



Student Information Sheet
2023 - 2024

Student Name (First - Middle - Last)	DOB (MM-DD-YYYY)	Grade
Mailing Address		
Street Address		
(Grades 3 - 12 only) Student may walk/bike to and from school <input type="checkbox"/> Yes <input type="checkbox"/> No (Grades K - 4 required, grades 5 - 12 optional) In the afternoon student will normally (unless contact is made with school office): <input type="checkbox"/> Walk/bike home from school <input type="checkbox"/> Take bus to: _____ <input type="checkbox"/> Be picked up: _____ <input type="checkbox"/> Other: _____		

Family Information			
<input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Guardian*	<input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian*	Active Military <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives with student <input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/Guardian Name			
Mailing and Street Address (if not living with student)			
Home Phone	Cell Phone	Home Phone	Cell Phone
Parent's Email		Parent's Email	
Employer	Work Phone	Employer	Work Phone
* Please use this space to inform the school of any parental custody rights involving your child. A properly executed court document may be requested for your child's file.*			

Emergency Contacts (In the event of emergency, if parents cannot be reached, we will contact those listed below.)		Other people allowed to pick up child:	
Name	Relation to Student	Name	Relation to Student
Name	Relation to Student	Name	Relation to Student

Medical Information

Insurance Information		
Insurance Company	Policy Number	Group Number
Medicaid ID		

Please list any allergies or medical conditions the school should be aware of below:

Medication

Although the Board discourages the administration of medication to students during the day when other options exist, it is recognized that in some instances a student's chronic or short term illness, injury or disabling condition may require the administration of medication during the school day. Students with allergies, diabetes, or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen), insulin, or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. If your child requires any type of medication, whether self-administered or administered by school personnel, please check the box below and a separate form will be sent home for your completion.

- My child is required to take medications (self-administered or school personnel administered) while at school. Parents must bring in medications, students are not permitted to bring the medication in. Medication must be in a new prescription bottle or over the counter bottle (number of pills/ounces must match amount prescribed on the bottle). As a parent, I will complete the appropriate form, which can be found on the school website under forms.

Student's Name: _____

Grade: _____

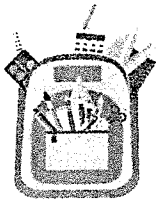
Please review the following and check yes or no to each statement. Students who are 18 years of age or older may complete this section themselves.

YES	NO	
		My child and I have reviewed the 2023-2024 Student Handbook. (Please view Handbooks online at www.sad12.org) Copies may also be obtained at the school office upon request.
		I have reviewed the 2023-2024 Policy Handbook (Please view Policies online at www.sad12.org) Copies may also be obtained at the school office upon request.
		I have reviewed the application for free/reduced meals to determine whether my child is eligible or not. IMPORTANT NOTE: MSAD #12 encourages all families who qualify to take advantage of the federal and state subsidized free and reduced meal program. An application may be completed at any time during the school year if family income changes. PLEASE participate if you qualify!
		I give permission for my child's name, photograph, and/or examples of work to appear on the MSAD #12 website. If no, please call the school office to be put on the No Website Displayed List otherwise student may have name, photograph, and/or examples of work to appear on the MSAD #12 website.
		I give permission for my child's work to be displayed outside of school if the opportunity arises. If no, please call the school office to be put on the No Work Displayed list otherwise student may have work to displayed outside of school.
		Federal law and regulations pertaining to family educational rights and privacy allow schools, without prior consent, to release at their discretion information from student educational records that has been designated by the school system as "directory information". MSAD #12 has designated the following as directory information: student's name, participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of participants in extracurricular activities, date of attendance, honors and awards received. Parents who do not wish to have directory information regarding their student released should request such in writing to the Superintendent of Schools.
		In addition the "No Child Left Behind Act of 2001" contains provisions that require that the school unit provide student names, addresses and telephone numbers to military recruiters and institutions of higher learning when requested to do so, unless the student's parent/guardian, or student 18 years of age or older, requests in writing that such information not be released.
		MSAD #12 may release my son/daughter's name, address, or telephone number to any military recruiting organization without my prior written consent.
		MSAD #12 may release my son/daughter's name, address, or telephone number to any institution of higher learning without my prior written consent.

