

FH

FOREST HILLS
— PUBLIC SCHOOLS —



Student/Family Handbook 2024-2025

Middle School

Revised August 2024

FOREST HILLS PUBLIC SCHOOLS

620 Forest Hill Ave. SE
Grand Rapids, MI 49546
PH: (616)493-8800 • FAX: (616)493-8560
www.fhps.net

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(Please refer to the district website for the most up-to-date versions of policies outlined in the student handbook.)

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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

DIRECTORY OF SCHOOLS

<p style="text-align: center;"><u>ADA ELEMENTARY</u></p> <p>731 Ada Drive SE Ada, MI 49301 Phone: 616-493-8940 Principal: <u>Melanie Hoeksema</u></p>	<p style="text-align: center;"><u>ADA VISTA ELEMENTARY</u></p> <p>7192 Bradfield SE Ada, MI 49301 Phone: 616-493-8970 Principal: <u>Allison Woodside</u></p>	<p style="text-align: center;"><u>COLLINS ELEMENTARY</u></p> <p>4368 Heather Lane SE Grand Rapids, MI 49546 Phone: 616-493-8900 Principal: <u>Mitchell Balingit</u></p>	<p style="text-align: center;"><u>KNAPP FOREST ELEMENTARY</u></p> <p>4243 Knapp Valley Dr. NE Grand Rapids, MI 49525 Phone: 616-493-8980 Principal: <u>Lisa Roedel</u></p>
<p style="text-align: center;"><u>MEADOW BROOK ELEMENTARY</u></p> <p>1450 Forest Hill Avenue SE Grand Rapids, MI 49546 Phone: 616-493-8740 Principal: <u>Dawn Heerema</u></p>	<p style="text-align: center;"><u>ORCHARD VIEW ELEMENTARY</u></p> <p>2770 Leffingwell NE Grand Rapids, MI 49525 Phone: 616-493-8930 Principal: <u>Christina Mendoza</u></p>	<p style="text-align: center;"><u>PINE RIDGE ELEMENTARY</u></p> <p>3250 Redford Avenue SE Grand Rapids, MI 49546 Phone: 616-493-8910 Principal: <u>Nathan Peltz</u></p>	<p style="text-align: center;"><u>THORNAPPLE ELEMENTARY</u></p> <p>6932 Bridgewater Dr. SE Grand Rapids, MI 49546 Phone: 616-493-8920 Principal: <u>Heather Fix</u></p>
<p style="text-align: center;"><u>CENTRAL WOODLANDS</u></p> <p>400 Alta Dale Avenue SE Ada, MI 49301 Phone: 616-493-8790 Principal: <u>Amy Burton-Major</u></p>	<p style="text-align: center;"><u>GOODWILLIE ENVIRONMENTAL</u></p> <p>8400 2 Mile Road NE Ada, MI 49301 Phone: 616-493-8633 Principal: <u>Jason Yelding</u></p>		<p style="text-align: center;"><u>NORTHERN TRAILS</u></p> <p>3777 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8990 Principal: <u>Bill Cataldo</u></p>
<p style="text-align: center;"><u>CENTRAL MIDDLE</u></p> <p>5810 Ada Drive SE Ada, MI 49301 Phone: 616-493-8750 Principal: <u>Jeff Simon</u></p>	<p style="text-align: center;"><u>EASTERN MIDDLE</u></p> <p>2200 Pettis Avenue NE Ada, MI 49301 Phone: 616-493-8850 Principal: <u>Kristine Yelding</u></p>	<p style="text-align: center;"><u>NORTHERN HILLS MIDDLE</u></p> <p>3775 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8650 Principal: <u>David Simpson</u></p>	
<p style="text-align: center;"><u>CENTRAL HIGH SCHOOL</u></p> <p>5901 Hall Street SE Grand Rapids, MI 49546 Phone: 616-493-8700 Principal: <u>Jon Haga</u></p>	<p style="text-align: center;"><u>EASTERN HIGH SCHOOL</u></p> <p>2200 Pettis Avenue NE Ada, MI 49301 Phone: 616-493-8830 Principal: <u>Amy Pallo</u></p>	<p style="text-align: center;"><u>NORTHERN HIGH SCHOOL</u></p> <p>3801 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8600 Principal: <u>Heather McKinney-Rewa</u></p>	
<p style="text-align: center;"><u>FLEX ACADEMY</u></p> <p>3775 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8670 Administrator: <u>Jon Gregory</u></p>		<p style="text-align: center;"><u>TRANSITION CENTER</u></p> <p>640 Forest Hill Ave. SE Grand Rapids, MI 49546 Phone: 616-493-8660 Supervisor: <u>Sarah Castro</u></p>	
<p style="text-align: center;"><u>Student Services (Special Education)</u></p> <p>640 Forest Hill Ave. SE Grand Rapids, MI 49546 Phone: 616-493-8660 Director: <u>Daniel Brant</u></p>	<p style="text-align: center;"><u>Food Service</u></p> <p>160 Alta Dale SE Ada, MI 49301 Phone: 616-493-8774 Director: <u>Vacant/TBD</u></p>	<p style="text-align: center;"><u>Transportation</u></p> <p>6001 Hall SE Grand Rapids, MI 49546 Phone: 616-493-8785 Director: <u>Carrie Whipple</u></p>	<p style="text-align: center;"><u>Communications</u></p> <p>620 Forest Hill Ave. SE Grand Rapids, MI 49546 Phone: 616-493-8800 Director: <u>Elizabeth Brink</u></p>

