

Forest Hills Middle School Handbook 2011-2012

It's All About Attitude!



The Successful One!

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What Do You Need to Focus On?

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 BELIEFS

- We would like to have students leave this school with a good education.
- Children need to develop self-control and assume responsibility for their actions.
- Students must assume ownership and responsibility for their learning.
- Every student needs to experience success.
- Every child can learn.
- 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.

STUDENT GUIDELINES

1. All students who are late for school will report to the office.
2. Students returning to school after an absence must show their homeroom teacher an excuse for the past period of absence **and/or call the school secretary. Any absence that does not have an excused call or note will be considered unexcused and subject to the school board attendance policy.**
3. Students walking to school should not enter the school grounds prior to 7:20 a.m.
4. Students are not permitted to leave the grounds without permission during the school day.
5. Students are expected to obey the rules for their classroom and building as presented by their homeroom teacher.
6. Written permission from a parent or guardian is necessary if students leave school other than their usual way of getting home.
7. Students are expected to be neat and clean and to wear clothes that are whole, clean, and that fit properly. Students should dress appropriately for the weather. **See page 7 for more information on appropriate dress for school.**
8. Students are expected to assume responsibility for the proper care of books, **laptops** and materials loaned to them during the school year.
9. Dangerous objects, including drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles of these items.
10. Smoking is not permitted in M.S.A.D. #12 school buildings or on school grounds.
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. **Loss of privilege to ride the bus will happen for repeated poor behavior that affects the safe transport of students. See more information on page 5 of this handbook.**
12. **SCHOOL CLOSURE:** In the event of a school closure, Forest Hills has a new program for contacting families by phone. School cancellations will also be posted on the local news channels and radio stations.
13. The following items are not allowed in school. They include, but are not limited

to: beepers, pagers, cell phones, and digital playback units 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. **All devices are not to be seen or heard anywhere outside of that classroom or 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.

- 14. Hats should be removed upon entering the school building and remain in backpacks or lockers until school dismissal time.
- 15. Sneakers are necessary to participate in gym activities.
- 16. Gum chewing is not permitted on school grounds. Hard candies or mints are allowed in school as long as they are not a distraction and the wrappers are picked up.
- 17. Inappropriate language will not be tolerated.

18. 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.

ATTENDANCE

School is in session from 8:00 a.m. to 2:04 p.m. daily. Students should arrive at

school no earlier than 7:20 a.m. Buses may arrive early and the students on these buses are supervised by teachers and staff in what we call “early bus rooms.”

Students arriving after 8:00 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 sick 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
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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.

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 swing boards 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.
- e. Pushing, scuffling, or fighting will not be tolerated.
- f. Rough play is not permitted at anytime. If you have questions about how, what, or where to play, ask the person on duty.
- g. No more than three children are allowed on the tire swing and they must all be seated.
- h. Climbing, sitting, or standing above the top horizontal bars of the playground equipment are not allowed.

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 are 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.

HOME AND SCHOOL COMMUNICATION

Parents should contact the school and teachers if problems arise or if questions need to be asked. If a child is having difficulties in school because of problems with divorced parents the school would be happy to provide two newsletters and other things like double invitations so tension will be eased.

HOMEWORK

Homework helps students learn better and faster, it helps families become involved with education, it improves performance, it communicates the high expectation the school holds for us, helps us develop self-discipline and organization skills, and over time it teaches responsibility and how to achieve goals.

For students to receive full credit for homework, assignments must be passed in on the date it is due.

For assignments turned in one day late, 20 points will be deducted from the grade earned.

For assignments turned in two days late, an additional 10 points, for a total of 30 points will be deducted from the grade earned.

For assignments turned in three or more days late, a 0 will be recorded.

MAKE UP PROCEDURE: If a student is absent, the student is responsible to see

teachers regarding missed assignments immediately upon returning to school or sooner. 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.

PROMOTION AND RETENTION OF STUDENTS

Students may be retained in their present grade at the end of the school year if retention is seen as the best option for the education of the student. The decision will be made through communication between the teachers and the principal.

When there is doubt whether the child will be able to move to the next grade the teacher will talk with the principal. Together they will decide according to the student's past record of accomplishment whether to keep the student back or not.

