



FHPS

7-8

FAMILY/STUDENT HANDBOOK

Revised 9/6/2017



All learners achieving individual potential

Central Middle School



Eastern Middle School



Northern Middle School



Administration Office
6590 Cascade Rd. SE
Grand Rapids, MI 49546
616-493-8800
www.fhps.net

FOREST HILLS MIDDLE SCHOOL HANDBOOK

2017-2018 Parent/Student Handbook

FOREST HILLS PUBLIC SCHOOLS

6590 Cascade Road, S.E.
Grand Rapids, Michigan 49546
Ph. 493-8800 Fax 493-8560

SUPERINTENDENT

Daniel Behm

BOARD OF EDUCATION

Martha Atwater
Susan Callahan
Susan Lenhardt
Nicole Meloche-Gregory
Walter Perschbacher III
Michael Seekell
Mary Vonck

CENTRAL MIDDLE

5810 Ada Drive SE
Ada, Michigan 49301
Main Office: 493-8750
Attendance Office: 493-8762
Fax: 493-8764

schoolcenter.fhps.us/cms

www.fhps.net/centralmiddle/

Principal Mr. Charlie Vonk

EASTERN MIDDLE

2200 Pettis Ave NE
Ada, Michigan 49301
Main Office: 493-8850
Attendance Office: 493-8856
Fax: 493-8839

schoolcenter.fhps.us/ems

www.fhps.net/easternmiddle/

Principal Mr. David Washburn

NORTHERN MIDDLE

3775 Leonard NE
Grand Rapids, Michigan 49525
Main Office: 493-8650
Attendance: 493-8666
Fax: 493-8686

schoolcenter.fhps.us/nhms

www.fhps.net/northernhillsmiddle

Principal Dr. David Simpson

Welcome to middle school! We would like to extend our very best wishes for a pleasant and rewarding school year.

Throughout the years, each Forest Hill middle school has developed a number of proud traditions and procedures to serve the interest of all students. Rules and regulations exist to ensure a safe and orderly school environment. Please carefully review the information outlined within this Handbook and spend time discussing the procedures with your child/parent. We have included guidelines and outlined basic rules and expectations for all middle level students.

Be assured that our entire staff is dedicated to providing quality education within a safe and orderly environment. We solicit your cooperation and full support.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Christine Annese
Assistant Superintendent for Human Resources
493-8805

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

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VISION, MISSION, GUIDING PRINCIPLES

VISION

Forest Hills Public Schools...all learners achieving individual potential

MISSION

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to build meaningful and productive lives.

GUIDING PRINCIPLES

We believe Forest Hills Public Schools is a learning organization, built upon integrity, and to this end:

We are committed to the principle of **Caring**.

We believe in:

- maintaining a family atmosphere
- supporting each other
- being warm, sincere and genuine
- accepting and including everyone
- confronting the tough issues
- keeping each other safe and secure

We are committed to the principle of

Collaboration.

We believe in:

- solving problems together
- working toward win/win
- building partnerships
- sharing best practices
- volunteering
- being generous
- engaging parents as full partners

We are committed to the principle of **Open**

Communication.

We believe in:

- listening
- sharing
- promoting trust
- building community through dialogue
- encouraging participation from all

We are committed to the principle of **Diversity and Inclusiveness.**

We believe in:

- helping students value their unique talents and gifts
- knowing, understanding and appreciating each other
- valuing individual differences
- celebrating our heritage
- healing racism
- embracing differences to enrich, strengthen and connect our community
- striving for equity
- considering all viewpoints to arrive at better decisions

We are committed to the principle of **High Expectations.**

We believe in:

- expecting all students to learn
- requiring all to give their best
- providing opportunities for all to contribute
- assuming parents want what's best for their students
- maintaining high academic standards
- offering challenging opportunities
- helping students make healthy choices
- contributing to the development of good character

We are committed to the principle of **Learning.**

We believe in:

- learning for its own sake
- offering a range of educational opportunities
- providing diverse experiences
- individualizing learning programs
- accommodating multiple intelligences and learning styles
- preparing students for lifelong learning
- providing quality resources
- accessing the world beyond our classrooms

We are committed to the principle of **Respect.**

We believe in:

- fostering high regard for self and others
- modeling civility
- appreciating differences
- adhering to our code of conduct
- having zero tolerance for inappropriate behaviors

We are committed to the principle of **Trust.**

We believe in:

- being honest
- being consistent
- being loyal
- assuming others' intentions are good
- keeping promises
- demonstrating good stewardship

GENERAL INFORMATION

ACCIDENTS / INJURIES / ILLNESS

Students **must** report any accident/ injury/ illness to the first staff member available and then report directly to the office. Parents will be notified immediately. No student will be released from school without proper parental permission. A student who becomes ill during the day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain at school or go home. No student will be released from school without parent permission.

ANIMALS / PETS

Students may not bring any animals or pets to school. Pets/animals are also not permitted on school buses.

ANNOUNCEMENTS

School announcements are made each day in the morning and are also posted in the office. Announcements from organizations outside the school are not permitted. Students and staff may not post announcements or advertisements for outside of school activities.

BICYCLES / MOPEDS

Students, with parent authorization, may ride bicycles to and from school. Bicycles should be locked securely in the racks provided. All mopeds must be registered with the main office using the forms available from the office. Students are not permitted to ride bicycles or mopeds during school hours.

BIRTHDAYS

School realizes the importance of birthdays. Celebrations with friends are special and need to take place after school hours. Individual birthday celebrations may become disruptive and result in students feeling left out. Students may decorate friends' lockers without disruption to classes.

BUS POLICY

Students are expected to obey the rules adopted by the district. The bus is an extension of the classroom. The same rules of behavior apply to the bus and classroom. Parents will be contacted and detentions, in-house suspensions, and suspension from the bus may result due to inappropriate behavior. **Students must ride their assigned buses and get on and off at their assigned bus stops.** Passes to ride other buses may be authorized by an administrator or designee upon receipt of a **written** request from parents/guardian if space is available. Parents should include the bus number he wants his/her student to ride, and also students should take their note to the main office for approval when they arrive to school in the morning. Students may not disembark or board buses at the high school or any other school without administrative approval. Students may not ride in automobiles other than with parents/guardian without a **written** authorization from parent/guardian. Students misbehaving on the bus will be issued misconduct reports. For school bus routing information, contact the transportation office at 493-8762.

