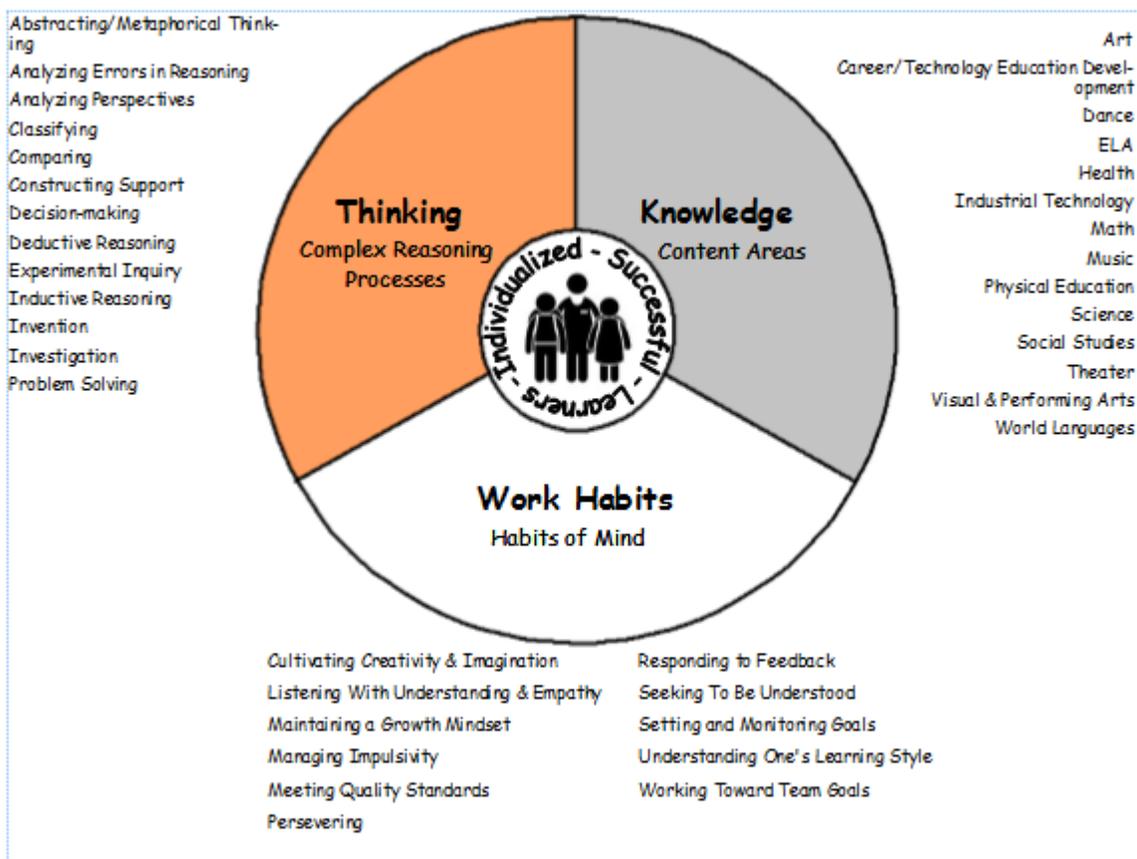


Forest Hills Elementary School Handbook 2016-2017

H.A.P.P.Y.
Having a positive, productive year.



Please visit www.sad12.org and “friend” us on Facebook for announcements, school calendars, policy handbook, menus, sports schedules and more!

Table of Contents

Section	Page
Mission, Vision and Core Beliefs	2
School Procedures	3
Enrollment Process	4
Attendance	4
Early Dismissal	5
Harassment Procedure	6
Home and School Communication	6
Home-School Compact	6
School Visitations	7
Parent Volunteers	8
Grading System	8
Homework	8
Promotion and Retention of Students	9
Parent-Teacher Conferences	10
Dress and Grooming	10
Bicycle and Playground Rules	10
Technology Usage	11
Telephone Usage	11
Breakfast, Lunch and Milk Program	11
Tobacco, Drugs and Alcohol	12
Discipline, Student Suspension and Expulsion	12
Staff Conduct with Students	13
Bus Information	14
Parties	15
Field Trips	15
Fire Drills	15
School Health, Injury, Medications and Illness	16
Special Education Referral/Pre-Referral	16
Testing	16
ESEA (Elementary and Secondary Education Act)	16
School Parent Compact	17
School Song	18
The Pledge of Allegiance	18

Non-Discrimination Title IX Notification

RSU82/MSAD 12 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Sara Rohr

Forest Hills School, 606 Main Street, Jackman, ME 04945

(207) 668-7749

Fax (207) 668-4482

Email: Sara.Rohr@sad12.com

Educate, Empower, Challenge



Vision

We meet the needs of all students, both in and beyond the classroom. We challenge each other to continuously improve. We are life-long learners. As empowered citizens, we are responsible and respectful leaders in the world. We reach our full potential.

Core Beliefs

- We are unique learners.
- All individuals can learn, want to learn, and are most successful when it is meaningful and relevant.
- High expectations of performance are expected of all; mistakes are a part of learning.
- Clear learning goals are essential for successful learning.
- We learn best in a safe, healthy environment.
- Positive role models are necessary for continuous improvement.
- To be successful, Forest Hills School relies on support from staff, students, families and community.

