

# Forest Hills High School Handbook 2023/2024



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## 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:

Cheryl Nadeau; Forest Hills School, 606 Main Street, Jackman, ME 04945  
Phone (207) 668-7749, Fax (207) 668-4482, Email: Cheryl.nadeau@sad12.org

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 CODE

- Respect yourself, school personnel, school property, and each other.
- Take pride in your school and help keep it clean and attractive.
- Be prompt and dependable.
- Dress as attractively and comfortably as possible during school and for all school functions—see dress code page 9.
- Cheer for your school, not against your opponent.
- Realize the seriousness of cheating and do not get involved in it.
- Do your best. Be organized and do not put off what you can do now.
- Remember that you are now writing the record that will follow you for the rest of your life. You are responsible for your actions.
- Treat your classmates as you would have them treat you.
- Always conduct yourself in such a manner that Forest Hills School, fellow students, and community will have a reason to be proud of you.

The principle goal of education is to create men who are capable of doing new things, not simply of repeating what other generations have done - men who are creative, inventive and discoverers.

--Jean Piaget

## ACADEMIC AWARDS

Forest Hills School intends to recognize students who have achieved outstanding academic performance. Students who receive a grade of 85 or above in all their subjects will have their name included on the quarterly published honor roll. Students who receive a grade of 93 or above in all their subjects will have their name included on the quarterly published high honor roll. In addition, students who have achieved top academic performance will be recognized at the annual Academic Banquet held in the spring.

## ACCIDENT INSURANCE

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

## ACTIVITY AND DANCE RULES

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

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

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

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

### **AFFIRMATIVE ACTION PLAN**

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

All Affirmative Action materials will be available in the policy manual found in the Office of Superintendent of Schools and on our website. Mrs. Kirstie Hale is the Affirmative Action supervisor.

### **ARRIVAL TIME AT SCHOOL**

High school begins at 7:50 a.m. No student is to arrive at school earlier than 7:15 unless supervised by a staff member with prior approval.

### **ASSEMBLIES**

At all times the students' behavior should be calm and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, stamping of feet, horse play, or talking during the assembly/functions. Assemblies are considered a function of the school day. Students are expected to attend assemblies; it is not a time that students should be signing out to leave early.

### **ATTENDANCE POLICY**

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

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. The following procedures are to be followed:

- Teachers will report all absences.
- 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.
- 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.
- 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.
- Denied Credit
  - The R.S.U. #82/M.S.A.D. #12 administration reserves the right to deny credit for courses taken, if the number of absences during a school year is deemed excessive. A conference with the parents/guardians will be held if it appears that the student is in danger of having an excessive number of absences.

Students are responsible for keeping their own account of the total number of days they miss during the semester and can be found on PowerSchool.

### **BACKPACKS**

Backpacks are used to bring books to and from school. Lockers should be used to store books while in school. Backpacks are not permitted in the classroom during school hours.

### **BATHROOM PASSES**

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

### **BUILDING—CARE OF COMMUNITY PROPERTY**

Forest Hills School belongs to the two communities of R.S.U. #82/M.S.A.D. #12. Students are expected to help care for the building by using it with respect. Chairs are to be used for sitting, not tables, desks, or the floor. Defacing and destroying school property (this includes laptops,

tablets and other electronic devices) is an offense which may result in a suspension. Students will be charged for repair or replacement. Payments for the destruction will be the responsibility of the student and his/her parents.

## **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: 1. Physically harming a student or damaging a student’s property; 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or 3. Substantially disrupting the instructional program or the orderly operations of the school; or 4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

## **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 result in suspension depending on the severity of the offense and is 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.

## **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.

Chelsea Hall, School Counselor, 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 Mrs. Hall at 668-5291.