DRESS AND GROOMING

Students are expected to dress appropriately and come to school neat and clean.

- Take off your hat **when entering** the building and **leave in backpack or locker until school dismissal.**
- **Students are expected to be neat and clean and to wear clothes that are whole, clean, and that fit properly. Students should dress appropriately for the weather. 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...**
- Clothing that does not cover the student's body appropriately shall not be worn unless it's covered by a shirt or other clothes. **"No bellies, boobs or butts should be showing."** Torn clothing is not allowed in such as way as to show **undergarments.**
- Students must be dressed appropriately for the weather. **Shorts are not allowed in the building in wintertime,** unless you're playing in gym.

TELEPHONE USAGE

The school telephone is to be used by the students only in emergencies.

Calls such as calling a parent to visit a friend after school should be taken care of prior to coming to school.

HARASSMENT

‘Student Harassment’ is the offense of: name calling, bullying, insulting, making fun of, putting another student down, embarrassing another student, talking behind another’s back with false rumors and teasing.

- **For the first offense the student will be warned and the incident documented.**
- **If a harassment incident happens again, the student will be required to write an apology and call their parent/guardian to inform them of the problem.**
- **If there is a third offense, a parent/student/teacher conference will be necessary to discuss the matter.**
- **If such behavior continues, the child will be sent to the superintendent’s office and may be suspended.**

If a student feels that they are being judged unfairly regarding a harassment incident, the offending student will be given an opportunity to discuss the situation with a teacher or the guidance counselor by the end of the school day.

The middle school teachers and staff feel harassment of any kind is a serious issue that needs to be addressed in a serious manner. We feel that in order to provide a safe learning environment where all students feel comfortable, harassment cannot, and will not be tolerated.

We encourage parents/guardians to talk to your child about this topic.

Harassment of any type will not be ignored, even if the child was only joking. Jokes are often misinterpreted and may be very hurtful. With your continued help and support in this matter the students and the middle school staff look forward to a positive school experience for all middle school students.

EXTRA CURRICULAR ACTIVITIES

Our school strongly encourages children to participate in extra curricular activities. Participating in extra-curricular activities depends on a student passing all their classes.

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.

IF YOU NEED MEDICINES

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.

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.

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 (PET) 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.

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.

Social Networking (i.e. 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 contacted

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. Middle school students will have signed by parent that the specific rules regarding the use of their laptops have been read prior to being issued a computer.

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.

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

Students and staff are entitled to learn and work in a school environment free of

violence, threats and disruptive behavior. Please refer to the weapons, violence and school safety policies in the policy handbook.

- Any type of weapon is not allowed at school.
- Violent or threatening behavior is not allowed. This includes physical or verbal threats of any kind.
- Damaging property, whether someone else's or the school's, is not allowed.
- If problems come up, a student should see an adult about the problem.

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.

DISCIPLINE, STUDENT SUSPENSION, AND EXPULSION

Students are expected to be responsible for their own actions and they should not interfere with the rights of others. Be sure that you know the rules. If a student violates the rules, there are consequences for those actions.

Students are required to respond to any member of our staff even if it isn't their regular classroom teacher. Staff members may assign any reasonable penalty as a consequence for a student's inappropriate actions.

If you break the rules continuously the following consequences may happen:

1. A telephone call home to your parents;
2. after school detention;
3. **out-of-school or in-school suspension;**
4. and expulsion.

The principal will decide the length of suspensions.
School rules are based on the idea of respect for others and safety for all people.

Please refer to the discipline, suspension and expulsion policies in the Policy Handbook.

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.

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.

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.

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.

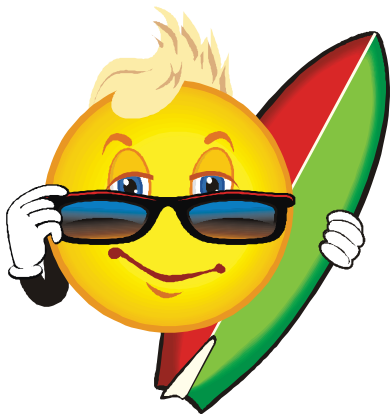
Breakfast/Lunch money is to be brought to school no later than Monday or Tuesday for the remainder of the week.

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.

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.





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.*

