only disability in life is a bad attitude.
~Scott Hamilton

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

GENERAL INFORMATION

ACADEMIC AWARDS

Forest Hills School intends to recognize students who have achieved outstanding academic performance. Students who receive a grade of 85 or above in all of their subjects will have their name included on the quarterly published honor roll. Students who receive a grade of 93 or above in all of their subjects will have their name included on the quarterly published high honor roll. In addition, students who have achieved top academic performance will be recognized at the annual Academic Banquet held in the spring. The top five members of the senior class will also be recognized and awarded at the annual East-West conference banquet.

ACCIDENT INSURANCE

All students participating in extra-curricular or co-curricular activities must purchase school accident insurance or provide proof that the student is covered by a family health insurance policy.

ACTIVITY AND DANCE RULES

In order for a club, class, or organization to sponsor an activity, it must first be approved by the class/club/organization advisor, the student council governing that grade level and the school principal. In addition to the advisor, parent representation at the discretion of the principal must be represented at the activity.

Any students wishing to invite a guest during the school day or to school activities who are not students at Forest Hills must have permission from the principal 48 hours in advance. Students and guests who leave the building during the dance will not be readmitted and they must promptly leave the school grounds.

Any student who comes to a school function under the influence of, or in possession of illegal substances or alcohol will face any and all disciplinary procedures as outlined in school policy. Any guest under the influence of drugs or alcohol will not be admitted to any school function. Students who misbehave at a dance will not be permitted to attend future dances or school activities at the discretion of the principal.

High school students (9-12) are not eligible to attend middle level (5-8) dances. Middle level students (5-8) are not eligible to attend high school (9-12) dances. Students in grades K-4 are not eligible to attend either high school or middle level dances.

AFFIRMATIVE ACTION PLAN

It is the policy of M.S.A.D. #12 to insure equal educational opportunities and affirmative action regardless of race, sex color, national origin, marital status, age, handicap or religion to accordance with all federal and state legislation relative to discrimination.

All Affirmative Action materials will be available in the policy manual found in the Office of Superintendent of Schools and on our website. **Mr. Beauchamp is the Affirmative Action supervisor.**

ARRIVAL TIME AT SCHOOL

No student is to **arrive at school earlier than 7:15** unless supervised by a staff member with prior approval.

ASSEMBLIES

At all times the students' behavior should be calm and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, stamping of feet, horse play, or talking during the assembly/functions.

ATTENDANCE POLICY

Under State of Maine Law, the only legitimate excuses for absence that a school official

may accept are personal illness, appointments with health officials that cannot be made outside of regular school hours, observance of recognized religious holidays, emergency family situations, and planned absence for personal educational purposes which have been approved ahead of time by the principal. **Parents need to contact the school by phone or a written note (students may bring them to the office) whenever a student is absent from school otherwise the absence is considered unexcused.**

Any student who accumulates more than five (5) unexcused absences for semester long courses or ten (10) absences for year long courses will lose credit for that class. Also, every third instance of tardiness to class will count as one absence.

Parents will be notified of attendance problems (**unexcused absences**) on the second, fourth and sixth absence for semester long courses or on the fourth, eighth, and eleventh absence for year long courses. Students are responsible for keeping their own account of the total number of days they miss during the semester **and can be found on PowerSchool.**

A student who has lost credit for a class or classes may request a waiver of the policy by appealing in writing to the Principal. An Attendance Committee composed of the Principal, two high school teachers and one middle school teacher will hear the appeal and either grant or deny the request for a waiver. A student may appeal the Attendance Committee's decision within ten days to the Board of Directors of M.S.A.D. #12.

BACKPACKS

Backpacks are used to bring books to and from school. Lockers should be used to store books while in school. Teachers may or may not allow backpacks to be brought into their classrooms.

BATHROOM PASSES

Students must receive a bathroom pass from their teacher while classes are in session.