School Procedures

1. School begins at 7:45 a.m. for students in grades K-4 and at 7:53 a.m. for all other grades. Students arriving after these times will be considered tardy. No student should arrive before 7:15 a.m. unless scheduled by a teacher. Elementary students can be dropped off at the entrance to the elementary school. **Middle and high school students should be dropped off using the far right driveway and enter the double doors in the circular driveway by the greenhouse and kitchen area.**
2. **SPEED LIMIT IS FIVE MILES PER HOUR OR UNDER ON SCHOOL GROUNDS.**
3. 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.**
4. Pupils returning to school after an absence must present the classroom teacher with a note explaining their absence.
5. Students who walk to school **should not arrive prior to 7:15 a.m.**
6. Students are not permitted to leave the grounds without parent permission during the school day.
7. School will be dismissed at 2:00 p.m.
8. Students are expected to obey the rules and codes of conduct for their classroom and building as presented by their homeroom teacher.
9. 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.
10. Students are expected to assume responsibility for the proper care of books, electronics and materials loaned to them during the school year.
11. 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.*
12. 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".**
13. **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."

14. Playground rules are established for your safety. **See Bike and Playground rules for more information.**
15. Radios, CD players, cell phones, MP3s, and Ipods are not allowed at school (**see further information under technology usage**).
16. Hats **must** be removed upon entering the school building.
17. Sneakers should be worn while participating in gym activities—see more on dress code.
18. Gum chewing is not permitted on school grounds.
19. 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 7:15 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.

Absence does not excuse the student from making up assignments.

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.**

Per Board Policy JEA-R:

For a student to most effectively gain maximum educational benefits, regular classroom participation, continuity of instruction, in-school learning experiences, and disciplined study are necessary.

Forest Hills School recognizes the close relationship between quality education and regular school attendance. It is the responsibility of the parent(s) to ensure that their student(s) attend school on a regular basis.

A. Teachers will report all absences.

B. Excuses will be required for all excusable absences. These may be:

-A note from the parents brought in before or after the absence.

-A parental phone call to the school office (668-5291).

-A note or appointment card from a physician. (If the student has an appointment, a note or card from the doctor or dentist is required for an excuse.)

-A parent's appearance with the student when he/she returns following the absence.

C. Excusable Absences

-Personal illness, medical/dental appointments, family emergencies, and educational undertakings that are approved in advance by the principal or his/her designee are considered excusable absences.

D. Unexcused Absences

-Unexcused absences may include such things as shopping trips, missing the bus, babysitting, automobile breakdowns, etc. Make up and grading of school work or tests missed by unexcused absences will be at the discretion of the principal. Any student absent without excuse is truant. Students absent without an excuse for seven (7) days or ten (10) half days in a six-month period will be considered habitual truants. Letters will be sent to parents, and students names will be brought to the attention of the Superintendent of Schools for possible violation of Maine School Law. Work may be made up only by permission of the principal.

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

Measurement Topics (Learning Targets) Scoring of Proficiency

- 4** In addition to the 3.0 knowledge, infers or applies beyond what was taught
- 3** Demonstrates proficiency
- 2** Knows terms, details or processes
- 1** **With help**, has the 2 content

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. Homework help is also available after school on Monday through Thursday from 2 to 3:30 p.m.

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. Health regulations require footwear at all times in school. **The only shoes acceptable on the gym floor are non-marking, clean-soled sneakers. This applies to before and after school, lunch or inside recess. This applies to physical education classes, however, non-skid socks will be provided in emergency situations so that the student can still participate in physical education.**
7. **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.

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. Cell phones are not to be seen or heard during the regular school day.

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, the 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.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

A. Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

“Friending” students on social networking sites (outside of any school-approved activity) will be strongly discouraged.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

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 AND OTHER SAFETY DRILLS

Fire, evacuation, duck and cover and other safety 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

NWEA formative achievement tests will be given to students in grades K – 10th grade in the Fall and Spring and the **Measured Progress summative assessment** is given statewide to students in grades **3 through 8 in the spring**. 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.

ESEA (FORMERLY NCLB)

Parental Notification As Required by the Elementary and Secondary Education Act (ESEA) section 1111(h)(6)(A)

Parents may request and RSU #82/MSAD #12 will provide certain information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL PARENT COMPACT

Parents will . . .	School and Teachers will . .	Students will . . .
* read with their children.	* be good communicators.	* be responsible for bringing books and homework to and from school.
* check daily to see how the school day was.	* be active listeners.	* do their homework.
* check daily to see if homework is complete	* invite parents to school to observe.	* turn in their homework and assignments when due.
* check daily with their child to see if he/she is experiencing any problems.	* offer after school "homework clubs".	* attend after school "homework clubs".
* know what to do if their child isn't testing well.	* come to school ready to teach children.	* develop good listening skills.
* provide guidance to children.	* give tutorial time according to his/her schedule.	* communicate with parents and keep parents informed about school work and activities.
* be an active listener.	* get to know each child and be able to teach each child.	* communicate with teachers.
* encourage good TV viewing habits (i.e. educational channels).	* when appropriate, communicate to parents about the student's day at school.	* ask for help when needed.
* communicate with teachers about their child's hobbies, interests, etc.	* keep students in school and provide them with appropriate learning.	* be on time.
* make suggestions to the school.	* when deemed necessary, make arrangements to keep students after school to	* go to the library, take out interesting books and read.

	complete work.	
*share with other parents.		



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.*