Maine School Administrative District #12 and its representatives have my permission to use their discretion in the best interest of my child in an emergency situation if the emergency contact or I cannot be reached.

Parent/Guardian Signature (or Student over 18)

Date



School Supply Lists can be found on our school website.

www.sad12.org

Dear Parents & Guardians,

Please see attached Student Internet Access Acknowledgement Form. Students will not be issued a laptop or be able to use the school internet until the form is returned to the school. Thank you.

**M.S.A.D. #12 POLICY
STUDENT INTERNET ACCESS ACKNOWLEDGMENT FORM**

No student shall be allowed to use the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

Student:

I have read policy IJNDB — Student Computer and Internet Use and policy IJNDB-R — Student Computer and Internet Use Rules and agree to comply with them.

Signature of Student/Date

Parent/Guardian:

I have read policy IJNDB — Student Computer and Internet Use and policy IJNDB-R — Student Computer and Internet Use Rules and understand that my son/daughter's use of the Internet is subject to compliance with these rules.

Signature of Parent/Date

Approved: August 13, 2002

Forest Hills Consolidated School
606 Main Street, Jackman, Maine 04945
207-668-5291

Dear Parent/Guardian:

School meals will be available to students at no charge this year, regardless of household income. However, we ask that families still complete a Meal Benefit Application as this provides data for key funding for academic resources and may also connect your family to additional benefits. To apply, complete the enclosed *SY 2024 Household Application for Free and Reduced Price School Meals* and return to: 606 Main Street, Jackman, ME 04945. A new application must be submitted each school year.

Our school offers healthy meals every school day. Meals meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a licensed medical authority, and the disability prevents the child from eating the regular school meal, substitutions may be made as prescribed by a licensed medical authority. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution, unless it meets the definition of disability and supported by a complete medical statement form signed by the local medical authority.

Who can get free or reduced-price school meals? Any student enrolled in a Maine public school can get a complete school meal at no charge!

Will information on my application be kept confidential? We will use the information on your form to decide if your child is eligible for free or reduced-price meals. We may inform officials connected with other child nutrition, health and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

How do I know if my children qualify as homeless, migrant, or runaway? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Thad Lacasse at 207-668-5291 or thad.lacasse@sad12.com.

Do I need to fill out an application for each child? No. Use one Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

My child's application was approved last year. Do I need to fill out a new one? Yes. A new application must be submitted each school year unless the school told you that your child is eligible for the new school year.

Will the form be verified? Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence.

Can I complete the Meal Benefit Application later? Yes, but we request that the application is completed by **September 14th 2023**, so that our offices can submit family income data and apply to receive grants and academic funding.

Should I complete the application if someone in my household is not A U.S. citizen? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

What if my income is not always the same? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

What if some household members have no income to report? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write

a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

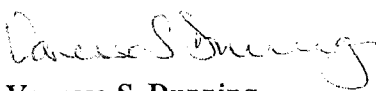
We are in the military. Do we report our income differently? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

What if there isn't enough space on the application for my family? List any additional household members on a separate piece of paper and attach it to your application.

My family needs more help. Are there other programs we might apply for? One main reason we are emphasizing the importance of the Meal Benefit Application is because it may connect you to other benefits—such as Pandemic EBT funds. For information about Food Supplement, Health Care, Cash Assistance and/or apply for Maine's Child Care Subsidy, go to My Maine Connection found online at <https://www1.maine.gov/benefits/account/login.html>. For low cost health insurance information, contact Consumers for Affordable Health Care (CAHC) at 1-800-965-7476.

If you have other questions or need help, call Vanessa Dunning at 207-668-5291 or vanessa.dunning@sad12.org.