BULLYING

Per M.S.A.D. Board Policy JICK, it is the intent of this school to provide all students with an equitable opportunity to learn by providing a safe, orderly and respectful school environment that is conducive to teaching and learning. "Bullying" means any physical act and/or gesture and /or any verbally, written, or electronically communicated expression that a reasonable person should expect will have the effect of: 1. Physically harming a student or damaging a student's property; 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or 3. Substantially disrupting the instructional program or the orderly operations of the school; or 4. Is so severe, persistent, or pervasive that it creates an intimidating , hostile educational environment for the student who is bullied.

BUILDING—CARE OF COMMUNITY PROPERTY

Forest Hills School belongs to the two communities of M.S.A.D. #12. Students are expected to help care for the building by using it with respect. Chairs are to be used for sitting, not tables, desks, or the floor. Defacing and destroying school property is an offense which will result in a suspension **and a charge for repair or replacement.** Payments for the destruction

will be the responsibility of the student and his/her parents.

CHEATING

For students to receive the maximum educational benefit, their own performance must be evaluated. Cheating on test, quizzes, reports, or any individual student products is prohibited and will result in a “0” for that piece of student work. It may also result in suspension depending on the severity of the offense and at the discretion of the principal. **If the student is referred to the office due to repeated offense, students will not be eligible for National Honor Society (or may lose eligibility) and honor roll for the ranking period in which the offense occurred.**

CLASS RANK

Each student's rank in his/her class is widely used by colleges in making admission decisions. Numerical values are assigned to final grades according to the schedule listed below. These are used to compute a student's class rank and are based on the relative difficulty of the courses taken. The total number of courses taken also affects class rank.

<u>Course Level</u>	<u>93-100</u>	<u>89-92</u>	<u>85-88</u>	<u>81-84</u>	<u>77-80</u>	<u>70-76</u>
General	4	3.5	3	2.5	2	1
College Prep	5	4.5	4	3.5	3	1
Advanced Placement	7	6.0	5	4.5	4	1

College Courses are not included in the determination of class rank.

Students who repeat a class for any reason will receive the higher of the two final grades calculated into their G.P.A. Both course attempts will appear on the student's transcript however.

CORRESPONDENCE COURSES

Students will be allowed to take up to two (2) credits toward graduation by correspondence courses. These must be approved in advance by the guidance director and the principal. All correspondence courses must be completed and the final test grades must be in the guidance office by **May 1 of the current school year**. Otherwise they will not count toward graduation requirements.

CORRIDOR TRAFFIC

During class time, the corridors should be clear of students. Permission to be in the corridor will be at the teacher's discretion. Students must have a pass from a teacher. Classes will begin two minutes after the close of the preceding class. Students must be in the classroom before the bell rings or they will be considered tardy.

COURSE LOAD

A minimum of six (6) classroom credits is required each school year (3 classroom credits per semester). Only under unusual circumstances and with the Principal's approval may you

remain enrolled in the school with less than this minimum schedule.

Add/Drop Period: Students may drop or add a course during the first five (5) days of each semester. Classes which are dropped after this period will be included on the student's transcript.

COURTESY

Faculty and staff will be addressed courteously and never by their first name. Courtesy includes language. **The standards of the workplace and formal public speaking use appropriate academic English will be expected.** The use of profanity, swearing and obscene language will be not tolerated.

COURTSHIP PRACTICES/PERSONAL DISPLAYS OF AFFECTION

Holding hands is acceptable. Kissing and embracing are not allowed in the school, on the school bus, or on school trips. Violations will be referred to the office for disciplinary action. **Remember, this is a *kindergarten* through 12th grade school.**

DRESS CODE

There is a definite relationship between good work ethic, proper school behavior, and good dress habits. Every student is expected to come to school clean and neat in appearance and suitably dressed. Clothes worn to school should not be torn or have any holes **with any undergarments showing**.

Students may be sent home to change if their attire interferes with and/or detracts from the normal educational process and atmosphere of the school, or if it is offensive, attracts undue attention to the wearer, or causes a disturbance. Time missed from school will be made up.