### **CLASS RANK AND GRADE PLACEMENT**

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

| <u>Course Level</u> | <u>93-100</u> | <u>89-92</u> | <u>85-88</u> | <u>81-84</u> | <u>77-80</u> | <u>70-76</u> |
|---------------------|---------------|--------------|--------------|--------------|--------------|--------------|
| General             | 4             | 3.5          | 3            | 2.5          | 2            | 1            |
| College Prep/Honors | 5             | 4.5          | 4            | 3.5          | 3            | 2.5          |
| AP/College Course   | 6             | 5.5          | 5            | 4.5          | 4            | 3.5          |

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

### **COMMUNITY SERVICE**

All students are encouraged to complete 40 hours of community service in high school. Students completing 40 hours will earn one-half (.5) elective credit. See Community Service Project Approval form at the end of this handbook. All community service hours must be pre-approved. No pay may be received for the service. No immediate family members may be the recipients or supervisors of the service. Extra-curricular or co-curricular or student council activities do not qualify.

### **CORRESPONDENCE COURSES**

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

### **CORRIDOR TRAFFIC**

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

## **COURSE LOAD**

A minimum of six (6) classes is required each school year. Only under unusual circumstances and with the Principal's approval may you remain enrolled in the school with less than this minimum schedule.

Add/Drop Period: Students may drop or add a course during the first ten (10) days of each semester. Classes which are dropped after this period will be included on the student's transcript.

## **COURTESY**

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

## **COURTSHIP PRACTICES/PERSONAL DISPLAYS OF AFFECTION**

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

## **DRESS CODE**

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

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

- Shorts may be worn to school. The length of the shorts must be no shorter than the fingertips of the hands extended down the legs.
- Cutoffs and mini-skirts are not allowed in school. The "fingertip" rule as stated in #1 will apply to skirt length.
- Sun tops, tank tops or muscle shirts are not allowed in school. This includes uniforms, practice jerseys, gym clothes and tops with less than an inch straps.
- 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.
- Sunglasses and headwear (hats, hoods, scarves, etc.) will not be worn in the building during the regular school hours. (This means when a student arrives in school, headgear should be taken off and placed in backpack or in locker until 2:04 p.m. or at other times

of dismissal). Permission by Principal may be granted for certain health or religious reasons.

- Apparel that promotes or advertises alcohol, tobacco products, illegal substances, or suggests lewd behavior is not permitted.
- No athletic department equipment or clothing will be worn during the school day except for travel clothing on travel days.

## **DRUG & ALCOHOL POLICY**

No student shall have or use any tobacco, vaping device, alcoholic beverage or illegal drugs. This policy applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity. Please refer to the tobacco, drug and alcohol policies in the policy handbook found on our website.

The Principal may suspend and/or recommend expulsion of students, who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

## **EARLY DISMISSAL**

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

Excused early dismissals include: medical/dental appointments, family emergencies, recognized religious holidays, and driver tests. Unacceptable reasons for early dismissal include: no more classes for the day, shopping. School assemblies are part of the instructional program and all students must attend and is not a reason for excused dismissal from school.

## **EARLY DISMISSAL FOR JUNIORS AND SENIORS**

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

Juniors and seniors in good standing, as defined below, may qualify for early dismissal/late entry. Both juniors and seniors may be dismissed at the beginning of the last period or the first period of the day if they do not have a class. Students requesting this privilege must present a permission slip to the office signed by their parents. "Early Release" or "Late Start" should be indicated on schedule or add/drop form for those students requesting this privilege. Students with early dismissal privileges are not to be on school property during Period 1 or Period 8 unless they are reporting to their study hall. The early dismissal/late entry privilege is granted and may be revoked at any time by the Principal for the following reasons:

- Failure to maintain the required academic average in all classes:
  - (A) Juniors 93 or above as determined by the previous semester's course average.
  - (B) Seniors 85 or above as determined by the previous semester's course average.
- Negative teacher progress reports

- Infractions of school rules (behavior, attendance, substance abuse, etc.)

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

Students are encouraged not to bring any of these devices to school as sometimes they get lost and are not needed in school and the district is not responsible for their care. These items are not to be seen or heard from the first bell of the morning, 7:53 a.m. to the last bell of the day, 2:04 p.m., 11:30 on minimum days. Students may use these devices during the scheduled times of break and lunch.

They include, but are not limited to: cell phones, beepers, pagers, 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 purpose. 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.

Violations will result in the following ways:

- 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.

