

# Forest Hills Consolidated School

## K-8 Handbook

### 2022-2023



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**Regional School Unit 82  
Maine School Administrative District No. 12**

**Mr. Thad Lacasse, Superintendent/Principal  
Mrs. Chelsea Hall, Guidance  
Mrs. Yvette Costello, Coordinator of Special Services**

**Mailing Address:**

**RSU 82/MSAD 12  
606 Main Street  
Jackman, ME 04945**

**207-668-5291  
207-668-4482 (fax)**

**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:

**Kirstie Hale  
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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

- School begins at 7:45 a.m. for students in grades K-4 and at 7:50 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 at the Main Door entrance. School will be dismissed at 2:04 p.m.
- SPEED LIMIT IS FIVE MILES PER HOUR OR UNDER ON SCHOOL GROUNDS.
- 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.
- Students returning to school after an absence must present the classroom teacher with a note explaining their absence.
- Students are not permitted to leave the grounds without parent permission during the school day.
- Students are expected to obey the rules and codes of conduct for their classroom and building as presented by their homeroom teacher.
- 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 office for an official bus note for the bus driver. The classroom teacher will retain notes for walkers.
- Students are expected to assume responsibility for the proper care of books, electronics and materials loaned to them during the school year.
- 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.
- 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. 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. See further details under "Bus Information".
- 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 voice mail. This is an automated voice recorded system that will begin with, "This is an important message from Forest Hills Consolidated School....".
- Playground rules are established for your safety. The playground is intended for use by students in Kindergarten through the fourth grade only. See Bike and Playground rules for more information.
- ELECTRONIC DEVICES: CELL PHONES, MP3'S, IPODS, RADIOS ETC:  
The following items are not allowed in school (not to be seen or heard from the first bell of the morning, 7:50 a.m. to the last bell of the day, 2:04 p.m., 11:30 on minimum days). 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: Staff member collects and gives to Principal and student picks up at the end of the day.
- Second Offense: Staff member collects and gives to Principal and parent/guardian will be contacted for pick up.
- Hats must be removed upon entering the school building.
- Sneakers must be worn while participating in gym activities; see more on dress code.
- Gum chewing is not permitted on school grounds.
- Inappropriate language will not be tolerated.
- BULLYING: Per R.S.U. #82/M.S.A.D. #12 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:
  - Physically harming a student or damaging a student’s property
  - Placing a student in reasonable fear of physical harm or damage to his/her property
  - Substantially disrupting the instructional program or the orderly operations of the school; or
  - Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

## **ENROLLMENT PROCESS**

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

- Parents or guardians should contact the school Principal in person.
- Parents or guardians should bring with them any records that they have - this must include current health records, birth certificate, and any other records that are needed.
- Parents or guardians will fill out all necessary paperwork to enroll said student(s).
- 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 2:04 p.m. daily for Elementary students and 7:50 a.m. to 2:04 for Middle School and High School students. 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. (K-4) or 7:50 a.m. (5-12) are tardy and must 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. Students who are tardy to school will not be eligible for perfect attendance.**

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

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. Attendance calls are made between 8:30 and 9:00 a.m. by the school office, if not contacted prior to that time.** 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.

### 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.

Teachers will report all absences.

A. 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.

B. 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.

### C. 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.

## 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 with a picture 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.

## HOME & 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. Arrangements must be made with the teacher prior to visiting the classroom. Becoming familiar with your child's school can help you help your child. **All visitors are required to sign in at the office and receive clearance prior to going to a classroom.**

## 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 public schools. The following general guidelines are administrative procedures concerning visitors:

- 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.
- All visitors shall report to the main office upon arrival at the school.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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 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**

Kindergarten to Grade 4:

- E – Exceeds the Learning Standard
- M – Meets the Learning Standard
- P – Partially Meets the Learning Standard
- D – Does not meet the Learning Standard

Grades 5 – 8

Students in grades 5 to 8 earn percentage grades. Daily classwork, quizzes, tests, and all other projects and assessments will earn grades on a 0-100 scale.

Students in grades 5 to 8 are eligible to earn honor roll status. Honor roll is determined by overall course scores of 85 or higher. Students earning grades of 93 or higher in all courses will be considered **HIGH HONOR** students. Student earning grades of 85 or higher in all courses will be considered **HONOR ROLL** students.

## **HOMEWORK**

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

- 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.
- 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.
- 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.
- 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.

### **EXTRA HELP**

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 available before school from 7:20 to 7:50 a.m. daily and after school, Monday through Thursday from 2 to 3:00 p.m.**

Assignments/homework is expected to be done when the class convenes. If not, arrangements should be made to stay in at recess 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 RSU82/MSAD#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**

Parents/guardians may request an appeal 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.

- 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.

- 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.
- 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.
- 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 early release time for students which are noted on the school calendar. 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 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.

- Hats are not to be worn in the building.
- 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.
- Shorts may be worn. The length of the shorts must be no shorter than the fingertips of the hands extended down the legs. K-4 students may not wear shorts from Indigenous Peoples' Day until 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.
- Clothing with suggestive slogans or that promotes drugs, alcohol, or tobacco products are not permitted.
- 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. Non-skid socks will be provided in emergency situations so that the student can still participate in physical education.
- Torn clothing should not be worn when it exposes any undergarments.
- No athletic department equipment or clothing will be worn during the school day except for travel clothing on travel days.

## BICYCLE & PLAYGROUND RULES

**The playground is intended for use by K-4 students only. Grade 5-12 students are prohibited from using playground equipment during school hours.**

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.

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

## 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. 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.

## TECHNOLOGY USE (Laptop & Internet)

The laptop computer issued to each student 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 warranty. 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 SnapChat 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 the policy related to student computer use 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, & MILK PROGRAM**

Our school breakfast, lunch, and milk program are 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/lunch. 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 breakfast/lunch, 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 Tuesday for the remainder of the week. Please send money in an envelope labeled with child's name, the day(s) 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.