The Board of Education has installed digital video recorders on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

***"Don't lose your riding privilege!"* FOLLOW THESE RULES:**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.

9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

CHAIN OF COMMUNICATION

If a problem develops or a parent senses a child is having difficulty with an assignment or with a teacher, parents are encouraged to talk to the teacher immediately to bring about increased understanding and a quick resolution. Issues that are not satisfactorily resolved with a teacher may be addressed with your child's counselor or one of the building principals. It is suggested you follow the "chain of communication" to bring about a satisfactory resolution:

Classroom Teacher
Counselor
Assistant Principal
Principal
Margie Fellingner, Asst. Supt. for Instruction (493-8806)
Christine Annese, Asst. Supt. for Human Resources (493-8805)
Daniel Behm, Superintendent (493-8800)

CLOSED CAMPUS

Our school is a closed campus. Students are not allowed to leave the school building upon arrival or at any time during the school day without written permission from their parents and approval of the administration.

COMPLIANCE NOTICE FOR GRIEVANCE PROCEDURES

Section I

If any person has a question or concern regarding Forest Hills Public Schools' compliance with the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act, he/she may contact the local Civil Rights Coordinator at the following address:

Christine Annese
Assistant Superintendent of Human Resources
Forest Hills Public Schools
6590 Cascade Road, S.E.
Grand Rapids, Michigan 49546
Phone: (616) 493-8805

COPY MACHINE

A copy machine is available for student use in the media center. A small fee is charged per copy. Students are expected to respect copyright laws/procedures. The media center staff is available to assist students.

DANCE PROCEDURE

Only seventh and eighth graders who are currently enrolled in our school are permitted to attend. Students leaving early may not return to the dance and must leave with their ride. Students exhibiting inappropriate behavior will be sent home without a refund of their ticket price and may be prohibited from attending future dances. Parent chaperones are invited to assist and to help supervise dances and should be respected as adults in authority.

DELIVERIES / MESSAGES TO STUDENTS

In order to maintain the quality of instruction deliveries and messages for students are discouraged. Your efforts to encourage your child to get items ready in advance of the school day will help eliminate messages/deliveries. If there is an emergency and you must bring an item to school, which needs to be delivered to your child, please help us by bringing the item to the office with your child's name on the item.

DRESS STANDARDS

At all times, students are expected to be dressed neatly and cleanly and must not present health or safety concerns. Students wearing extreme attire that is disruptive to the learning process will be sent to the office for corrective actions. This includes halter and low-cut tops, any clothing allowing bare midriffs or bare backs,

short shorts and skirts, tank tops, clothing promoting alcohol use, violence, hatred, or sexually suggestive material either directly or through innuendo. Tops, in general, should cover the shoulders or a sweater or sweatshirt can be added to provide coverage. Chains are not permitted as they represent a safety hazard. No gang symbols are allowed in school, no bandanas, or clothing, which depicts violence, hatred, Satanism, music groups with explicit lyrics, or sexually suggestive material. **While fashion changes, the reason for being in school does not. Students are in school to learn.** Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

- Does my clothing expose too much? (NO)
- Does my clothing advertise something that is prohibited to minors? (NO)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (NO)
- Am I dressed appropriately for the weather? (YES)
- Do I feel comfortable with my appearance? (YES)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

DIRECTORY

A student directory is published each year with student contact information by the building's parent organization. These directories are for the exclusive use of our building families and are not intended for commercial use or solicitation in any manner.

EARLY ARRIVALS/LATE DEPARTURES

The **earliest** your student may arrive at school **is 7:20 a.m.**, when supervision is available. Students are expected to ride the bus or be **picked up no later than 3:15 p.m.** Students must be under adult supervision during any after school activity or study session and must be picked up within 15 minutes of the conclusion of the activity.

ELECTRONIC DEVICES

Middle school students may bring web enabled electronic devices to school that support their learning. Appropriate devices include, but are not limited to, laptops, tablets and netbooks. While a smart phone is acceptable, it may not be appropriate for all classes and activities. The student takes full responsibility, for the safety and security of these devices. The devices must be stored in the student's locker during lunch. Unless being used for educational purposes, electronic devices and accessories (chargers, earphones, etc.) shall be stored in the student's locker for the entire school day. If observed, these devices will be confiscated and the student will not be able to pick up his/her device from an administrator until the end of the day. The second offense will result in the confiscation of the property until claimed by a parent. A third offense will result in confiscation of the property until the end of the school year, and/or a meeting with parents occurs. The school prohibits the use of any electronic to record sounds or images in any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited.

USE OF PERSONAL CELL PHONES AND OTHER ELECTRONIC DEVICES

While on school property, participating in an extracurricular activity or attending a school event or activity, students may not use cell phones or other electronic devices to bully, harass, demean, or degrade other students, school staff, teachers, administrators or other members of the community. In addition, use of electronic devices in a way that threatens or otherwise interferes with the District's ability to effectively educate students is strictly prohibited, regardless of whether that use occurs on or off of school property.

While on school property, participating in an extracurricular activity or attending a school event or activity, students are also prohibited from using a cell phone, or other electronic devices to send, receive, download

or store any image in which a person is partially or completely nude. A male is considered “partially or completely nude” if any part of his genital area or buttocks is exposed, and a female is considered “partially or completely nude” if any part of her genital area, buttocks, or breast(s) is exposed. **Please be aware that sending, receiving, downloading, or storing these images can have extremely serious and life-changing consequences. Students caught with nude or partially nude pictures of underage people could face felony child pornography charges, and Michigan law may require their expulsion. Also, if convicted, the student could be forced to serve time in prison/juvenile detention and would be required to register as a sex offender.**

Please be aware that any cellular phone or other electronic device brought onto school property or to a school activity or event may be searched by school personnel if the District has a reasonable suspicion that the student has violated this policy. A student who violates this policy will be subject to discipline, up to and including expulsion. The student takes full responsibility for the safety and security of these devices.

EMERGENCY INFORMATION

It is required for parents to provide the school with emergency phone numbers where they can be reached. In the event this information has not been provided, the school will use its best judgment with regard to the safety and well-being of students.

ENERGY DRINKS

Due to the adolescent health risks associated with consuming energy drinks, they are not permitted in school. Students who possess energy drinks on campus will have these items confiscated.

FIELD TRIPS

Field trips are occasionally a part of the learning experience. Parental/Guardian permission is required for students to attend. To help defray the growing costs, students are usually asked to pay a portion or all the trip fees. A confidential call to the building principal by a parent is requested for assistance with fees. Parents may be requested to accompany their child on a trip for additional supervision if necessary.