Sincerely,



Vanessa S. Dunning

Administrative Secretary

SCHOOL YEAR 2024 INCOME GUIDELINES FOR REDUCED PRICE MEALS	
REDUCED INCOME GUIDELINES	
Household Size	Monthly
1	2,248
2	3,041
3	3,833
4	4,625
5	5,418
6	6,210
7	7,003
8	7,795
For each additional family member add:	793

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- (2) **fax:** (833) 256-1665 or (202) 690-7442; or
- (3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

(Federal Statement Revised 5/2022)

SY 2024 HOUSEHOLD APPLICATION FOR FREE & REDUCED-PRICE SCHOOL MEALS INSTRUCTIONS

STEP 1: STUDENT INFORMATION:

- (a) List all students living in the household
- (b) Include the name of the school they attend (if known)
- (c) If the student is a Foster, Homeless or Migrant child, check the applicable box.
- (d) Foster, migrant, homeless, and runaway children, and children enrolled in a Head Start program are categorically eligible for free meals. If you are completing an application for these children, contact the school for more information.
- (e) If the student is a Foster child, their foster parent or other official representing the child must sign the form in step 4. You do not have to list a social security number.
- (f) Foster children should be included as a household member. This may help other household members qualify for benefits.

STEP 2: ASSISTANCE PROGRAMS:

- (a) If any member of the household currently participates in SNAP, TANF or FDPIR, provide the case number and name of the person receiving these benefits. Skip step 3. An adult household member must sign the form in Step 4 but does not have to list a social security number.
- (b) If no one in the household participated in SNAP, TANF or FDPIR, proceed to step 3.

STEP 3: HOUSEHOLD INCOME:

- (a) Write the names of each person living in your household including yourself and the students listed in step 1. A household is a person(s) living together that shares income and expenses, even if not related.
- (b) Write the amount of gross income each person receives before taxes and other deductions. Each income amount should be entered in the appropriate column.
- (c) Check the box for how often each income is received.
- (d) If self-employed, write the amount of income the person earns from self-employment; for example, income from being a family day care home provider, or operating a farm. Please call the school if you need help.
- (e) Entering \$0 or leaving any income field blank is a positive indication there is no income to report.
- (f) Report total household size. This number must equal the number of household members listed in section 3.

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

The form **must** have the **signature** of an adult household member.

- (a) The adult household member who signs must include the **last four digits of his/her social security number**.
If he/she does not have a social security number, check the appropriate box. A social security number is not needed if you listed a SNAP or TANF case number or if you are applying for a foster child.

STEP 5: *Optional* - CHILDREN'S ETHNIC and RACIAL IDENTITIES: You are not required to answer this question, but completion of this information will help ensure everyone is treated fairly.

INCOME TO REPORT

Earnings from Work	<i>Public Assistance/Child Support/Alimony Received</i>	Pensions/Retirement/Social Security & Other Income
-Salary, wages, cash bonuses -Net income from self-employment (farm or business) If you are in the military: -Basic pay and cash bonuses (do not include combat pay, FSSA or privatized housing allowances) --Allowances for off-base housing, food and clothing	-Unemployment benefits -Worker's compensation -Social Security Income (SSI) -Cash assistance from State or local government -Alimony payments -Child support payments -Veteran's benefits -Strike benefits	-Social Security (including railroad retirement and black lung benefits) -Private pensions or disability benefits -Regular income from trusts or estates -Annuities-Investment income -Earned interest -Rental income -Regular cash payments from outside household

PARENT/GUARDIAN--ECONOMIC STATUS FORM

Dear Parents/Guardians:

This form will provide information needed by the Maine Department of Education to determine Forest Hills School 's eligibility status for State Economically Disadvantaged funds available under the Essential Programs & Services Funding Act. Data in this form is *not for school lunch purposes*, only to determine economic disadvantaged status for allocation of State education funds*.

If you have any questions, please call Superintendent Clark at 207.668.7749 or email him at quenten.clark@sad12.org. The due date to return this form to your school administrator is September 13, 2023. Thank you for your assistance.