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. If a child is going to be dismissed from school before lunch, either send in a note or call the school.

### **TOBACCO, DRUG & 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, & 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 who repeatedly violate school rules or who 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.

### **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 a student 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:***

All students must be on time. Buses cannot wait for tardy riders.

- Students walking along the road to a bus stop should always walk on the left shoulder of the road, facing oncoming traffic.
- Students will walk, not run, when crossing the road or approaching a bus and then only after the bus is fully stopped.
- Students must wait for the driver’s signal before crossing the road to board the bus.

***On the Bus, Students Shall:***

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

***Students Shall Not:***

- Extend any object or part of his/her body outside of the bus at any time.
- Tamper with bus equipment or emergency doors, windows, or hatch.
- Mar or deface the bus in any way. The student and his/her parents/guardians will pay for damage done.
- Fight or scuffle. Any instance will result in suspension from buses.
- Shout or make lewd gestures to anyone.
- Throw objects out of or within the bus.
- Obstruct aisles with lunch boxes, backpacks, or other objects.
- Consume food or drink while on the bus. All food, drink bottles, cans, etc. shall remain in lunch boxes/bags.
- Bring large objects on the bus (driver's judgment).
- Cross the street in front of the bus without waiting for the driver's direction.

***Remember:***

- Students attending parties, group activities, etc., and wishing to ride a bus other than their own, may have to be denied permission.
- Permission slips are required when students leave the bus other than at their pick-up point.
- 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.)
- Severe infractions may be dealt with by the principal and may result in a lengthy suspension of the student's bus riding privileges.
- The right of the students to ride a school bus is conditional on their behavior and observance
- of rules pertaining to proper conduct.
- Bus drivers are obligated to request suspensions to the principal and make suggestions in line with good citizenship.

***Procedures for Suspending Students from Buses***

1. The suspension of pupils from buses for disregarding school bus rules and regulations is at the discretion of the Superintendent or his/her designee.

- The first suspension calls for a minimum mandatory one-day or greater suspension.
- The second suspension calls for a minimum mandatory three-day or greater suspension.
- The third suspension calls for a mandatory indefinite suspension.

2. After a mandatory three-day suspension, a meeting between the parents/guardians, pupil, bus driver, and Superintendent or his/her designee 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 will be a 3rd suspension resulting in the pupil remaining suspended from the buses for an indefinite period.



3. In case of suspension, the Superintendent or his/her designee is obligated to notify the following people of the offense and the length of suspension:

- a) the parents/guardians of the pupil as soon as possible.
- b) the principal.

If the Superintendent or his/her designee is unable to contact the parents/guardians of the pupil before the next school day, then the suspension shall be postponed until he/she has done so.

4. If a student is suspended from riding a bus in R.S.U. # 82/M.S.A.D. #12, this suspension shall include ALL buses except those used for curricular related educational activities.

5. It must be made clear that being suspended from bus riding does not excuse a pupil from attending school. During his/her suspension, the parents/guardians become responsible for the student's transportation to and from school.

### **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 plan 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, lockdown, 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 emergency 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 cannot take medication at school unless the medicine is given to them by the school nurse or other designated personnel. Please refer to the medication policy in the policy handbook.**

## **SPECIAL EDUCATION REFERRAL / PRE-REFERRAL**

It shall be the policy of RSU82/MSAD#12 to refer all school-age students suspected of having a disability that requires special education to the student 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 student 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.

## **CHILD FIND**

The purpose of this notification is to ensure that RSU 82/M.S.A.D.12 is in compliance with Chapter 101, Maine Special Education regulations, Section 4.7A.

“Child find responsibilities for private school/home schooled students – each school administrative unit must locate, identify and evaluate all private school students, including religiously-affiliated school students, and home-schooled students who have disabilities residing in the jurisdiction of the unit in accordance with § 4.2, Resident Students.”

It is the stated intention of the District to provide any eligible special education student for whom it has a responsibility, a “genuine opportunity for equitable participation” in available special education programs.

If, for whatever reason, you feel that your child may be adversely affected by a specific learning problem, please contact the Coordinator of Special Services. Every effort will be made to respond to the concerns of the parent and to proceed with the development of support for the child. Parents of students who are being home schooled should be aware that the District understands its ongoing responsibility for providing special education services to all children within the District.

If there are questions regarding this notification, please contact the Coordinator of Special Services at 668-5291.

Thad Lacasse, Superintendent/Principal, has been appointed as the homeless liaison for RSU 82/M.S.A.D. 12. It is the responsibility of the District to notify the citizens/parents of the District on an annual basis that educational services are available to students classified as homeless. If you need further information to determine the rights available to homeless students in our District, please contact Mr. Lacasse at 668-5291 x12.

## **EXTRA-CURRICULAR ACTIVITIES**

Our school strongly encourages children to participate in extra-curricular activities. Participating in extra-curricular activities depends on students earning a course grade of 70 or higher.

## **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.

## **TESTING**

NWEA formative achievement tests will be given to students in grades K – 11<sup>th</sup> grade in the Fall, Winter and 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.

RSU 82 utilizes all assessment data to help inform our practices at the district, school, classroom and individual levels for our students. Although we encourage students and parents to participate fully in our assessment program, it is important to note that parents/guardians may opt their child out of state testing. If you are interested in doing so, please reach out to Mr. Lacasse to make this request in writing.

## **ELEMENTARY & SECONDARY EDUCATION ACT - 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 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. *share with other parents	* when deemed necessary, make arrangements to keep students after school to complete work.	* go to the library, take out interesting books and read.



### ***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!*

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### ***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.*