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building.

FUND RAISING

Our school conducts one major fund raising activity each year. Students participate voluntarily in the magazine sale to enhance the Student Activities Fund. This fund is spent on items and programs that directly affect students. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

ID CARDS

Students are issued picture ID cards that are used as their lunch debit card, library cards and allow access to the Internet. Parents will pre-pay into their child’s lunch account and the child will be able to charge against that balance. Students who lose their cards should report to the media center for a replacement. A \$5.00 fee will be charged to replace the card.

LENDING MONEY

Students are advised not to lend money. If a student does lend money, the collection of the repayment is the responsibility of the students involved and should not disrupt the normal school environment. The school is not responsible for money that is not repaid. Money is not available from the office.

LOCKERS

Each student is assigned a locker at the beginning of the school year. All book bags, backpacks and coats are to remain in lockers throughout the entire school day. In the event we have more students than lockers, students may be asked to share. We request that students do not give their locker combinations to anyone

else or use another student's locker (unless assigned a locker partner). **To insure the contents of your locker, you must spin the dial one complete revolution after closing the locker.** Failure to do this may leave your locker unlocked. The contents of the locker and the condition of the locker are the responsibility of the student. Locker clean out and periodic inspections will occur.

Students are encouraged to purchase portable locker shelves to help promote organization and to protect textbooks and personal belongings. Students may not use stickers or hang inappropriate material in their lockers. **Glass containers, open beverage containers, and open food are not permitted in lockers.**

Student lockers are school property and remain at all times under the control of the school district. Students are expected to assume full responsibility for the security of their lockers. School property is subject to search at any time by school officials. School authorities for any reason may conduct periodic, general inspections of lockers at any time without notice, without student consent, and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal items may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or contraband materials found in such a search will be turned over to proper authorities for ultimate disposition with parent notification.

LOST AND FOUND

Students are reminded that all books, electronic devices, and other personal items are their responsibility. School is not responsible for articles misplaced, damaged, lost or stolen. Found articles should be brought to the main office. Periodically, an announcement is made to students reminding them to check for missing items. Items unclaimed at the end of each month are donated to a charity.

LUNCH PROCEDURES

Hot lunches are provided at a reasonable cost for students to purchase daily. Student ID cards will be used as debit cards for lunches. Parents are to send in checks made out to Forest Hills Schools and this amount will be credited to the child's account. All students are responsible for cleaning up after themselves. Students wishing to go to the media center or a teacher's classroom during lunch must obtain a pass from the adult supervisor. On a rotating basis, students may be asked to remain after lunch (approximately 4-5 minutes) to help prepare the cafeteria for the next lunch group. During this time, students help out by wiping tables and chairs, picking up trash and stacking chairs.

Free and reduced lunches are available to qualified families. Information is sent home on orientation/pre-registration day. Completed forms are to be returned to the main office. Food Service will notify families if you qualify. Applications for the Forest Hills Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Director of Food Service at 493-8774. All information is confidential.

NEWSLETTER / PARENT NOTICES / LISTSERV

A school newsletter is produced to communicate activities, events and information about our school programs. Newsletters will be available online at each school's website. All families are encouraged to join their respective school's Listserv in order to receive pertinent building and district information.

PESTICIDE APPLICATION

Should you want to be notified prior to application please contact the school office. Materials that are considered pesticides used on school sites are fertilizer, herbicide, and bee and ant spray. Certified technicians are used in the application process and most of it is applied during the summer months. All areas that are being treated are posted with proper signs.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials used in the school. They also may observe instruction in any class. Parents who wish to review materials or observe instruction should contact the principal prior to visiting. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits. It is customary to provide notification 24 hours prior to your planned visit.

STUDENT ASSISTANCE PROGRAMS

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations that are interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, school psychologist, social worker, or teacher. Parents, teachers or other students may also refer a student they know is involved in a situation too difficult to handle alone. All referrals will be handled sensitively and confidentially.

STUDENT FEES, FINES AND SUPPLIES

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resourced for use by others. Fees may be waived in situations where there is financial hardship. Please contact a building administrator for assistance. Students using school property and equipment can be fined for excessive wear and abuse of textbooks, property, equipment, or building damage. The fine will be used to pay for the damage not profit.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address, telephone number, date of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO directories; school photographs or videos of students participating in school activities, events or programs. Parents may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law.

Students and parents have the right to review and receive copies of all educational records. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

SURVEYS

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the parent(s) to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- **legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;**
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

TARDINESS

Students are expected to be on time to classes. A LITTLE LATE IS TOO LATE. In the morning, families should budget enough time for students to get to their locker and arrive on time to their first class or homeroom. Students may receive disciplinary consequences for their tardiness. If a student is tardy because he/she arrived late from another class and was detained by a teacher for some reason, the student will need to obtain an excused tardy pass from that teacher.

TELEPHONE USE

A public phone is available for student use in the office. The office phone is not available for student use unless an emergency or illness exists. After school plans and arrangements should be made in advance of the school day. Students abusing the privilege may have their phone use restricted. Students cannot utilize their cell phones to call or text during the school day unless doing so from the main office.

TESTING

Forest Hills Public Schools complies with all state and federal requirements for annual testing of students. For information regarding the state summative assessments, please visit the [Michigan Department of Education website](#) for current and specific information related to the Michigan Student Test of Educational Progress or M-STEP.

At the district level, interim assessments are provided in the fall, winter and spring, using NWEA's [Measures of Academic Progress](#)(MAP) to monitor student growth.

Your school staff will maintain a calendar of state and district assessments. Every school day is important. Please avoid unnecessary absences as make-up dates for large-scale assessments are limited.

TEXTBOOKS

Textbooks will be assigned to students by each of their teachers the first week of school and become the responsibility of the student upon receipt. Textbooks are now checked out electronically. Students record the condition of each book each fall and parents are asked to review the condition reported on the textbook inventory form. Any change in textbook condition, other than normal wear will result in the student being assessed repair or replacement costs when textbooks are collected. If a textbook is lost during the school year, the student will be assigned another textbook after the replacement cost has been paid. Reimbursement will be made if the book is found. All textbooks must be **covered** throughout the school year (CMS/NHMS). Self-adhesive covers are not acceptable as they cause damage to the book's laminate cover and also leave a sticky residue. A \$10 damage and cleaning fee will be charged for each textbook covered with an adhesive cover.