### **EXTRA HELP**

If you find that you are having difficulty in a subject, see your teacher for extra help before school, after school or during a study hall. Do not wait to seek help. Title I support will be available after school from 2:04 p.m. to 3:00 Monday through Thursday. Also, you can see the school counselor. Students and parents may also request a team meeting to develop an individual education plan for academic, gifted and talented, health concerns, and special education

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and students have the right to have their student records maintained in a confidential manner by all school employees. See the R.S.U. #82/M.S.A.D. #12 Notification of Rights under F.E.R.P.A. (Family Educational Rights and Privacy Act) in the Policy Handbook. Also see "School records" found later in this handbook.

### **FIRE DRILLS & OTHER SAFETY DRILLS**

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

## GRADE PLACEMENT AND HOMEROOM ASSIGNMENT

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

- 9th grade students need 5 courses to become sophomores
- 10th grade students need 10 courses to become juniors
- 11th grade students need 15 courses to become seniors

## GRADING PROCEDURES

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

Grades are divided into the following categories:

|    |              |   |
|----|--------------|---|
| A  | (93-100)     | This grade indicates outstanding performances in homework, classroom work, tests and class preparation.   |
| B  | (85-92)      | This grade indicates very good test scores, very good daily performance and continued above average homework.   |
| C  | (77-84)      | This is an average grade, indicating satisfactory daily performance in class, on tests and homework.  |
| D  | (70-76)      | This is a below average grade, indicating lack of student interest, lack of ability to perform certain tasks, poor daily attendance and or poor classroom performance with very little homework.  |
| F  | (below 70)   | This is an academic failure grade for which no credit is given. This grade is the result of lack of student work, poor daily attendance and/ or performance with negative classroom attitude.   |
| I  | (Incomplete) | This is a temporary grade which is given by the teacher <b>if special circumstances</b> made completion of requirements impossible within Scheduled times. Teachers may request waivers for eligibility. These waivers will be given to the principal by the teacher, if special circumstances exist, and will be reviewed and decisions made regarding the approval or denial of the waiver by the principal, teacher and athletic director. |
| WF |              | Withdrew from class failing – no credit given.  |
| WP |              | Withdrew from class passing – no credit given.  |

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

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

PL 1991, Chapter 248 of the Maine Revised Statutes states: "When grades are given for any course of instruction offered by a school, the grade awarded to a student is the grade

determined by the teacher of the course and determination of a student's grade by that teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, is final."

Frequent parent/teacher conferences are encouraged for those students who are particularly not demonstrating proficiency in their measurement topics, Habits of Mind and/or Guiding Principles and can be made at any time that the parent and teacher deem necessary. Habits of Mind will be formally assessed in the third year of high school, end of first semester.

### **GRADUATION REQUIREMENTS (R.S.U.#82/M.S.A.D.#12 POLICY IKF)**

The Board has approved this schedule of minimum requirements for graduation for the class of 2022 and beyond.

As a minimum for graduation from high school, the prospective graduate must have successfully completed a minimum total of 22.5 credits at the secondary level (i.e. grades 9 through 12) as depicted in the list below.

| Credit | Subject Area            | Required Courses  |
|--------|-------------------------|---|
| 4      | English                 |   |
| 3.5    | Social Studies          | Gov't/Civics, Personal Finance, US History, Culture & Globalization |
| 3      | Math                    |   |
| 2      | Science                 | One lab science   |
| 1      | Fine Art                |   |
| 1      | Computer Science        | Microsoft Applications  |
| 1.5    | Physical Education      |   |
| .5     | Health                  |   |
| 1      | Career and College Prep |   |
| 5      | Electives               |   |

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

\*\*Students opting to participate in a minimum of 40 hours of approved community service will earn .5 an elective credit.

\*\*\*Students receiving Special Services may be registered in equivalent courses to meet graduation requirements as identified in their Individual Education Program (IEP).