NOTICE OF NONDISCRIMINATION INCLUDING UNLAWFUL HARASSMENT AND RETALIATION

Forest Hills Public Schools does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class in any of its programs and activities, including employment opportunities.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interfering with the student's ability to benefit from the District's education programs or activities while at school or a school activity should immediately contact the school district's compliance officer listed below.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a complaint with:

Christine Annese, Title IX Coordinator
Assistant Superintendent for Human Resources
Forest Hills Public Schools
620 Forest Hill Ave. SE, Grand Rapids, MI 49546
616-493-8800
cannese@fhps.net

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Sarah Castro, Student Section 504 and Special Education Coordinator
640 Forest Hill Ave. SE, Grand Rapids, MI 49546
616-493-8660
scastro@fhps.net

Christine Annese, Section 504 Coordinator (non-student)
620 Forest Hill Ave. SE, Grand Rapids, MI 49546
616-493-8800
cannese@fhps.net

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Christine Annese, Civil Rights Coordinator
620 Forest Hill Ave. SE, Grand Rapids, MI 49546
616-493-8800
cannese@fhps.net

A complaint of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

SECTION I – GENERAL INFORMATION

Current District Calendar Link

Start and End Times

SCHOOL	START	END
Central Middle	7:50 a.m.	2:45 p.m.
Eastern Middle	7:45 a.m.	2:40 p.m.
Northern Hills Middle	7:50 a.m.	2:45 p.m.

Accidents / Injuries / Illness

Students **must** report any accident/ injury/ illness to the first staff member available and then report directly to the office. Parents/Guardians 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/guardian 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. Announcements from organizations outside the school are not permitted. Students may not post announcements or advertisements for outside of school activities.

Bicycles / Mopeds / Motorized Bikes

Students, with parent/guardian 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/Guardians 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.** Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal or director of transportation or designee. The school principal, in cooperation with the director of transportation or designee, may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent/guardian stating the reason for the request and the duration of the requested change. Day-to-day changes in a student's bus assignment are reserved for emergency situations. Changing a bus assignment due to play dates, club, group activities, or parties is not allowed due to assigned capacity on our buses. Students may not disembark or board buses at the high school or any other school without administrative approval. Students misbehaving on the bus will be issued misconduct reports. For school bus routing information, contact the transportation office at (616) 493-8785.

Our buses are equipped with 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.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Chain of Communication

If a problem develops or a parent/guardian senses a child is having difficulty with an assignment or with a teacher, parents/guardians 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
Scott Haid, Asst. Supt. for Instruction
Christine Annese, Asst. Supt. for Human Resources
Ben Kirby, Superintendent

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 permission from their parents/guardians and approval of the administration.