VALUABLES

Students are strongly encouraged **NOT** to bring items of value to school. Items such as jewelry, expensive clothing, electronic devices, and the like, are unfortunately tempting targets for theft. Any electronic devices brought to school for any purpose are the sole responsibility of the student. School cannot be held responsible for their safekeeping and will not be liable for loss or damage to personal valuables. ***School personnel will not engage in investigating and/or recovering lost or stolen valuables. Students bring valuables to school at their own risk.***

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal. **We regret we are unable to accommodate student visitors except those planning to enroll in our school.**

WEATHER INFORMATION

Procedures for actions during tornado and fire conditions are placed in every classroom and will be reviewed with students by teachers. It is the responsibility of the student to know where to go during such conditions. Students will remain at school during a tornado watch and classes will continue. Any parent wishing to pick up a child may do so by signing him/her out in the attendance office.

Parents are requested not to tie up school telephone lines during weather emergencies If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations and post the information on the district website. When uncertain weather conditions exist, decisions to open or delay school are made one to two hours before buses depart because

drivers must be notified. Conditions can change significantly during that time. Parents are reminded that their decision is respected in these matters and guaranteed that no child will be penalized if a parent believes changing weather conditions have made transportation unsafe.

A family emergency plan for changes in the school day should include before, during and after school arrangements.

School district policy requires that when school is closed, all after-school events also are canceled. Any exceptions to this rule will be considered on an individual basis and participants will be notified if an event is **not** canceled. Community Services classes held for youth and adults also are canceled when school is closed.

If students are to be released from school due to hazardous weather, the superintendent will make the final decision and regular bus routes will be used. **Please discuss a plan with your child for him/her to follow in the event you are not at home.** Whenever possible, middle level buildings will work to communicate to families utilizing Listserv messages.

WITHDRAWAL PROCEDURES

If a student is leaving school, the parent/guardian should contact the guidance office for exiting information. School officials, when transferring student records to another school, are required by law to transmit disciplinary records including suspension and expulsion actions against the student. Student records will be released upon receipt of the request for records from the new enrolling school. Textbooks and locks must be turned in and all fines or fees paid.

WORK PERMITS

Students who are 14 years or older may obtain a work permit application form from the office.

ACADEMIC CONSIDERATIONS

ACADEMIC STUDY SESSIONS

Academic study sessions may be issued by teachers for missing homework, not being prepared for class, or for tutorial assistance. Study sessions will be handled by the issuing classroom teacher and served with that teacher.

ASSESSMENT/GRADING PROCEDURES

To measure student progress, students will be tested in accordance with State standards and District policy as well as each student will be expected to take the appropriate M-STEP Test. Grade reporting is done four times per school year. A progress report may be sent home halfway through each quarter or given out at Parent/Teacher Conferences. Student grades are based on a 4.0 grading scale:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	E	0.0

CHEATING

Students are expected to do their own work as directed by their teachers. To submit another's work or information gained from the Internet as their effort, to copy, or secure from others answers to homework, testing questions/problems is prohibited. It is also considered cheating to loan work to another student so as to allow an opportunity for copying answers. Consequences for dishonesty/cheating may include an "E" for the assignment, a detention and/or removal from the honor roll. Repeat offenders may face a school suspension or social probation.

DROPPING / ADDING A CLASS

Students may not drop or add a class to their schedule without prior approval from the Guidance Office. Contact school counselors for information regarding drop and adds.

THE G.A.T.E.WAYS PROGRAM

The school strives to meet the needs of students with strong academic potential, demonstrated academic achievement, and a high level of motivation by offering Challenge Classes in core content areas. These classes are open to any student who applies and meets the entrance criteria. Challenge Classes have an increase in pace, breadth, and depth of instruction. They are geared for students who are “willing to engage” and exhibit high levels of commitment and achievement in a targeted content area. Students selected for these classes should have excellent study skills and time to devote to significant amounts of homework. Students will be considered based on achievement test scores, group abilities indicators, grades in the specific challenge class subject area, teacher, parent evaluations, and a student essay/self-evaluation. Students must keep a B average in the class during the school year to remain in the class.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The Assistant Superintendent of Instruction must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. A physician licensed to practice in this State, parent, student, or other caregiver shall make applications for individual instruction. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

HOMEWORK

Homework is expected for most classes. It is generally coordinated among teachers and related to the goals of the class. Homework helps students show teachers how well he/she assumes responsibility and has absorbed and assimilated what has been taught. As a general rule, students may expect approximately ten minutes of homework per grade level. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the M-STEP test and graduation. We encourage parents to help their children set a schedule where homework is done at the same time each night. If homework seems excessive parents should contact their child's teachers to discuss and review expectations.

INCOMPLETE GRADES

Any student who receives an Incomplete on his/her report card will have two weeks from the last day of the quarter to make up work necessary to receive a grade for the class. If work is not made up, credit is given only for the work completed during the quarter and a letter grade will be assigned accordingly.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special Education at 493-8660 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director of Curriculum at 493-8806 to inquire about evaluation procedures and programs offered by the District.

PARENT NIGHT

Parent Night is held each year in September and is for parents only. The purpose of this event is to acquaint parents with their child's daily schedule, their teachers and the building. The schedule does not permit time for teachers and parents to confer about student progress. Parents should call teachers to set up a separate time for conferences if desired.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year. The purpose of the conference is to exchange information with parents regarding the strengths of their student and areas still needing improvement. Parents are encouraged to share information at this time that they deem necessary to the success of their child.

REPORT CARDS / PROGRESS REPORTS

Report cards are mailed home approximately one week after the end of each quarter. During the 1st quarter, progress reports will be sent at the mid-point to all students. During the 2nd, 3rd, and 4th quarter, a teacher will communicate with parents at the mid-point if a student is doing work below expected quality (C or below) or if a student's grade drops significantly (a full grade or more lower than a previous grade, e.g., A- to B-).

REPRODUCTIVE HEALTH

The Reproductive Health and AIDS Education program has been adopted by the Board of Education and is taught within the science curriculum in 8th grade. A copy of the Reproductive Health objectives is available for review by contacting the Main office.

RESPONSIBILITIES TO ENSURE SUCCESS

➤ **STUDENTS:**

- Bring to each class every day a 3-ring binder in good order, with subject dividers and a pencil pouch with needed materials.
- Write each assignment in your planner on the day it is due.
- Write each assignment specifically.
- Complete each assignment to the best of your ability.
- Turn in all assignments on time.