Sincerely,
 Quenten Clark
 Superintendent

Please use the table below as guidance to determine your student's economic status. If household income is less than the Annual or Monthly earnings for your household size in the chart below, then your student meets the economic disadvantaged status criteria. Household size includes adults and children.

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2023 to June 30, 2024											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	14,580	20,973	2,249	1,124	1,038	519	18,954	1,580	790	729	365
2	19,720	36,482	3,041	1,521	1,404	702	25,636	2,137	1,069	995	493
3	24,860	45,991	3,833	1,917	1,769	885	32,318	2,694	1,347	1,243	622
4	30,000	55,500	4,625	2,313	2,135	1,068	39,000	3,250	1,625	1,500	750
5	35,140	65,099	5,418	2,709	2,501	1,251	45,682	3,807	1,904	1,757	879
6	40,280	74,518	6,210	3,105	2,867	1,434	52,364	4,364	2,182	2,014	1,007
7	45,420	84,027	7,003	3,502	3,232	1,616	59,046	4,921	2,461	2,271	1,136
8	50,560	93,535	7,795	3,898	3,558	1,799	65,728	5,478	2,739	2,528	1,264
For each add'l family member, add	5,140	9,509	793	397	366	183	6,682	557	279	257	129

<https://www.fns.usda.gov/cn/income-eligibility-guidelines>

Student's Last Name	Student's First Name	Name of School	Student's Current Grade	Student Meets Free Category Guidelines	Student Meets Reduced Category Guidelines

Please duplicate this form for additional children. Return this form to your child's school by September 13, 2023

Signature of Parent: _____

Date: _____

* Economically disadvantaged status is defined as students who are included in the department's count of students who are eligible for free or reduced-price meals or free milk or both. 20-A MRSA §15672(3).

STEP 5: Optional CHILDREN'S ETHNIC and RACIAL IDENTITIES You are not required to answer this question.

Mark one ethnic identity:

- Hispanic or Latino
 Not Hispanic or Latino

Mark one or more racial identities:

- Asian
 White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Other

NOTIFICATION OF ELIGIBILITY

DATE:

Dear Parent/Guardian:

Your application for free or reduced price meals for your child(ren) has been:

- Approved for applicable programs listed below (check all that apply)
- | | |
|---|--|
| <input type="checkbox"/> Free Lunches | <input type="checkbox"/> Reduced price lunches at \$ _____ per meal |
| <input type="checkbox"/> Free Breakfasts | <input type="checkbox"/> Reduced price breakfast at \$ _____ per meal |
| <input type="checkbox"/> Free After School Snacks | <input type="checkbox"/> Reduced price After School Snacks at \$ _____ per snack |
- Denied because:
- Household income is over the amount allowable. The application is missing _____.
- Other _____.

You may appeal this decision by contacting the Hearing Official, Quenten Clark, at (207-668-5291, quenten.clark@sad12.org).

Sincerely,
Thad Lacasse

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

This institution is an equal opportunity provider

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

(Federal Statement Revised 5/2022)

Forest Hills School Calendar 2023 - 2024

Approved 07.18.2023

First day for students: Tuesday, September 5th

(Tentative) Last day for students: Wednesday, June 12th (Early Dismissal)

July '23		August '23		September '23		
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October '23		November '23		December '23		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '24		February '24		March '24		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '24		May '24		June '24		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days:	175	Teacher Days:	181
---------------	-----	---------------	-----

Holidays/ No School	Early Release (11:30 Dismissal)	Professional Development Days	Quarter Ends
July 4th		Independence Day	Progress Reports / Report Cards
August 28th - 30th		Professional Dev. Days	
September 4th		Labor Day / No School	
September 5th		First Day for Students	
September 29th		Progress Reports	
October 9th		Indigenous Peoples' Day / No School	
October 19th & 20th		Parent Teacher Conferences	
November 3rd		Quarter 1 Ends	
November 9th		Quarter 1 - Report Cards	
November 10th		Veteran's Day / No School	
November 22nd - 24th		Thanksgiving Break / No School	
December 8th		Quarter 2 - Progress Reports	
December 21st		Holiday Break / No School	
January 2nd		Professional Dev. Day / No School	
January 15th		Martin Luther King Jr. Day / No School	
January 19th		Quarter 2 Ends	
January 26th		Quarter 2 - Report Cards	
February 19th		Professional Dev. Day	
February 19th - 23rd		President's Day (19th) / Winter Break / No School	
March 1st		Progress Reports	
March 15th & 16th		Parent Teacher Conferences	
March 15th		Professional Dev. Day / No School	
March 29th		Quarter 3 Ends	
April 5th		Quarter 3 - Report Cards	
April 19th		Professional Dev. Day	
April 15th - 19th		Spring Break / Patriot's Day (19th) / No School	
May 10th		Quarter 4 - Progress Reports	
May 27th		Memorial Day / No School	
June 5th		Graduation	
June 13th		Professional Dev. Day	
June 19th		Juneteenth	

ATTENDANCE PROCEDURE/POLICY

Parents/Guardians are to report student absences to the school prior to/morning of absence by using the link on the school website, by emailing attendance@sad12.org, or by calling the school office 207-668-5291. The attendance clerk will be calling home to check on student absences if not notified of the absence.

Excusable Absences

A student's absence is excused when the absence is for the following reasons:

A. Personal illness;

- A note (or electronic or phone contact) from the parent/guardian must be provided to the school for the absence to be excused.
- 4 total absences due to personal illness within a 20 school day period may result in a mandatory meeting between the parent/guardian of NEPN/NSMA Code: JEA the student and the administration for the purpose of discussing how these absences are impacting the student's academic performance.

B. An appointment with a health professional that must be made during the regular school day.

C. Observance of a recognized religious holiday when the observance is required during the regular school day.

D. A family emergency.

E. A planned absence for a personal or educational purpose that has been approved;

- Absence must have prior approval by Principal

F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Please see full TRUANCY/ATTENDANCE policies located on the school website (sad12.org) by searching NEPN/NSBA Code: JHB, JEA, JEA-R for more information.

**R.S.U. #82/M.S.A.D. # 12 POLICY
TRUANCY**

TRUANCY DEFINED

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- B. Is at least 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.
- C. A child 5 years of age or older and under 6 years of age who is enrolled in and who has not withdrawn from a public day school is required to attend that school during the time it is in session. Such a child will be considered truant if he/she has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

ATTENDANCE COORDINATORS

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

- A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;
- B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
- C. Serving as a member of the dropout prevention committee; and
- D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

TRUANCY PROCEDURES

As required by law, the following procedure shall be followed when a student is truant.

- A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- B. Within in five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school's Guidance Department.
- C. The Guidance Department will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the Guidance Counselor and Principal together shall develop an intervention plan to address the student's absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:

1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, or dropout prevention committee.

Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

- D. The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.
- E. If the Superintendent/designee (Principal or Assistant Superintendent) is unable to correct the student's truancy, the Superintendent/designee (Principal or Assistant Superintendent) shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:
1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
 2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
 3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student's status in the grade he/she is in;
 4. State that the Superintendent/designee (Principal or Assistant Superintendent) may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C) [NOTE: The definition of "child abuse and neglect" includes "failure to ensure compliance with school attendance requirements [in regard to students from age 6 up to completion of sixth grade] by a person responsible for the child. This definition is in 22-MRSA § 4002. The "mandatory reporting" statute is 22 MRSA § 4011-A.]; and
 5. Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.
- F. Prior to notifying local law enforcement authorities, the Superintendent/designee (Principal or Assistant Superintendent) shall schedule at least one meeting with the Guidance Department as required by law and paragraph B of this policy and may invite a local prosecutor.

- G. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee (Principal or Assistant Superintendent) shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.
- H. When a student is determined to be truant and in violation of the compulsory attendance law, and the Guidance Department has made a good faith attempt to meet the requirements, the Superintendent shall notify the Board of the student's truancy.