1. Shorts may be worn to school. The length of the shorts must be no shorter than the fingertips of the hands extended down the legs.
2. Cutoffs and mini-skirts are not allowed in school.
3. Sun tops, tank tops or muscle shirts are not allowed in school. **“No boobs, butts, or bellies should be exposed.”**
4. Health regulations require footwear at all times in school.
5. Sunglasses and **headwear (hats, hoods, scarves, etc.) will not be worn** in the building during the regular school hours (**this means when a student arrives in school headgear should be taken off and placed in backpack or in locker until 2:00 p.m. or at other times of dismissal**). **Permission by principal may be granted for certain health or religious reasons.**
6. Apparel that promotes or advertises alcohol, tobacco products, illegal substances, or suggests lewd behavior is not permitted.

DRUG & ALCOHOL POLICY

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 found on our website.

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.

EARLY DISMISSAL

Parental notes requesting a student's early dismissal must be present in the office prior to Block A. Notes must clearly state the reason and time for dismissal. Teachers will be made aware of any student who has submitted an early dismissal note.

Excused early dismissals include: medical/dental appointments, family emergencies, recognized religious holidays, and driver tests. Unacceptable reasons for early dismissal include: no more classes for the day, shopping.

EARLY DISMISSAL FOR JUNIORS AND SENIORS

Students will be allowed to leave school only for those legitimate reasons in Maine State Law and if a note stating the reason and signed by the parent is presented to the office prior to the start of the school day.

Juniors and seniors in good standing, as defined below, may qualify for early dismissal/late entry. Both juniors and seniors may be dismissed at the beginning of the last period or the first period of the day if they do not have a class. Students requesting this privilege must present a permission slip to the office signed by their parents. Students with early dismissal privileges are not to be on school property during block A or block D unless they are reporting to their block A or block D study hall. The early dismissal/late entry privilege is granted and may be revoked at any time by the principal for the following reasons:

- 1) Failure to maintain the required academic average in all classes:
 - (A) Juniors 92 or above as determined by the previous semester's course average.
 - (B) Seniors 85 or above as determined by the previous semester's course average.
- 2) Negative teacher progress reports
- 3) Infractions of school rules (behavior, attendance, substance abuse, etc.)



ELECTRONIC DEVICES: CELL PHONES, MP3'S, IPODS, RADIOS ETC.

The following items are not allowed in school. They include, but are not limited to: beepers, pagers, cell phones, and digital playback units, radios and items **such as IPODS, MP3 players, etc.** **Exceptions may be made by classroom teachers or coaches for away trips. It is up to each teacher to determine if certain electronic devices are allowed in the classroom for instructional purposes—if so, *the device is not to be seen or heard anywhere outside of that classroom or bus trip.*** If there are messages, they can be telephoned in to the school office and the messages will be relayed to the students involved.

First Offense: teacher or staff member collects until end of period and reminds student of consequences for second offense

Second Offense: teacher or staff member collects until end of day with call to parent and reminder of consequences for third offense

Third Offense: teacher or staff member gives phone to principal and parent/guardian will be required to pick it up.

EXTRA HELP

If you find that you are having difficulty in a subject, see your teacher for extra help before school, after school or during a study hall, do not wait to seek help. In addition, the National Honor Society provides student tutors to help students. See the National Honor Society advisor, Mrs. Amero on Monday thru Thursday, for more information. Mrs. Gourde, **Title I support**, will be available after school from 2:00 to 4:00 **Monday thru Thursday** and during study halls to assist students. Also, you can see Mr. Beauchamp, **guidance/social worker, and Mr. Caron (Live2Learn)** for other student help. **Students and parents may also request a team meeting to develop an individual education plan for academic, gifted and talented, health concerns, and special education.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents and students have the right to have their student records maintained in a confidential manner by all school employees. See the M.S.A.D. #12 Notification of Rights under F.E.R.P.A. (Family Educational Records Protection Act) in the Policy Handbook. Also see "School records" found later in this handbook.

FINAL EXAMINATIONS

Final exams or comparable exercises approved by the Principal will be administered at the end of each semester. Other arrangements regarding final exams are possible with the approval of the administration and the teacher involved. Cheating on any exam will result in a grade of "0" on that test.

FIRE DRILLS

Instructions for leaving the building are posted in each classroom. The signal for a fire drill or emergency is a loud horn. When you hear this signal you are to move single file quickly and **quietly** out through the designated exit. Students are to proceed well away from the building with their teacher until a return signal is given. You are then to proceed directly to the room which you left.