Transcripts of students that have been previously enrolled in a proficiency-based system of learning, students transferring to Forest Hills High School, students that have completed college level course work, previously home-schooled students and students that have completed other forms of alternative high school programming (a student meeting a credit requirement through an alternative method must have prior written approval from the Principal) will be evaluated by the Principal to identify and verify equivalent courses that match R.S.U. #82/M.S.A.D. #12 required courses. Following the transcript review, the principal will award credit accordingly. If a student/parent does not agree with the Principal's credit determination, an appeal may be made

to a three-member review committee consisting of the Superintendent, the Guidance Counselor, and one high school faculty member. The finding of the review committee is final.

## **GUM**

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

## **GYM RULES**

Once in the gym the following additional gym rules apply:

- Only sneakers may be worn on the gym floor—see dress code.
- Anyone hanging on rim or nets will be asked to leave and will pay restitution if damage occurs.
- The gym is a classroom and no food or drink, other than water, should be in the gym during the school day unless a part of classroom instruction.

Students may also be allowed to “shoot around” from 7:20 am. – 7:50 a.m. with the permission of the teacher on duty. All the above stated rules will apply.

## **HOMEROOM PROCEDURES**

All students must report to their homeroom by 7:50 a.m. for attendance, lunch count, and morning announcements. Any student arriving after 7:50 a.m. must sign in at the front office and sign up for their lunch.

## **LASER LIGHTS**

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

## **LIBRARY**

The library/media center is the information hub of the school. It is available for research and recreational reading, for signing out books, audio-visual materials and equipment, and for use of materials related to class assignments. Internet access is available for students having parental approval and submitting a signed R.S.U. #82/M.S.A.D. #12 Internet Network Services Agreement. Because of the extensive use of this facility by teachers and students, only those students interested in focused, purposeful work should use the library. It is not a place to waste time and disturb other students. Rules for library use and behavior are posted in the library.

## **LOCKERS**

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

## **LUNCH TIME**

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

## **MAKE-UP WORK**

Make-up work when absent; advance planning is always the best. All work is important work and must be made up. If you know you will be absent, see your teacher in advance. If not feasible:

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

## **OPEN CONTAINERS AND OTHER FOOD**

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

## **PERMISSION SLIPS**

Permission slips for field trips or school sponsored trips are available from the staff member in charge of the trip. A parent/guardian must sign the permission prior to the trip/event in order for a student to participate in the trip/event. The signed permission slip will also serve as notification to a parent of the trip planned.

## **POLICY MANUAL**

The District Policy Manual is available for review at [www.sad12.org](http://www.sad12.org).

## **PURCHASES**

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

## **SCHOOL BUS CONDUCT AND SUSPENSION OF PUPILS FROM BUSES**

See the R.S.U. #82/M.S.A.D. #12 Policy on Student Conduct on Buses in the Policy Handbook. As most inappropriate behavior on the bus is directly related to safety of transporting our students, strict adherence to the policy will be enforced which will include loss of privilege in riding the bus for a period of time.

### **SCHOOL DAY**

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

### **SCHOOL BREAKFAST & LUNCH**

All lunch and breakfast meals may be paid for prior to school on Monday & Tuesday mornings. Checks should be made payable to Forest Hills Consolidated School and should be submitted to the office before Homeroom. Students absent at the beginning of a week may pay for their meals when they return to school.

Breakfast and lunch prices will be announced at the beginning of each school year. Students bringing their own lunch will eat it in the cafeteria during their scheduled lunch. Milk is available to purchase. Credit will not be extended for school meals. You must pay if you want to eat. Meals may be paid for on a weekly, bi-weekly, monthly or yearly basis. Parents and students can check their balances at any time through PowerSchool. Please call the school if you need assistance in accessing your account.

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

**FEDERAL ELEMENTARY AND SECONDARY EDUCATION ACT  
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 RECORDS**

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

consent. At age 18, a student acquires the same rights afforded to his/her parents. Further details concerning records and procedures may be obtained from the guidance office.

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

See the R.S.U. #82/M.S.A.D. #12 Policy on Questioning and Searches of Students in the Policy Handbook. Students should have no expectation of privacy in school storage facilities. The Principal or designee has the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. If there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules or federal/state laws, the Principal or designee is authorized to search personal property and outer clothing.