➤ **PARENTS:**

- See that the binder and planner come home every day.
- Examine the planner to see what assignments are due.
- Look at homework to make sure it is finished, neat, and done to your student's best ability.

➤ **TEACHERS:**

- Teach your students how to organize their binders.
- Teach your students to be responsible for maintaining their organized binders.
- Require your students to write assignments in their planners.
- Provide an updated and current lesson plan for each subject so that your students may refer to it when necessary.

➤ **ADMINISTRATORS:**

- Provide each student with an assignment planner.
- Announce dates to place in the assignment planner.
- Assist students with binder and planner organization.

RETENTION GUIDELINES

Copies of the entire Forest Hills School Board policy and procedural timeline are available in the Main office. A letter will notify parents if their child is at risk of retention. Teachers, parents, and the student will develop a written plan of action for improvement.

SPECIAL EDUCATION SERVICES

Programs and services are offered to students who qualify for special education. Programs include teacher consultant support and resource classrooms. Ancillary services may include speech and language, social work, occupational therapy, or physical therapy as determined by an individualized educational plan. Students identified for special education programs and services must meet state and federal eligibility guidelines. Parents/guardians who suspect their child may have a disability should contact the counselor or principal for further consultation.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with the State standards and district policy. Unless exempted, each student will be expected to pass the appropriate M-STEP tests. A copy of the schedule for standardized testing is available from the guidance office. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and to determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and to assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. The guidance staff often gives vocational and interest surveys to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may be needed. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Final exams are given in the core areas of Algebra I, 8th grade science, and full year foreign language. Common assessments are given in all other core areas and some exploratory classes. These final exams and common assessments are typically given at the end of each semester. Scores on semester assessments factor into final semester grades.

STUDENT CONDUCT

SCHOOL DISCIPLINE PHILOSOPHY

Our discipline philosophy is based on two general goals: to provide a safe, caring and effective learning environment for all students, and to have students show respect for school, student property, and other people. The district supports the utilization of Restorative Practices for community building and conflict resolution. Restorative Practices will be utilized as part of the disciplinary procedures when appropriate.

Discipline procedures include student/teacher discussion, parent contact, noon, before school, after school and Saturday detention. In-school and/or out-of-school suspension may be assigned. Discipline and consequences are designed to motivate students to make better choices and decisions. If it becomes apparent one mode of discipline is not effective, others will be tried. The first step is, of course, teacher contact with the parent(s) involving misbehavior of a minor nature. Major discipline problems will be dealt with immediately and contact with parent made after the fact.

Certain types of behavior are never appropriate in the Forest Hills Public School District and are considered to be serious violations. The following are the most common examples of disciplinary violations. The listed penalties are "suggested guidelines." **It is understood that a lesser/greater penalty may be imposed if, in the judgment of the administration, the situation warrants.** The severity of the punishment will depend upon the circumstances, intent, and the severity of the offense. The administration has the right to invoke any disciplinary measure necessary to insure the safe and positive operation of the school.

CODE OF CONDUCT

A major component of the educational program at the middle level is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- Follow teachers' directions.
- Obey school rules.
- Abide by national, State, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.

- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

COMMUNICATION

When concerns arise, parents should follow the procedure outlined below for efficient communication:

1. Contact individual teacher first.
2. If further discussion is necessary or a staffing is desired, contact the guidance counselor.
3. If additional processing is necessary, contact the building principals.

DISCIPLINE CODE

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

DUE PROCESS

Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. A student will be given an opportunity for a hearing regarding disciplinary consequences with the appropriate school administrator if the student or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent/guardian allege prejudice or unfairness.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

If the student or parent feels the disciplinary action is inappropriate, an appeal may be made to the next highest school administrator. If a satisfactory ruling is not made as a result of this action, the ultimate appeal within the district may be made to the superintendent and the Forest Hills Board of Education.

POTENTIAL DISCIPLINARY ACTIONS

Behavior that disrupts the orderly educational process in the classroom or on the school grounds will not be tolerated. Since each disciplinary situation is unique, it difficult to categorize misbehavior and the consequences for that misbehavior. Nevertheless, the following information should serve as a guide to anticipated disciplinary consequences for acts of student responsibility for their actions and words. Depending of the severity, frequency and nature of a behavioral infraction, a student who disrupts the orderly educational process could face one or more of the following:

1. Demerit [CMS/EMS]
2. Incident Referral Form [NHMS]
3. Lunch Detention
4. Detention
5. Work Assignments
6. Restitution
7. School Bus Suspension
8. Saturday School
9. In-School Suspension
10. Suspension
11. Expulsion

DELIVERY, SALE, USE, OR DISTRIBUTION OF ALCOHOL AND OTHERS DRUGS, LOOK-A-LIKES OR PARAPHERNALIA

1. An attempt will be made to confiscate evidence. The student will be taken to the office and his/her behavior will be observed and documented.
2. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
3. The parent/guardian shall be notified and informed of the infraction.
4. A mandatory meeting with the student and parent/guardian shall be scheduled. Suspension and/or expulsion procedures may result.
5. Recommendation to the superintendent for extended suspension and/or the building administrator may make expulsion.

POSSESSION, USE, DISTRIBUTION OR SALE OF TOBACCO, ALCOHOL OR DRUGS

Each school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that the possession or use of cigarettes, tobacco, alcoholic beverages, inhalants or controlled substances by students, while at school or attending school-sponsored events is expressly forbidden.

1. **First Offense** - The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession or use during such time that the student is under the control of school authorities and the situation warrants, the principal will communicate all information and offer full cooperation to the police. Significant violations may result in an immediate recommendation for expulsion to the Superintendent. In all other situations the student will be suspended for a maximum of five (5) days and be ineligible to attend extracurricular activities for a maximum period of three (3) months. The building administrator may reduce the suspension to fewer days and loss of attendance at activities provided that:
 - a. The student and family agree to a drug and alcohol assessment provided at an approved alcohol/drug agency, individual, or treatment center.
 - b. The assessment be conducted by a certified alcohol/drug abuse prevention professional and the student follows the recommendations.
 - c. A release of information be obtained so that the screening agency can verify that the appointment was made, kept, and report the recommendations made.
 - d. Re-entry into school and continued attendance may be contingent upon confirmation of the appointment and following the screening recommendations. Students who fail to keep assessment and/or treatment commitments may be subject to full disciplinary action.
 - e. Any expenses incurred due to the decision to seek an assessment shall be the responsibility of the student and/or parent/guardian. Upon request, staff shall assist students and/or parent/guardian in seeking assistance from agencies providing an assessment at a reduced or no fee basis.
2. **Second Offense** - The parent/guardian shall be contacted immediately upon verification of the violation. When there is possession, sale or use during such time that the student is under the control of school authorities and, the situation warrants, the principal will communicate all information and offer full cooperation to the police. If a second or any subsequent offense occurs within twelve (12) months of the first or any previous offense the student shall be suspended for multiple days with a maximum of ten days and an expulsion recommendation to the Superintendent may be made by the building administrator. Said recommendation may be withdrawn upon recommendation of the building principal(s) in those situations where satisfactory commitment for an assessment is made. Social probation that includes all after-school extra-curricular, athletic events, and dances will be imposed for a minimum of three months.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. Students who violate these rules may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Chemical Self-Protection Sprays