Compliance Notice for Grievance Procedures

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 for Human Resources
Forest Hills Public Schools
620 Forest Hill Ave. S.E.
Grand Rapids, Michigan 49546
Phone: (616) 493-8805

Deliveries / Messages to Students

In order to maintain the quality of instruction, deliveries and messages for students should be

directed to the front office. 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

Fashion changes. The reason for being in school does not. Students are in school to learn. Students should dress comfortably to engage in the educational environment. The responsibility for a student's attire resides with the student and the parent(s)/guardian(s). Any clothing or accessory that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

1. Student clothing should protect the health of the student.
2. Student clothing must include:
 - a. Shirt with fabric in the front, back, on the sides under the arm, and over the shoulder.
 - i. Must NOT be see-through.
 - ii. Must cover the midriff when arms are at the student's side.
 - b. Leggings, shorts, and skirts should not expose the buttocks. Clothing with rips must have rips below mid-thigh.
 - c. Footwear that is worn at all times.
3. Student clothing must NOT:
 - a. Disrupt the educational process.
 - b. Damage school property (cleats, rivets, etc.).
 - c. Contain slogans or symbols that make reference to or promote substances not allowed on school grounds.
 - d. Display language, pictures, or symbols that include hate speech, profanity, pornography or creates a hostile, intimidating, or discriminatory environment based on any protected class or consistently marginalized groups (race, sex, gender identity, gender expression, sexual orientations, ethnicity, religion, cultural observances, household income, or boy type/size).
4. Flags, capes, sunglasses are not allow to be worn. Additional expectations for

appropriate clothing may be communicated directly by building administration.

Students in violation of the above code will be provided with four options:

- Students will be asked to put on their own alternative clothing, if readily available at school, to meet the dress code for the remainder of the day.
- Students will be provided with temporary, clean school clothing to meet the dress code for the remainder of the day.
- If necessary, the student's parent(s)/guardian(s) may be contacted to bring alternative clothing for the student to wear for the remainder of the day.
- If necessary, the student will be asked to go home after contacting the student's parent(s)/guardian(s).

Persistent dress code violations will be deemed insubordination.

Directory

A student directory may be published each year with student contact information by the building's parent/guardian 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

Unless students are involved in a before or after school activity, they should arrive at school no earlier than 20 minutes prior to the start of the school day and should not remain at school more than 25 minutes after the end of the school day unless involved in a staff-monitored after school activity, extra-curricular activity, or serving a detention).

Electronic Devices

Forest Hills Public Schools is a learning organization. We continuously review research and our own practices in order to improve the educational experience for our students. Reviewing research on the use of cell phones by school-aged children has allowed us to reflect on how to best support our students as they learn and grow. It has become clear that excessive exposure to cell phones has a negative effect on school-aged children. In view of the research findings, we have reflected on how we can modify district practices to support all students.

We are grateful to our community for their support of previous bond proposals, which have allowed the district to purchase technology that provides all students with access to learning without using their personal cell phones during the school day. Students will not be allowed to carry or use cell phones during the school day. Phones are available in the office of each school should a student need to contact their parent/guardian. If families believe that their child needs access to a cell phone before or after school, it will be the student's responsibility to ensure that their phone remains stored away from the classroom while they are at school.

Cell Phones/Electronic devices are not permitted during the school day and will be confiscated.

*** Refusal to give-up device to staff member may result in more severe consequences*

- **First offense**, the student may pick up his/her device from an administrator at the end of the day.
- **Second offense** will result in the confiscation of the property until claimed by a parent/guardian.
- **Third offense** will result in a meeting with parents/guardians and additional consequences at the discretion of the principal.

***Reminder: The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing is also prohibited.*

Inappropriate 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. **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/guardians 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.

Family Involvement

The Board of Education recognizes and values parents/guardians and families as children's first teachers and decision-makers in education. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians and family. Such a partnership between the home and school and greater involvement of parents/guardians in the education of their children generally results in higher academic achievement, improved student behavior, and reduced absenteeism.

Through this policy, the Board directs the establishment of a Family Involvement Plan by which a school partnership can be established and provided to the parent/guardian of each child in the District. The plan must encompass parent/guardian participation, through meetings and other forms of communication. The Family

Involvement Plan shall reflect the Board's commitment to the following:

- A. Relationships with Families
 1. Cultivating school environments that are welcoming, supportive, and student-centered;
 2. Providing professional development for school staff that helps build partnerships between families and schools.
 3. Providing family activities that relate to various cultures, language, practices, and customs, and bridge economic and cultural barriers.
 4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.
- B. Effective Communication
 1. Providing information to families to support the proper health, safety, and well-being of their children.
 2. Providing information to families about school policies, procedures, programs, and activities.
 3. Promoting regular and open communication between school personnel and students' family members.
 4. Communicating with families in a format and language that is understandable, to the extent practicable.
 5. Providing information and involving families in monitoring student progress.
 6. Providing families with timely and meaningful information regarding Michigan's academic standards, state, and local assessments, and pertinent legal provisions.
 7. Preparing families to be involved in meaningful discussions and meetings with school staff.
- C. Volunteer Opportunities
 1. Providing volunteer opportunities for families to support their children's school activities.
 2. Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.
- D. Learning at Home
 1. Offering training and resources to help families learn strategies and skills to

support at-home learning and success in school.