GRADE PLACEMENT AND HOMEROOM ASSIGNMENT

High school students must earn the following credits for promotion to the next grade level:

- 9th grade students need 6 credits to become sophomores
- 10th grade students need 12 credits to become juniors
- 11th grade students need 18 credits to become seniors

GRADING PROCEDURES

The basis for grading student performance is the teacher's evaluation of the quality of student work in a given subject. A student must achieve at least a 70 in order to earn credit for a

subject. Letter grades correspond to the following numerical grades, which are used for permanent records and transcript.

Grades are divided into the following categories:

- A (93-100) This grade indicates outstanding performances in homework, classroom work, tests and class preparation.
- B (85-92) This grade indicates very good test scores, very good daily performance and continued above average homework.
- C (77-84) This is an average grade, indicating satisfactory daily performance in class, on tests and homework.
- D (70-76) This is a below average grade, indicating lack of student interest, lack of ability to perform certain tasks, poor daily attendance and or poor classroom performance with very little homework.
- F (below 70) This is an academic failure grade for which no credit is given. This grade is the result of lack of student work, poor daily attendance and/or performance with negative classroom attitude.
- I (Incomplete) This is a temporary grade which is given by the teacher if special circumstances made completion of requirements impossible within scheduled times. An incomplete grade must be made up within two weeks into the next quarter. An "I" grade not completed before the two week period will become an "F" grade unless waived by the Principal.
- WF Withdrew from class failing – no credit given.
- WP Withdrew from class passing – no credit given.

Rank cards and progress reports are both sent home four times each year. Please note the dates for these reports listed on the school calendar. Parents and teachers should communicate with each other regularly to keep on top of what is going on in the classroom.

At the end of each ranking period, an honor roll is published recognizing those students who have done exceptional work during the previous quarter. The honor roll is divided into High Honors for those students earning A's in all subjects and Honors for those earning A's and B's in all subjects.

PL 1991, Chapter 248 of the Maine Revised Statutes states: "When grades are given for any course of instruction offered by a school, the grade awarded to a student is the grade determined by the teacher of the course and determination of a student's grade by that teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, is final."

GRADUATION REQUIREMENTS-(M.S.A.D. #12 POLICY IKF)

Senior Class members at Forest Hills, as a minimum for graduation from high school, the prospective graduate must have completed successfully a total of twenty-four (24) credits at the secondary level (grades 9 through 12).

<p>Graduation Requirements</p> <p>Of those credits, the following must be included:</p> <p>4 credits of Social Science:</p> <ul style="list-style-type: none">-1 U.S. History-1 American Government-1 Contemporary History-1 Elective History
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3 credits of Mathematics including
-1 Algebra I
-1 Geometry
-1 Algebra II
1 credit of Computer Science
1 credit of Fine Arts
2 credits of Physical Education/Health/First Aide
3 credits in Science (1/2 year lab to be included)
* A.P. Biology and A.P. Chemistry courses will earn 2.0 credits per course
4 credits of English
*The remaining required credits will be selected from elective courses
*Maine studies (if not taken in grade 8) must be taken in addition

****Students planning to gain admission into a 4 year college are urged to take at least 2 years of a world language.**

All course requirements need to be successfully completed with final grades reported before the first day of graduation marching practice to be eligible to take part in the ceremony.

GUM

There is no gum chewing allowed in the building at any time.

GYM RULES

Once in the gym the following additional gym rules apply:

- a. Only sneakers may be worn on the gym floor
- b. Anyone hanging on rim or nets will be asked to leave and will pay restitution if damage occurs.

*Students may also be allowed to “shoot around” from 7:20 am. - 8:00 a.m. with of the permission of the teacher on duty. All the above stated rules will apply.

HOMEROOM PROCEDURES

All students must report to their homeroom by 8:00 a.m. for attendance, lunch count, and morning announcements.

Any student arriving after 8:00 a.m. must sign in at the front office and sign up for their lunch.

LASER LIGHTS

Laser lights are prohibited from Forest Hills School and all associated school activities. Violation of this rule will result in disciplinary action.