Chemical sprays (MACE, Pepper Sprays, etc.) and other self-protection devices/paraphernalia are a threat to the safety and welfare of others and are prohibited at school.

9. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

10. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

11. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

13. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

14. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in detention, suspension or expulsion.

15. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

16. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, stink bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

17. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

18. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. **The school is not responsible for personal property.** Theft may result in suspension or expulsion and social probation. Athletes may also face athletic ineligibility per the MHSAA handbook.

19. Disobedience

School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

20. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

21. Persistent absences or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Referrals may be made to the KISD truancy officer when excessive absences accumulate.

22. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

23. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

24. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

25. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, hugging, kissing or any other contact that may be considered sexual in nature. Affection that exclusionary of others may result in disciplinary consequences.

26. Possession of electronic device (ED)/Using Camera Cell Phones

The school prohibits the use of any electronic device to record sounds or images in any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited.

27. Harassment/Bullying/Hazing

Harassment:

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, laptop or any electronic device [ED]), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, counselor, assistant principal, or principal.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

- E. sexual jokes, posters, cartoons, doodles, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Hazing:

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing an individual.

Bullying:

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, laptop or any electronic device (ED) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., Instagram, Snapchat, Facebook) to harass through unpleasant or aggressive messages.

BULLYING behavior is a form of VIOLENCE.

Bullying is any mean look, gesture, word, or action that hurts a person's body, feelings, friendship, reputation or property, no matter how it was intended.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the assistant principal, principal, or the Superintendent.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

28. Possession of a firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

GANGS

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

RESPECT

Students are reminded that being respectful of self and others is of value daily in life. Put-downs, name calling, and profanity are unacceptable actions. Intimidation or harassment of others is unacceptable behavior. Any fighting and/or physical conflict between students may result in suspension from school to both parties involved.

RULES / INFRACTIONS

DEMERITS [utilized at CMS/EMS] are warning slips given to a student for violating school rules. When a student receives three demerits within one quarter, he/she will be issued a detention. Demerits are issued for the following infractions of school rules, including but not limited to: tardiness, running in the hall, minor classroom disturbances, lunchroom misbehavior, violation of classroom rules, name calling, bullying, teasing, misbehavior in special activities/assemblies, nuisance items. At the end of each quarter, any single demerit, which has not resulted in a detention, will be discarded and the student will start anew.

BLUE SLIPS / INCIDENT REFERRAL FORMS [utilized at NHMS] are issued when student behavior is not in accordance with the student code of conduct. This form documents the behavior and specifics of the disciplinary action taken. **Examples for the use of this form include, but are not limited to:**

1. Running, pushing, or shoving in the hallways
2. Inappropriate public display of affection
3. Skipping class /Out of class without permission
4. Missing homework
5. Inappropriate language
6. Entering or using another student's locker
7. Excessive tardies to school or to class
8. Classroom disruption

DETENTIONS are issued when a student receives three demerits [CMS/EMS] within one quarter or when rule infractions occur (all three middle schools), including but not limited to the following examples: endangering the safety of others, use of profanity or inappropriate language, public display of affection, disrespect to another student or teacher, damage to school or personal property (financial restitution may accompany), possession/use of a squirt gun, repeated classroom disturbances, lunchroom misconduct, bus misconduct, misbehavior with a guest teacher. Parents will be contacted when a student receives a detention. It is the student's responsibility to return any paperwork back to school

CLOSED CLASS may be assigned to any student who is removed from class for disruptive behavior or a failure to complete coursework. The student will complete assigned work in the main office detention room for the remainder of the hour. Additional behavioral consequences may be issued at the administrator's discretion.

IN-SCHOOL SUSPENSION may be assigned to any student who earns three or more detentions within one quarter. In addition, students may be assigned in-school suspension for a single major incident. Students will be permitted and expected to make up class work while in in-school suspension. In-school suspension may be more than one day depending upon the nature of the offense.

OUT-OF-SCHOOL SUSPENSION may be assigned when other means of discipline are deemed ineffective or when adequate supervision is not possible for in-school suspension. Suspension may be one to ten days depending upon the nature of the offense. Parents will be contacted by phone and may be required to meet with the principals before the student may return to the classroom. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the principal beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

A combination of out-of-school and in-school suspension may also be used. Students may be suspended from school for the following violations, including but not limited to: arson, assault, bomb threats, disruptive conduct, fighting, extortion, gambling, forgery, vandalism, possession/use/or sale of fireworks, illegal substances (alcohol, drugs, cigarettes, paraphernalia), or look-a-like substances, weapons, lighters, personal protection sprays (mace, pepper spray), fire alarm, repeated violations of school rules, gender, ethnic or racial harassment or slurs, theft, or trespassing. The above infractions may also result in consideration for expulsion by the Superintendent.

SOCIAL PROBATION: Students who are issued an in-school or out-of-school suspension or earn multiple detentions in one quarter may be placed on social probation for 30 days.

SUSPENSION / EXPULSION

SUSPENSION: The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her. The student will have the right to present to the school administrator any relevant information that will support his/her defense. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

If the school administrator suspends the student from school, the school will:

1. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to affect the student's return.
2. If needed, meet with the parent/guardian and the student to plan the satisfactory return of the student to the school setting.