2. Working with families to establish learning goals and help their children accomplish these goals.
3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision-making and Advocacy

1. Involving families as partners in the process of school review and continuous improvement planning.
2. Involving families in the development of its District-wide parent/guardian involvement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. Building constructive partnerships and connecting families with community-based programs and other community resources.
2. Coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

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 communication to the building principal by a parent/guardian is requested for assistance with fees. Any suspension at school may result in loss of field trip privileges.

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.

Fundraising

Our school conducts one major fundraising activity each year. 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 fundraising activity conducted by a parent/guardian 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/Guardians 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 unless communicated otherwise by the administration. 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). It is the responsibility of the student to make sure the locker is locked. 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.

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/guardian 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

Lunches are provided at a reasonable cost for students to purchase daily. Student ID cards will be used as debit cards for lunches. Parents/Guardians 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.

Meal Charge Policy ([Policy 5707](#))

The District's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided a meal, and the student's account will be charged. However, the student will not be allowed to purchase any a la carte items.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have

accrued a negative balance from other food purchases.

The District will encourage Parents to complete financial eligibility forms as part of the student enrollment process to determine eligibility for free or reduced-price meals.

The Board directs the Superintendent to include this Policy in the student handbook and to distribute it to Parents.

Newsletter / Parent/Guardian Notices / SchoolMessenger

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 keep SchoolMessenger preferences up to date 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/Guardians have the right to review any instructional materials used in the school. They also may observe instruction in any class. Parents/Guardians who wish to review materials or observe instruction should contact the principal prior to visiting. Parents'/Guardians' 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 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.

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/Guardians, 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 resources for use by others. Students using school property and equipment can be fined for excessive wear and abuse of textbooks, property, equipment, technology, or building damage. Any non-payment of fees may result in loss of privileges in attendance of after-school activities and/or student field trips.

Student Records and Directory Information

The School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address, telephone number, photographs or videos depicting a student's participation in school related activities; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; height and weight of athletic team members; degrees, honors, and awards received; and the most recent educational agency or institution attended. Parents/Guardians 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/guardians 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/Guardians 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/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian 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/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parent/guardian;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other persons with whom the student has close family relationships;
- F. legally recognized privileges and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents/guardian; 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/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a

reasonable period of time after the building principal receives the request.

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Christine Annese
620 Forest Hill Ave. SE
Grand Rapids, MI 49546
Telephone: (616) 493-8805

OR

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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)/guardian(s) to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;

- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parents/guardians; 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/Guardians 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. 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 state assessment.

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/guardians 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.

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/guardians, 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.**

Emergency Closings and Delays

When weather conditions or utility problems dictate a delay of school opening or other changes in the school day schedule, local radio and television

stations are notified immediately and parents/guardians are encouraged to use these as sources of information, as well as setting your preferences for receiving SchoolMessenger messages by visiting the online [parent/guardian portal](#). This information also is posted on our district website at www.fhps.net, on Twitter (sign up for Twitter on the website home page), and on the district Facebook page.

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 this window of time in the morning. Parents/guardians are reminded that their decision is respected in these matters and guaranteed that no child will be penalized if a parent/guardian 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 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.

We urge parents/guardians to refrain from coming to school to pick up their child during a tornado warning. The process of checking a child out of school diverts the attention of staff when their presence is needed to perform other important tasks during a warning. Please discuss with your family what should be done during periods of threatening weather.

If you have any questions regarding the District's procedures during a tornado watch or warning, feel free to contact your child's principal. For contact information, please visit your child's school website.

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.