### **SMOKING**

There will be no smoking (including vapor cigarettes) on the school grounds, in the school building, in cars on the school grounds, or school sponsored field trips and sporting events. If it is determined beyond a reasonable doubt that a student is smoking on school grounds, or if student is in possession of tobacco products on school grounds, the student will be subject to disciplinary action. See the R.S.U. #82/M.S.A.D. #12 Policy on Tobacco Use and Possession in the Policy Handbook.

### **SNOWMOBILES ON CAMPUS**

Students must drive with extreme caution and not on any plowed surface. Speed limit is five miles per hour. Students privilege to operate a snowmobile on school property may be revoked by the principal if safety concerns exist. Snowmobiles must be parked in designated "snowmobile parking" areas.

### **SOCIAL NETWORKING (FACEBOOK, INSTAGRAM, ETC.)**

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

- First offense: student referred to Principal
- Second offense: student referred to Principal and loss of laptop for a week and parent/guardian contact
- Third offense: student referred to Principal and loss of laptop for extended period of time and meeting with parent.

See Technology rules as well.

## 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;
- NEPN/NSBA CODE: GBEB
- Permitting students to address staff by their 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)
- 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.

#### Reporting Violations:

- Students and/or their parents/guardians are strongly encouraged to notify the Principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

#### Disciplinary Action:

- Staff violations of this policy shall result in disciplinary action up to and including dismissal.
- Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

## **STUDENT COUNCIL**

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

## **STUDENT PARKING**

M.S.A.D. #12/R.S.U. #82 provides reliable and safe bus transportation for all students. However, students who drive a vehicle to school will be expected to obey the following regulations. Violations of these regulations will result in the loss of the privilege of driving to school.

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

The High School Student drop-off location is located at the main entrance of the school near the flag pole. All Middle & High School Students must enter through the main doors. All other entrances will be locked.

### **TARDY TO CLASS**

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

### **TARDY TO SCHOOL**

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

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

### **TECHNOLOGY USE (LAPTOP AND INTERNET)**

The laptop computer issued to each student (grades 3-12) and use of the 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.

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

- First offense: student referred to Principal
- Second offense: student referred to Principal and loss of laptop for a week and parent/guardian contact
- Third offense: student referred to Principal and loss of laptop for extended period of time and meeting with parent.

The school reserves the right to monitor all computers, networks and Internet services and activity by students including email and stored files. Students shall not reveal their full names, address or telephone number on the Internet without prior permission of the supervising teacher.

Students should never meet people they have contacted on the Internet without parental permission.

All students and families are required to read the full content of the board policy IJNDB-R which is a full description of policy related to student computer and Internet rules. Students will be responsible for the care of all school-issued equipment. Students will be charged for damages at the cost of the school to repair or replace.

### **TELEPHONE**

The office telephones are not for use by the students for personal reasons. The phone will only be used prior to school starting, at lunch and after school hours with the permission from the main office staff for other reasons unless there is an emergency need.

### **VALUABLES**

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

### **VENDING MACHINES**

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

### **VISITORS**

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

### **VISITORS-STUDENT**

Student visitors will be allowed only after prior approval has been granted by the Principal and the classroom teachers involved. Students will only be approved for valid reasons such as observation of school for potential enrollment purposes, taking part in a former class activity, or other special need. **Requests must be made at least 24 hours in advance of the visit.** Forest Hills students will be responsible for the behavior of their visitors. Visitors must report to the school office upon arrival to obtain a visitor’s pass.

### **WEAPONS**

Weapons are not permitted on school property. Students are prohibited from possessing, using, displaying, transmitting, or handling weapons on school grounds. This includes guns in vehicles even if the gun is secured. Per board policy JICIA, Principals may discipline, suspend and/or recommend expulsion of students who violate this policy based upon facts of each case and in

accordance with applicable state and federal laws which include determination of credible threats.

## **DISCIPLINE**

The school code provides guidelines for respect. Penalties will vary according to the nature of the infraction. Disciplinary action taken by the Principal, or his/her designee, will be on an individual basis dependent on the inappropriate action(s) of the student. These penalties may include detention or suspension or referral to the R.S.U #82/M.S.A.D. #12 School Board for expulsion.