EXPULSION: The Superintendent shall have authority to expel a student for persistent disobedience of school rules or for a malicious or willful violation of this policy whenever the Superintendent determines such action to be necessary. In any such instance, the administrator will adhere to existing Board policy. The student and his/her parent or guardian shall be informed in writing of the alleged violation and the discipline imposed.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

NETWORK CODE OF CONDUCT

Use of the network, which includes the local Forest Hills Public Schools computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the network need to comply with the following guidelines:

1. Use the network in such a way that it does not disrupt or interfere with its use by others.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access and store only educationally relevant material.
6. Protect your passwords from others.
7. Computer hardware or software should not be destroyed, modified or abused in any way.
8. ** "Hacking" the system is not permitted.
9. The network is not to be used for commercial purposes.

10. Respect the privacy of others. Use only your own password.
11. Electronic Devices (EDs) may be possessed and used only in accordance with Board Policy 5136, Administrative Regulations, and the District's Technology Plan. Use of EDs is subject to the District's Acceptable Use of Technology Resources.

The district reserves the right to revoke a user's account, as well as take disciplinary or legal action, if it is determined the user is engaged in unauthorized activity or is violating this network Code of Conduct.

****Hacking** is when a computer user breaks into a computer without authorization.

Students violating any portion of the Forest Hills Public Schools "Network Code of Conduct" may face disciplinary action which could include, but not limited to, warnings, detentions, suspensions, restrictions and/or loss of technology access and use, restitution for damages and/or network downtime, as well as possible expulsion from school based on the number of previous violations and/or the nature of the circumstances surrounding a particular violation.

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to authority of the school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events. While traveling away from our school, students should remember that they represent their school and are expected to exhibit good sportsmanship and positive behavior.

STUDENT AND GUEST TEACHERS

Guest teachers, teacher assistants and student teachers are as much a part of our school as anyone else. Therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make guest and student teachers feel welcome. Disciplinary consequences will be assigned for uncooperative behavior with guest teachers.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their Guidance Counselor.

STUDENT WELL-BEING

Student safety is a responsibility of our staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. Should a student be aware of a dangerous situation or accident, he/she must notify a staff member immediately.

UNAUTHORIZED SALES

Students may not sell any items in school without the approval of the principal or assistant principal. Detention/suspension may result from any such action by a student.

ATTENDANCE

ATTENDANCE PHILOSOPHY

School attendance is compulsory by Michigan law. Consistent and regular school attendance is a major factor related to academic achievement. We believe that classroom instruction and interaction are crucial elements of learning. When students are absent they cannot benefit from that day's learning. We do, however, recognize those occasions when it is necessary for a student to be absent. Each middle school has the responsibility of keeping complete attendance records and making sure that all students enrolled are in attendance whenever possible. Attendance is taken each hour. All students must report to their assigned classes each hour. **Please contact the building guidance office by 9 a.m. if your child will be absent.** If prior contact is not possible, the parents should call or provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. *Students who accumulate 10 or more absences from school may be considered truant by the KISD.*

EARLY DISMISSAL

If your child has to leave **any time** during the school day, please write a note stating the reason and what time you will pick him/her up. Have your child report directly to the Attendance Office before school starts that day for an early dismissal pass to present to his/her teacher at the beginning of the class period from which he/she will leave. **If a student leaves school property for any reason without signing out, the absence will be considered unexcused and a detention may be assigned. Students may be released *only* to persons authorized by parent/guardian on the emergency/data card.** **Students are not permitted to wait outside the building for parents. For student safety, parent/guardian must sign students out from the Attendance Office.**

EXCUSED/UNEXCUSED ABSENCES

The examples the follow are not intended to be all inclusive.

EXCUSED ABSENCES

Verified Illness
Pre-arranged Doctor/Dental Appointments
Family Emergency
School Related Activity/Fieldtrip
Major Religious Holiday of Family's Faith
Family Vacation (MUST be prearranged)

UNEXCUSED ABSENCES

No Ride / Late Ride
Overslept
Shopping
Haircut
Missed Ride
Missing class to prepare for another class

Skipping a class or any part of the school day is considered an unexcused absence. Immediate disciplinary action will follow.

LATE ARRIVAL

It is important for students to learn (responsibility for being) punctuality in arriving to school and class on time. **Students arriving after school begins MUST report to the Attendance/Guidance Office to sign-in and receive a pass.** Unexpected delays may occur and are understandable. Two late arrivals will be considered excused and then a tardy demerit is issued for every subsequent tardy. This does not include late arrivals due to dental, medical or other scheduled appointments. If you know your child will be arriving late, please contact the Attendance Office before school begins. **If a call was not made in advance, parents should accompany their students to the attendance office to avoid an unexcused absence.**

MAKE-UP WORK

Make-up work is the responsibility of the student. A student is expected to ask his/her teachers for the work missed during an absence. Sufficient time will be given for the completion of any work missed, generally, equal to the student's time of illness. Students are encouraged to call classmates or study buddies for assignments. You may call the Attendance Office to request make-up work from your child's teachers if his/her absence will be **three days** or longer. Make-up work can be picked up the following morning after the day it was requested in the Attendance Office.

NOTIFICATION OF EXCESSIVE ABSENCES

It is the desire of school officials to work with parents to keep students in school. If a pattern of tardiness and/or absence occurs, parents will receive notification asking them to help improve the pattern of attendance. If there is no change in the attendance pattern, parents will be notified that upon the next absence the Kent Intermediate School District will be informed. Parents may be asked to meet with the Truancy Officer from KISD and may be asked to provide a doctor's note for further absences of their child.

PREARRANGED ABSENCE

If you will be taking your child out of school for any reason for ½ day up to two full days, please send a note for your child to take to the **Attendance Office** stating the dates of the planned absence. If your child will be gone for three days or more, the attendance secretary will fill out the appropriate forms for your child to take to his/her teachers for their signatures and also to arrange for their homework ahead of time. After teachers sign the form, your child will bring it home for your signature also. It then needs to be returned to the Attendance Office as soon as possible prior to the arranged absence. It is the student's responsibility to make up all missed assignments.

HEALTH INFORMATION

EMERGENCY MEDICAL AUTHORIZATION

State law requires that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in school and any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should include proper documentation by a physician.

IMMUNIZATION INFORMATION

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions regarding immunizations or waivers should be directed to the Health and Wellness Coordinator at (616)493-8635 or [click here](#) to visit the Health and Wellness webpage on our website.

Immunization requirements for children entering kindergarten, seventh grade or children entering a new school district in Grades 1-12 are outlined on the [Health and Wellness webpage](#) on the district website.

If you have a religious or medical reason why your child cannot be immunized, a certified waiver from the Kent County Health Department must be completed and signed before starting the first day of school (for required immunizations only).

You are encouraged to discuss these changes with your health care provider or local Health Department.

Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the child from attendance. Please call the FHPS District Health and Wellness Coordinator at 493-8635, if you have any concerns or questions.

MEDICATION POLICY

A Medication Authorization Form must be completed by the student's health care provider and parent/guardian before any medication is administered by school personnel or, when permitted, self-administered by the student. A student's parent/guardian may administer medication to his/her child at school provided arrangements have been made with the principal or designee.

Administration of medication by injection or ultrasonic Nebulizer will be individually planned with the student's parent/guardian, Health and Wellness Coordinator, health care provider and principal. School personnel are

not permitted to honor independent requests from a parent/legal guardian to administer medication other than as specified on the medication authorization.

All prescription medication must be delivered to school by the parent/guardian or other authorized adult, in the current original container with an unaltered prescription label attached. Any change in medication, dosage, or directions will require the completion of a new Medication Authorization Form. All signatures, including health care provider, parent/guardian, must be original and handwritten. Faxed Medication Authorization Forms requiring a health care provider's signature must be sent directly to the school from the health care provider's office.

The only medications that can be carried and self-administered by students are metered-dose inhalers and emergency injectable medications, if authorized in writing by both the student's health care provider and parent/legal guardian.

Any questions or concerns regarding the administration of medication should be directed to the Health and Wellness Coordinator at 493-8870, who will determine appropriate action.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be secured.
- A two to four week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal or district nurse and updated annually.

Prescribed or Nonprescribed (Over-the-Counter) Medications

- A physician's prescription or order is necessary to allow students to take non-prescription medication at school.
- Before any prescribed medication (prescription and/or over-the-counter) or treatment may be administered to any student during school hours, the school requires the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

COMMUNICABLE DISEASES

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS: The school may find it necessary to take specific measures when the health or safety of the group is at risk. The school has the

authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by local and state health departments. According to local and state health departments, a student will only be removed for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES: In the case of non-casual contact, communicable diseases, and sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENT RECOGNITION

8TH GRADE CLASS CELEBRATION [CMS]

This event is held at the end of the school year for all 8th grade students. The focus of this celebration is to recognize the unique qualities present in each student. Families will be asked to generate several points of pride that will be shared at this celebration. Think of distinctions that are school related, community based, personal accomplishments, unique interests, academic achievements, etc. Students will also be required to generate a six-word memoir through their language arts classes. Preparation for this event will occur early in the spring

8TH GRADE CLASS NIGHT [EMS/NHMS]

An eighth grade class night is held in the spring for all eighth grade students and their families. Every student in the class is honored. Departmental awards are presented for high academic achievement to the top 8th graders in each subject area as selected by teachers. Students are also recognized for the President's Award for Educational Excellence. Students honored for this award are required to maintain a 3.5 cumulative grade point for 7th grade and 8th grade, and to have achieved an 85% or above in math or reading on a standardized achievement test. Students are also recognized for the Academic Improvement Award. Students honored for this award improved their grade point average by more than three tenths of a point over three consecutive marking periods in the 8th grade.

GREEN CARDS [CMS] OR FISH AWARDS [NHMS]

Staff may give slips to deserving students for effort, citizenship, improvement, excellence or thank-you. When a student receives a card/award, he/she should deposit it in a box in the main office. Names are drawn out of the box every two weeks for various incentives.

HONOR ROLL

The goal of the honor roll is to recognize and encourage academic achievement. Work and social habits are important and will be included on the report card but will not be part of the academic honor roll. To qualify for the honor roll, a student must earn a 3.3 grade point average in a quarter. All classes are included. Students who qualify for honor role are eligible to receive a bumper sticker from the guidance office. Names of students achieving honor roll status will be posted in a display case.

STUDENT OF THE MONTH

Student of the Month is a program implemented by the staff to let students know that their positive behavior is appreciated and noticed. It is given as recognition of a student's ability to demonstrate the Forest Hills Public Schools Guiding Principals. Students are selected monthly and honored at an early morning reception for both students and parents.

STUDENT ACTIVITIES

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

ATHLETICS

Middle school provides a wide range of sports: cross-country, basketball, volleyball, swimming, wrestling, tennis and track. Participation in sports is a privilege. Students who are found in violation of school rules or district policies are subject to exclusion from participation.

ATHLETIC CODE OF CONDUCT: *MIDDLE LEVEL students are encouraged to participate in the athletic program. Participation in athletics is a privilege, which the student must earn by continuously adhering to appropriate standards of conduct both in and out of school. Each middle school supports and is bound to the District Athletic Handbook. Handbooks will be given to parents at informational meetings and are available in the attendance office. Use of a performance-enhancing substance is a violation that will the student's athletic eligibility and participation.*

TRANSPORTATION: The school will provide transportation to athletic events within Kent County. One-way transportation is provided to a number of athletic events within the county. Details regarding transportation will be discussed at the mandatory parent sport meeting before each season. **Parents are required to pick up their athlete within 15 minutes of termination of practice or athletic event.**

ATTENDANCE: Being a part of the school athletic program requires student commitment. Regular attendance is essential to build a team. Students must be in attendance a **full** day of school, and participate in **PE class** if they expect to participate in that day's practice or competition. Refer to the Athletic Handbook additional attendance requirements.

EQUIPMENT: Students are responsible for all equipment and uniforms issued to them during their sports season. A fee is charged for any damaged or lost uniform. Some teams elect to design their own jerseys and a nominal fee is charged.

PHYSICALS: Students must have a physical examination and have the school form turned in **before they are permitted to practice or participate in athletics.** All physicals must have occurred after **April 15** of the previous school year.

ADDITIONAL SCHOOL ACTIVITIES

The following activities may be available during the year:

Science Olympiad	Ski Club	Dances
Odyssey of the Mind	Spelling Bee	Athletics
School Play	Geography Bee	
Variety/Talent Show	Student Leadership	

ATTENDANCE AT ATHLETIC EVENTS

In order to ensure that students attending evening events as non-participants are properly safeguarded, it is **strongly advised that a parent or adult chaperone accompany students when they attend the event.** In the case of documented misbehavior, students may be required to only attend athletic events when their parents are present. School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Middle level students are encouraged to support their peers; however, after-school supervision is not provided. Students wishing to attend an event should go home after school and then return to the event. Middle level students may not remain after school without the direct supervision of an adult. Students must comply with the Code of Conduct at school events, regardless of the location.

NONSCHOOL-SPONSORED CLUBS & ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event during the work day, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot.