

Maine School  
Administrative  
District #12

Middle School  
Handbook  
2007-2008



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**Forest Hills Middle School  
606 Main Street  
Jackman, ME 04945  
(207) 668-5291**

**Superintendent: Richard Curtis  
Principal: Denise Plante  
Assistant to the Superintendent: Nancy Paradise**

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## **VISION STATEMENT**

We believe the purpose of Forest Hills Middle School is to provide an environment which promotes the best academic, social, emotional, and physical development in the adolescent learner, while respecting individual differences. The school environment will positively affect each student's progress toward becoming an effective communicator, a self-directed learner, a problem solver, a responsible citizen, a quality worker, and an informed thinker.

## **TOP BELIEFS**

- We would like to have students leave this school with a good education.
- Children need to develop self-control and assume responsibility for their actions.
- Students must assume ownership and responsibility for their learning.
- Every student needs to experience success.
- Every child can learn.
- Every child should develop self-esteem and a sense of pride, as well as develop pride and compassion for all.
- The family must take primary responsibility for the students.
- Forest Hills will be a safe and supportive environment for all students and staff.
- It's important that students be successful.

## **STUDENT GUIDELINES**

- All students who are late for school will report to the office.
- Students returning to school after an absence must show their homeroom teacher an excuse for the past period of absence.
- Students walking to school should not enter the school grounds prior to 7:20 a.m.
- Students are not permitted to leave the grounds without permission during the school day.
- Students are expected to obey the rules for their classroom and building as presented by their homeroom teacher.

- Written permission from a parent or guardian is necessary if students leave school other than their usual way of getting home.
- Students are expected to be neat and clean and to wear clothes that are whole, clean, and that fit properly. Students should dress appropriately for the weather.
- Students are expected to assume responsibility for the proper care of books and materials loaned to them during the school year.
- Dangerous objects, including drugs, knives, lighters, chains, guns, ammunition, etc. are not allowed at school. This includes toys or facsimiles of these items.
- Smoking is not permitted in M.S.A.D. #12 school buildings or on school grounds.
- Bus rules are distributed to each student. Students are expected to obey all rules. Should questions arise regarding busing, please contact the student's bus driver first. The principal may be contacted if the matter in question cannot be resolved between the student, parent and bus driver.
- **SCHOOL CLOSURE: Beginning this year we need your help in the event of school closure. Parents will not be contacted by phone for school cancellations. Parents should tune into radio stations (WQCG – 106.5 and WTOS – 105.1) and local television stations WABI Channel 5, WMTW Channel 8 and WCSH Channel 2. Parents should listen to the radio stations and television stations throughout the day whenever inclement weather may necessitate the closing of school and/or early dismissal.**
- The following items are not allowed in school. They include, but are not limited to: beepers, pagers, cell phones, and digital playback units. If there are messages, they can be telephoned in to the school office and the messages will be relayed to the students involved.
- Hats should be removed upon entering the school building.
- Sneakers are necessary to participate in gym activities.
- Gum chewing is not permitted on school grounds. Hard candies or mints are allowed in school as long as they are not a distraction and the wrappers are picked up.
- Inappropriate language will not be tolerated.

## **ATTENDANCE**

School is in session from 8:00 a.m. to 2:04 p.m. daily. Students should arrive at school no earlier than 7:20 a.m. Buses may arrive early and the students on these buses are supervised by teachers and staff in what we call “early bus rooms.”

Students arriving after 8:00 A.M. are tardy and should report to the office before going to their classrooms. Students arriving to school after 10:00 a.m. in the morning or leaving before 1:00 p.m. will be considered absent one—half day for perfect attendance purposes.

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

When a student is not going home on his or her regular bus, the parent must write a note of permission. If a student is not taking a bus home and other arrangements have been made for transportation, a note must be given to the classroom teacher.

When a student is absent, a signed, dated excuse should be sent with the student when he/she returns to school. Absence does not excuse the student from making up assignments.

## **HOME AND SCHOOL COMMUNICATION**

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

## **HOMEWORK**

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

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

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

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

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

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

teachers regarding missed assignments immediately upon returning to school.

## **PROMOTION AND RETENTION OF STUDENTS**

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

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

## **DRESS AND GROOMING**

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

- Take off your hat in the building.
- Clothing that does not cover the student's body appropriately shall not be worn unless it's covered by a shirt or other clothes.
- Students must be dressed appropriately for the weather. Shorts are not allowed in the building in wintertime, unless you're playing in gym.

## **TELEPHONE USAGE**

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

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

## **HARASSMENT**

**'Student Harassment' is the offense of: name calling, bullying, insulting, making fun of, putting another student down, embarrassing another student and teasing.**

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

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

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

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

## **EXTRA CURRICULAR ACTIVITIES**

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

## **IF YOU NEED MEDICINES**

Students can't take medication at school unless the medicine is given to them by the school nurse or other designated personnel. A note needs to come from home if a student has medication they need to take. Parents must bring in any medications that will be taken with instructions on how they are to be taken. Please refer to the medication policy in the policy handbook.

## **TOBACCO, DRUG AND ALCOHOL USE**

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

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

## **WEAPONS, VIOLENCE, AND SCHOOL SAFETY**

Students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Please refer to the weapons, violence and school safety policies in the policy handbook.

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

## **DISCIPLINE, STUDENT SUSPENSION, AND EXPULSION**

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

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

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

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

The principal will decide the length of suspensions.

School rules are based on the idea of respect for others and safety for all people.

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