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit's efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A
22 MRSA § 4002

Cross Reference: JEA – Compulsory Attendance
JFC – Dropout Prevention—Student Withdrawal from School
JLF – Reporting Child Abuse and Neglect

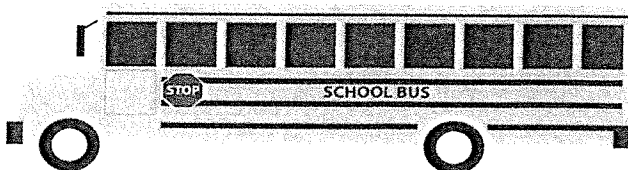
Adopted: November 12, 2008

Revised: December 18, 2019

Transportation Notice

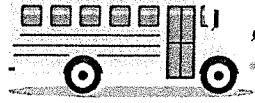
The following procedures will be in place for the 2023 – 2024 school year.

- Students will continue to have assigned seats.
- Pre-approval for transportation to events such as scout meetings, sleepovers, or birthday parties is required and subject to seating availability. Please call the school office with requests at least 48 hours in advance.
- Moving seats is prohibited.
- Changes in pick up or drop off are strongly discouraged. If your child must be dropped off or picked up at a different location, you must contact the school before the change to make sure the bus can accommodate the change.
- In the event of an emergency, contact the school office. All other requests must be approved by the busing company and school. Changes permitted based upon bus capacity and seating availability.



McNally Busing 207.668.2031
Rhonda 207.399.3745
Jay 207.399.3243

2023-2024 School Bus Schedule



Morning Bus #1 – Driven by Jay McNally (668-2031 or 399-3243)		
6:45-7:00 a.m.	Long Pond Township	Mackamp - Long Pond Turn Around to 811 Long Pond Rd
7:00-7:10 a.m.	Route 15	811 Long Pond Rd to Meadow Brook Loop to Route 201
7:10-7:15 a.m.	Route 201 South	Corner of Attean Rd. to 201 South Turn Around
7:15-7:25 a.m.	Route 201 North	203 Main Street to Murtha St, Marston East & Coburn East
7:30 a.m.		Arrive at School
Morning Bus #2 – Driven by Rhonda McNally (668-2031 or 399-3745)		
7:00 a.m.	Moose River	Pick-ups begin at 704 Main Street, Sandy Stream Road, South on 201 to Heald Stream Road and Pleasant St. loop and continue South to School
7:15		Arrive at School
7:15-7:40	Route 201 South	School to 356 Main Street (Allen) including Forest & Spruce Street Loop – Turn at Town Office
7:40		Arrive at School
Afternoon Bus #1 – Driven by Rhonda McNally (668-2031)		
2:00-2:20 p.m.	Route 201 South	Drop offs begin at 366 Main Street (Rich) and continue on Main St. South to 201 South Turn Around
2:20-2:30 p.m.	Route 15	Route 201 to Meadow Brook Loop & Gilbert Street
2:40-3:00 p.m.	Long Pond Township	School to Mackamp
Afternoon Bus #2 – Driven by Jay McNally (668-2031)		
2:00-2:30 p.m.	Route 201 South	School to Murtha including Forest & Spruce St Loop and Marston Street East & West
2:30 -3:00 p.m.	Route 201 North	School North to Route 201 North, Sandy Stream Road - Pleasant Street & Heald Stream Road Loop

School Closing Notification

Forest Hills School has a program for contacting families in the event of a school cancellation. If there is a need to contact homes, we can dial all families at once. When you pick up the phone, you will hear, "This is an important message from Forest Hills". There will then be a pause followed by the actual message.

In the event of a school closure, calls will generally be made at 6:00 a.m.

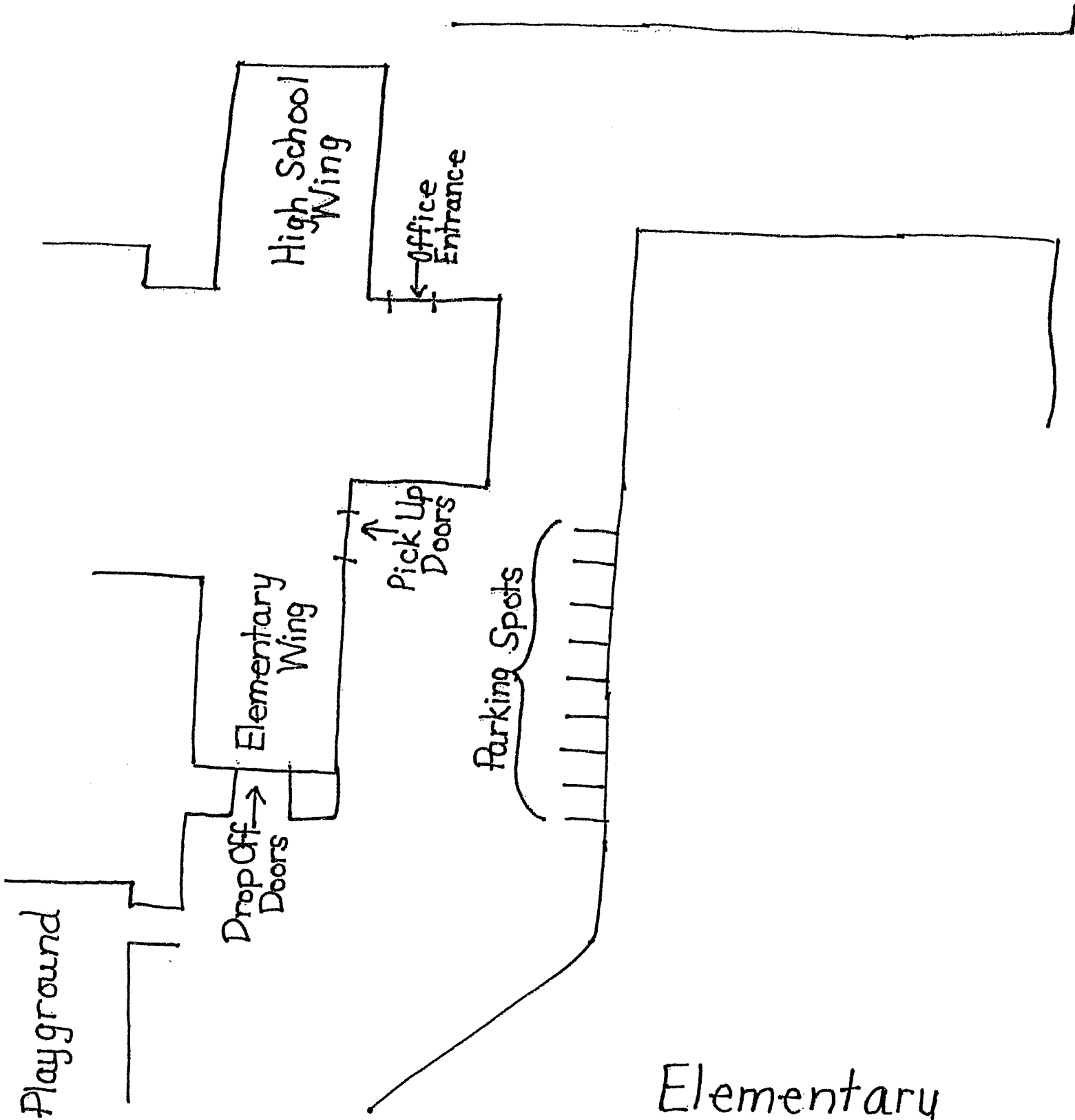
Messages will be left on answering machines. If there is no pickup, the program will continue to dial until there is an answer.

If you change your phone number or emergency contact information at any time during the school year, please notify the school so that we can make the appropriate changes.

You can also check the school website www.sad12.org for cancellation notices.

Early birds can check local television WABI Tv 5 at 5:00 a.m. You can check online at www.wabi.tv for school closure listings. Click on 'Storm Watch'. Look for RSU 82/MSAD 12 Forest Hills. You can sign up for text messages or email alerts of any school closures or cancellations.





Elementary
Drop Off and
Pick Up