## **DETENTIONS**

Detentions will be assigned by either a teacher or the Principal depending on the nature of the infraction by the student. It is the teacher's responsibility to enforce school rules/policies and maintain classroom discipline conducive to a healthy learning atmosphere. A student violating school rules/policies or disrupting the learning environment may be given a detention by a teacher.

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

- Failure to attend the teacher's detention
- Violation of school policies

Students have 24 hours to make arrangements to stay for detention. After this time, the detention takes precedence over all other activities, including athletics. School is dismissed at 2:04 p.m.; detention begins promptly at 2:10 p.m.

## **SUSPENSION**

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

A student may be suspended for the following reasons:

1. Leaving the school building without permission
2. Repeated detention for the same reason
3. Continued willful disobedience toward other persons or school rules, etc.
4. Skipping classes or detention
5. Smoking
6. Fighting

7. Stealing
8. Use and/or possession of illegal drug(s)/stimulant(s)
9. Disrespect toward others
10. Constituting a safety threat to other student(s) or staff
11. Abuse of school property
12. Intentional disruption
13. Being sent to the Principal's office for discipline
14. Other reasons as deemed necessary by the Principal/designee

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

### **EXPULSION**

The R.S.U. #82/M.S.A.D. #12 Board of Directors may expel students following a hearing, at which the student and his/her parents are requested to be present. This penalty may be invoked for any student who is deliberately disobedient, or deliberately disorderly, or for the infractions of violence or possession, furnishing or trafficking of any scheduled drug, if found necessary for the peace and usefulness of the school.

### **ATHLETIC TEAMS**

#### FALL

Co-Ed Golf  
Cross-Country

#### SPRING

Boys' Baseball  
Girls' Softball

#### WINTER

Boys' Middle School Basketball  
Girls' Middle School Basketball  
Boys' Varsity Basketball  
Girls' Varsity Basketball

## CLUBS AND ORGANIZATIONS

### **DRAMA CLUB**

**Advisor:**

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

### **MATH TEAM**

**Advisor: Mrs. Amero**

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

### **NATIONAL HONOR SOCIETY**

**Advisor: Mrs. Amero**

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

### **ACADEMIC INTRAMURALS/SPEECH & DEBATE**

**Advisor: Mrs. Amero**

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

### **STUDENT COUNCIL**

**Advisor: Mr. Amero**

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

## **YEARBOOK CLUB**

**Advisor: Mrs. Amero**

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

### ***Forest Hills School Song***

*Come, come old orange and black  
Let's all show them what their teams lack  
Watch those TIGERS raise that score  
Ole Forest Hills forever more  
We'll send the banners soaring sky high  
We'll win the game  
We'll TRY, TRY, TRY!  
For you know we'll never look back on Jackman,  
the orange and black.  
RAH! RAH! RAH!*



### ***THE PLEDGE OF ALLEGIANCE***

*I pledge allegiance to the flag  
Of the United States of America  
And to the republic for which it stands  
One nation under God, indivisible,  
With liberty and justice for all.*

**FOREST HILLS SCHOOL  
PRE-APPROVAL FORM  
COMMUNITY SERVICE PROJECT**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT COMMUNITY SERVICE PLAN**

*Description of Project/Activities*

**SCHEDULE OF EVENTS**

*Dates/Days/Hourly Schedule/Estimated Hours*

**CONTACT PERSON/SUPERVISOR**

*Your contact person/supervisor that will oversee your work and/or project (person that will verify hours dedicated).*

Name \_\_\_\_\_ Organization: \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**SIGNATURES PRIOR TO PROJECT**

\_\_\_\_\_  
**STUDENT SIGNATURE** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CONTACT PERSON/SUPERVISOR SIGNATURE** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FOREST HILLS ADVISOR SIGNATURE** \_\_\_\_\_  
**DATE**

\*\*\*\*\*

**SIGNATURES POST COMMUNITY SERVICE PROJECT** **HOURS COMPLETED** \_\_\_\_\_

\_\_\_\_\_  
**CONTACT PERSON/SUPERVISOR SIGNATURE** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FOREST HILLS ADVISOR SIGNATURE** \_\_\_\_\_  
**DATE**