LIBRARY

The library/media center is the information hub of the school. It is available for research and recreational reading, for signing out books, audio-visual materials and equipment, and for use of audio-visual materials related to class assignments. Computer workstations are available for accessing various CD-ROM and online resources. Internet access is available for students having parental approval and submitting a signed M.S.A.D. #12 Internet Network Services Agreement. Because of the extensive use of this facility by teachers and students, only those students interested in focused, purposeful work should use the library. It is not a place to waste time and disturb other students. Rules for library use and behavior are posted in the library.

LOCKERS

Lockers will be assigned to each student in the fall by their homeroom teacher. These lockers remain under the control of the school and are subject to search at anytime. The school is not responsible for losses from lockers. At the end of the year, lockers must be cleaned and inspected before the student's last final exam. Vandalizing lockers will result in disciplinary action and payment for damage done. A locker cleanout and inspection will be conducted during each quarter.

LUNCH TIME

Students are to be in the Commons. Once the gym opens at the end of the lunch period students may be in the gym or Commons. **You must present a pass to be in any other classroom prior to leaving the Commons. Failure to follow the directions of the lunch room supervisor may result in having lunch in the office rather than the Commons.**

MAKE-UP WORK

Make-up Work When Absent

Immediately following return to school, a student will be allowed one (1) day to make-up work for every day absent. Students who are absent one day and miss an exam are to make the exam up on the day of the return. **Teachers may develop other make-up policies based upon their curriculum and instructional strategy. These expectations will be given to students and families in the form of a course guide/syllabus at the beginning of the semester.**

OPEN CONTAINERS AND OTHER FOOD

No open drink containers (with the exception of water—**not flavored water**) will be allowed in the halls, classrooms, or gym. All drinks must stay in the cafeteria area. Violation of this rule will result in disciplinary action. **Teachers may allow certain food items due to certain classroom activities or lessons.**

PERMISSION SLIPS

Permission slips for field trips or school sponsored trips are available in the main office. When needed for any reason, each must be signed by a parent. The signed permission slip will also serve as notification to a parent of the trip planned.

POLICY MANUAL

The M.S.A.D. #12 Policy Manual is available for review at www.sad12.com.

PURCHASES

The procedure for all co-curricular and extra-curricular purchases will be purchased through their respective advisors at Forest Hills School. All student fundraising efforts will be coordinated by Forest Hills School advisors, **student government** and administration. Special requests for athletic items not normally budgeted for shall be directed to the F.H.H.S. Boosters' Club. Parents interested in fundraising to support special athletic requests will be encouraged to contribute their ideas and efforts to the Boosters' Club.

SCHOOL BUS CONDUCT AND SUSPENSION OF PUPILS FROM BUSES

See the M.S.A.D. #12 Policy on Student Conduct on Buses in the Policy Handbook. **As most inappropriate behavior on the bus is directly related to safety of transporting our students, strict adherence to the policy will be enforced which will include loss of privilege in riding the bus for a period of time.**

SCHOOL DAY

Once students arrive at school by bus or car, they shall not leave the school grounds without permission from **parents**. This applies to the period before school, as well as to the remainder of the school day until the dismissal bell. Permission will not be given for picking up books, taking cars to the garage or meeting hair appointments. Students should be in the building during the evenings for scheduled activities only.

SCHOOL LUNCHESES

All lunch **and breakfast** meals may be purchased prior to school on Monday & Tuesday mornings. Students absent at the beginning of a week may purchase their meals on their first day back to school.

Lunch prices will be announced at the beginning of each school year. Students bringing their own lunch will eat it in the cafeteria during their scheduled lunch. **Credit will not be extended for school meals – You must pay if you want to eat.** Meals may be purchased on a weekly, bi-weekly, monthly or yearly basis. Parents and students can check their balances at

anytime through PowerSchool. Please call the school secretary if you need assistance in accessing your account.

SCHOOL OFFICE

In order that the office staff completes their work more efficiently, students may visit the outer office before school, after school or at a teacher's request. At these times, appointments may be made to see the principal.

The changing of money will only be done before school or after school.

SCHOOL RECORDS

Records of current students are kept in a locked fireproof file cabinet. These records may include biographical materials, courses taken, grades and credits received, test scores, and results of medical examinations. These records are normally available to school officials and teachers for cause, to officials of other schools in case of transfer, to authorized representatives of certain governmental agencies and to appropriate persons to protect a student's health and safety in an emergency. Parents may inspect and review the records, have them explained, obtain a hearing if they challenge them, and request that no records be released without their written parental consent. At age 18, a student acquires the same rights afforded his parents. Further details concerning records and procedures may be obtained from the guidance office.

SEARCH OF STUDENTS AND/OR PERSONAL PROPERTY IN STUDENTS' IMMEDIATE POSSESSION

See the M.S.A.D. #12 Policy on Questioning and Searches of Students in the Policy Handbook. **Students should have no expectation of privacy in school storage facilities. The principal or designee has the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. If there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules or federal/state laws, the principal or designee is authorized to search personal property and outer clothing.**

SMOKING

There will be no smoking on the school grounds, in the school building, or in cars on the school grounds. If it is determined beyond a reasonable doubt that a student is smoking on school grounds, or if student is in possession of tobacco products on school grounds, the student will be subject to disciplinary action.

See the M.S.A.D. #12 Policy on Tobacco Use and Possession in the Policy Handbook.



SOCIAL NETWORKING—(FACEBOOK, MYSPACE, ETC.)

Students are not allowed to be on social networking sites during class time unless authorized by a teacher for educational purposes.

First offense: student referred to principal

Second offense: student referred to principal and loss of laptop for a week and parent/guardian contact

Third offense: student referred to principal and loss of laptop for extended period of time and meeting with parent. See Technology rules as well.

STUDENT COUNCIL

Student council is the student government for the student population. The middle level (5-8) and the high school (9-12) student councils are composed of representatives from each grade level elected by a majority vote of the students. This group is actively involved in sponsoring and approving student activities during the year. The student council is a service organization devoted to improving communication between all school groups, coordinating school activities, and promoting a positive school climate.

STUDENT PARKING

M.S.A.D. #12 provides reliable and safe bus transportation for all students. However, students who drive a vehicle to school will be expected to obey the following regulations. Violations of these regulations will result in the loss of the privilege of driving to school.

1. Upon entering school grounds, vehicles are to be parked in the first parking spaces on the right as you enter the school.
2. Students are not allowed to sit in parked cars on school grounds.
3. Vehicles driven by students must be registered in the office.
4. Students with vehicles who leave school grounds at any time during the school day without authorization of the office will automatically lose the privilege of driving a vehicle to school.
5. The maximum speed on school grounds is five miles per hour.
6. Infractions of the above will result in a suspension of privilege to drive on the school grounds for a period of time to be determined by the school principal.

TARDY TO CLASS

If a student is late to class, he/she needs a pass from the teacher of the preceding class. If the student does not have a late-to-class teacher-conference pass, the receiving teacher will make note of the tardy. Habitual offenders will be given detentions if teacher disciplinary action has not been successful.

TARDY TO SCHOOL

Any student who is not in the homeroom period will be considered tardy. **Students must have a pass from the office before attending class.**

Promptness is a virtue very important in our way of life, whether it is in our work or in our commitments to other people. Please see the “**Attendance**” section of this manual for additional information relative to being tardy for school.

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.

Students are not allowed to be on social networking sites during class time unless authorized by a teacher for educational purposes.

First offense: student referred to principal

Second offense: student referred to principal and loss of laptop for a week and parent/guardian contact

Third offense: student referred to principal and loss of laptop for extended period of time and meeting with parent.

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.

TELEPHONE

The office telephones are not for use by the students except in the case of an

emergency. The phone will only be used prior to and after school hours with the permission from the main office staff.

VALUABLES

Students should not bring items of value to school. The school is not responsible for lost or stolen items.

VENDING MACHINES

The vending machines are here for the benefit of the general school and the convenience of the students. Littering in the halls could result in the removal of the machines from the building. Food or drink (with the exception of water) may not be taken to any study hall or class. The machines will be available throughout the day. **See “Food/Drink” section of this handbook for additional**

VISITORS

Visitors are welcome to Forest Hills School. All visitors will report to the school office upon arrival to obtain a visitor’s pass.

VISITORS-STUDENT

Student visitors will be allowed only after prior approval has been granted by the principal and the classroom teachers involved. Forest Hills students will be responsible for the behavior of their visitors. Visitors must report to the school office upon arrival to obtain a visitor’s pass.

WEAPONS

Suspension is mandatory and expulsion mandatory when a student possesses, uses, displays, transmits, or handles a weapon on school grounds. This includes guns in vehicles even if the gun is secured.

DISCIPLINE

The school code provides guidelines for respect. Penalties that have occurred will vary according to the nature of the infraction. Disciplinary action taken by the principal, or his/her designee, will be on an individual basis dependent on the inappropriate action(s) of the student. These penalties may include detention or suspension or referral to the M.S.A.D. #12 School Board for expulsion.

DETENTIONS

Detentions will be assigned by either a teacher or the principal depending on the nature of the infraction by the student. It is the teacher’s responsibility to enforce school rules/policies

and maintain classroom discipline conducive to a healthy learning atmosphere. A student violating school rules/policies or disrupting the learning environment may be given a detention by a teacher.

A Principal's detention will be a three (3) hour detention following the school day. The principal's detention will be for the following infractions:

1. Failure to attend the teacher's detention
2. Violation of school policies

Students have 24 hours to make arrangements to stay for detention. After this time, the detention takes precedence over all other activities, including athletics. School is dismissed at 2:05 p.m.; detention begins promptly at 2:07 p.m.

SUSPENSION

Suspension is one of the most serious disciplinary measures taken. A student being suspended will be informed of the reason for and the length of suspension. He/she will be encouraged, when appropriate, to present an explanation on his/her own behalf, before a decision is reached. The suspension period will start at the time the student is informed that he/she is being suspended from school. Efforts will be made to contact the student's parent(s)/guardian by phone when the decision to suspend a student has been made. A letter will be sent home with the student and a copy mailed to the parent(s)/guardian stating the reason for the suspension and period of time the suspension is in effect. A further hearing will be granted upon request by the parent(s)/guardian. A student who is suspended will not be allowed to participate in any extracurricular activities during the suspension period. If vacation falls within the suspension period, the above will apply to the vacation days as well.

A student may be suspended for the following reasons:

1. Leaving the school building without permission
2. Repeated detention for the same reason
3. Continued willful disobedience toward other persons or school rules, etc.
4. Skipping classes or detention
5. Smoking
6. Fighting
7. Stealing
8. Use and/or possession of illegal drug(s)/stimulant(s)
9. Disrespect toward others
10. Constituting a safety threat to other student(s) or staff
11. Abuse of school property
12. Intentional disruption
13. Being sent to the principal's office for discipline
14. Other reasons as deemed necessary by the principal/designee

The first suspension may either be in-school or out-of-school depending on the nature and severity of the infraction. This decision will be the prerogative of the principal or his/her designee. An in-school suspension will differ from an out-of-school only by the fact that the student will be in school segregated from the rest of the student population. Upon readmission to school, the student will make up all work missed during the suspension period. Failure to complete the missed work in a timely manner (two days for every day suspended) or not staying to complete the work will result in a further suspension.

A second suspension within a school year will require the student and parent(s)/guardian to meet with the School Board before readmission of the student to school.

A third suspension and other subsequent suspensions within a school year will require the student and parent(s) or guardian(s) to meet with the M.S.A.D. #12 Board of Directors for a disciplinary hearing. At that time, the M.S.A.D. #12 Board of Directors may expel or re-admit the student.

The principal or his/her designee has the authority to skip any of the above stated suspensions and have the student and parent(s)/guardians meet with the Superintendent of Schools or the M.S.A.D. #12 School Board, if the nature of the infraction warrants such action.

EXPULSION

The M.S.A.D. #12 Board of Directors may expel students following a hearing, at which the student and his/her parents are requested to be present. This penalty may be invoked for any student who is deliberately disobedient, or deliberately disorderly, or for the infractions of violence or possession, furnishing or trafficking of any scheduled drug, if found necessary for the peace and usefulness of the school.

Get the Vision!

ATHLETIC TEAMS

FALL

Co-Ed Golf

Cross Country

Conditioning

SPRING

Boys Baseball

Girls Softball

WINTER

Boys Middle School Basketball

Girls Middle School Basketball

Boys' Varsity Basketball

Girls' Varsity Basketball

CLUBS AND ORGANIZATIONS

DESTINATION IMAGINATION: Advisor: TBA

Destination ImagiNation[®], is one of the world's largest creativity and problem solving programs for youth of all ages, with thousands of participants in 47 US states, 15 countries and Canadian provinces participating annually. Destination ImagiNation[®] is not just an extracurricular activity; it is a brand of curriculum which draws on Creative Problem Solving strategies and the multiple intelligences of students to use what they have learned in the classroom in new and creative ways. The Destination ImagiNation[®] program helps kids build important, lifelong skills, such as problem solving, teamwork and divergent thinking. Teams solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented Challenges and takes several months to solve. Throughout that time the teams also practice improvisational Instant Challenges, which stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. When tournament time rolls around, each team's score reflects its Central Team Challenge performance plus its

response to an Instant Challenge. Students will participate in regional and possibly State meets.

DRAMA CLUB: Advisor: Kim Levesque

The Forest Hills Drama Club has entertained many people for several years. All aspects of theater are involved: acting, make-up, lighting, etc. Members should be prepared to make a commitment to the director and all students involved in a production.

FRENCH CLUB: Advisor: TBA

MATH TEAM: Advisor: Natalie Costello

The math team is a group of students, most of who are currently enrolled in one or more college bound math classes. Math meets are held via fax or at other schools.

NATIONAL HONOR SOCIETY: Advisor: Ami Amero

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The organization was founded in 1921 for the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, and developing character in students of secondary schools. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the Society's goals. These four ideals are considered as the basis for selection. Sophomores, Juniors, and Seniors must have an accumulative average (unweighted) of 85 or better in order to be eligible for consideration. No student is inducted simply because of a high academic average; students who have met the requirement for scholarship are then evaluated by a faculty council, of which there are five voting members. The faculty council is re-chosen every year. It is the duty of the Faculty Council to assess if a student meets and exceeds in the areas of leadership, service and character. Students must qualify for all 3 of these criterion measurements. In order to be selected a student must receive at least 3 votes from the 5 council members. Once selected, members must maintain these standards and may be dismissed if they do not maintain the high standards of scholarship, leadership, service and character.

SPEECH & DEBATE CLUB: Advisor: Ami Amero

Students will have an opportunity to practice a variety of oration skills to become effective communicators. In addition, this club helps to improve critical thinking skills by not only presenting organized contentions based on research, but requires students to swiftly refute statements made by their opponents. During our speech contests, an assigned topic is given and students must convince the audience of their opinion by presenting factual information. Debate meets are held after school and during weekends. Debate meets have been conducted in both solo and group formats and topics are generated by student choice and the Maine Forensics Association.

STUDENT COUNCIL: Advisor: Anthony Amero

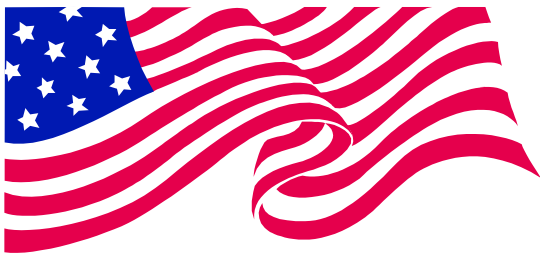
Student Council members are elected from each class in early September. The student council members elect their own officers (president, vice-president, secretary and treasurer). The organization sponsors activities with the approval of the school administration. Student Council is the organization that works with students for school improvement.

YEARBOOK CLUB: Advisor: Ami Amero

Students gain a host of journalism, publishing, advertising and communication skills as they meet on a regular basis to create and publish the annual school yearbook.

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.*