SECTION II – 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 state assessment. Grade reporting is done two times per school year. PowerSchool is available for students and families to check grades on a regular basis. Student grades are based on the following grading scale:

A	=	93% - 100%
A-	=	90% - 92%
B+	=	87% - 89%
B	=	83% - 86%
B-	=	80% - 82%
C+	=	77% - 79%
C	=	73% - 76%
C-	=	70% - 72%
D+	=	67% - 69%
D	=	63% - 66%
D-	=	60% - 62%
E	=	0% - 59%

Academic Dishonesty

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 may be assigned per our school code of conduct.

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.

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/guardians 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/guardian, 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 state assessments and graduation. We encourage parents/guardians to help their children set a schedule where homework is done at the same time each night. If homework seems excessive, parents/guardians 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 semester 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 Americans with Disabilities Act (ADA) 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/Guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special

Education at (616) 493-8660 to inquire about evaluation procedures and programs.

Multilingual Learners (MLL)

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/Guardians should contact the District Office to inquire about evaluation procedures and programs offered by the District.

Curriculum Night

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

PowerSchool/Canvas/Student Information System

FHPS uses PowerSchool and Canvas to communicate to parents/guardians and students. Information that can be found includes, but is not limited to, attendance, grades updates, assignments, and assessments.

Parent/Guardian/Teacher Conferences

Parent/Guardian/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/Guardians are encouraged to share information at this time that they deem necessary to the success of their child.

Report Cards/Progress Reports

Teachers will communicate with parents/guardians throughout the school year if there are academic concerns. In addition, families will have access to PowerSchool to check student progress in classes on a regular basis.

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.

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/guardians, 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. 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/guardian consent may be needed. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – ATTENDANCE

Absence Notifications

A parent/guardian must report a student's absence each day the student misses. Absences not reported within two school days will be identified as unexcused. If the absence can be foreseen, the parent/guardian should discuss the matter with the Attendance Office in advance so that arrangements can be made to assist the student in making up the missed school work.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up.

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

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/guardians 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/guardians improve their child's attendance. **Students who are absent for more than 10% of school days or individual class periods, regardless of the reasons (excluding school related absences), will be considered "chronically absent." Students not in attendance for 10% of their class periods may have social probation for 30 days.**

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.**

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/guardians to keep students in school. If a pattern of tardiness and/or absence occurs, parents/guardians will receive notification asking them to help improve the pattern of attendance. If there is no change in the attendance pattern, parents/guardians will be notified that upon the next absence the Kent Intermediate School District will be informed. Parents/Guardians 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.

Tardiness

Each student is expected to be in his/her assigned location through the school day. If a student is late in arriving at school she/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to ten minutes shall be considered tardy. Student who are more than ten minutes late will be considered unexcused absent for that instructional period.

Students who are tardy shall receive the following consequences:

- First, second, and third tardy will receive a warning from the teacher.
- Fourth and following will receive a detention from the teacher.
 - Family will be notified by the teacher when a detention is assigned.
 - Unserved detentions will be subject to further discipline.

SECTION IV – 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/guardian 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. Students may be questioned by school officials, without parent notice or consent, consistent with the District’s obligation to maintain a safe and orderly learning environment. 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 staff member’s 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 race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class.
- 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.

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/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/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/guardian 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 advanced to a higher level depending on the severity of the incident.

Potential Disciplinary Actions

Behavior that disrupts the orderly educational process in the classroom or on school grounds will not be tolerated. Since each disciplinary situation is unique, it is sometimes difficult to categorize behavior and the consequences for that behavior. Nevertheless, the following information should serve as a guide to anticipated behavioral concerns and actions:

Behavioral Concerns include but are not limited to:

1. Abuse of technology
2. Academic dishonesty
3. Bullying
4. Harassment
5. Cell phone policy violation
6. Disregard for school property/Vandalism
7. Disruption/Noncooperation
8. Tardiness/Late arrivals/Skipping class
9. Failure to serve an assigned detention
10. Fighting
11. Insubordination
12. Possession of inappropriate or illegal property
13. Use of inappropriate language

Action(s) taken in response by teachers and/or administrators include but are not limited to:

1. Behavior improvement plan
2. Behavior contract
3. Bus suspension/Conference
4. Conference with student
5. Contact/Dialogue with parent/guardian
6. Referral to administrator, counselor, social worker, or other FHPS staff member
7. Detention
8. Restitution/School or community service
9. Restorative circle/Conference
10. Social Probation
11. In-school suspension
12. Out-of-school suspension
13. Expulsion

Rules / Infractions

Documentation of Behavioral Intervention:

[Utilized at EMS, CMS, and NHMS]

Documentation of Behavioral Intervention happens when a student behavior is not in accordance with the student code of conduct. This form documents the behavior and the specifics of the disciplinary action taken. Consequences may result if a student's misbehavior persists.

Detentions are issued when rule infractions occur, 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/Guardians will be contacted when a student receives a detention. It is the student's responsibility to return any paperwork back to school. Depending on the severity, frequency, and nature of the infraction, a student may be assigned a detention without having earned multiple Documented Behavior Interventions.

In-School Suspension may be assigned to any student who earns three or more detentions within the semester. 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/Guardians 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 office 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.

Social Probation: Students who are issued an in-school or out-of-school suspension or earn multiple detentions in one semester may be placed on social probation. Social probation restricts students from attending all after school and extra-curricular events that he or she is not directly involved in.

Delivery, Sale, Use, or Distribution of Alcohol and Other 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.

2. **Multiple Offenses** - 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. 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.

2. Arson

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.

3. Bullying

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited. Please visit our website or [click here](#) for the most current anti-bullying policy (5207) information.

4. 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.

5. 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.

6. 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.

7. Disrespect: Student to Staff

Using profane, obscene, or offensive language and/or gestures towards staff.

8. Disrespect: Student to Student

Using profane, obscene, or offensive language and/or gestures towards another student.

9. Disruption

Causing a disturbance that disrupts classroom learning, event, activity, or building culture.

10. 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.

11. 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.

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. 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.

14. Failure to Cooperate

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent/guardian. 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.

15. Failure to Report

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.

16. 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 academic dishonesty/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.

17. 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.

18. 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/guardians, 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.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

- a. creating an intimidating, hostile, or offensive environment; or
- b. unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

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 District personnel.

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 District personnel.

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/guardians, 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.

Race, Color, and National Origin Harassment

Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability Harassment

Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based Harassment, may include, but is not limited to:

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault or any act of sexual violence. Examples of conduct that may constitute sex-

based harassment include, but are not limited to:

1. Verbal: unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or other achievements or advancements; threatening another person's academic or other accomplishments or reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
2. Visual: subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
3. Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Sex-based harassment does not require a specific target, an intent to harm, or repeated incidents.

Sex-based harassment may include allegations of harassment involving an alleged perpetrator and victim who are members of the same protected class.

Sexual conduct or relationships between District employees and students are prohibited. Consent is irrelevant.

19. Hate Speech/Slur

Offensive language targeted at a protected class. Slur: an insulting, offensive, or degrading remark often based on an identity group, such as race, ethnicity, religion, ethnic, gender/gender identity or sexual orientation.

20. 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 is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This Policy applies regardless of a student's consent, permission, or assumption of risk. Any student who engages in hazing may be subject to discipline.

Hazing includes, but is not limited to:

- physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body);
- physical activity that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student);
- consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety;
- an activity that induces, causes, or requires a student to commit a crime or an act of hazing;
- intentional humiliation or embarrassment of a student;
- detention or seclusion of a student; and
- other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety.

21. Inappropriate Language

Using profane, obscene, or offensive language and/or gestures that disrupt the learning environment or school culture.

22. Inappropriate Use of Technology

Not using district equipment or Wi-Fi for its intended educational purposes.

23. Pantsing

The removal or lowering of another person's pant/shorts showing undergarment.
**Exposure of genitals = harassment.

24. 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.

25. Physical Aggression

Disruptive physical action with the intention to do physical harm. The result may or may not cause harm.

26. Physical Assault

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

27. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board may 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, 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 may be expelled only in accordance with [Board Policy 5206](#) 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.

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.

28. 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.)

29. 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.

30. Roughhousing/Horseplay

Disruptive physical action that does not result in physical harm.

31. Skipping/Leaving Class Without Permission

Not attending or leaving class without permission of the teacher or a staff member.

32. Theft

Taking something without permission that belongs to someone else. **The school is not responsible for personal property.**

33. Transmission of Inappropriate Images/Content

Sending or keeping illegal images or content.

34. 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.

35. 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.

36. Use/Possession/Sale 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.

37. 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.

38. Use/Possession/Sale of Tobacco or Vape (e-cigarette)

The school prohibits the sale, possession, distribution, dispensation, or use of any form of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the district 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. "Use of tobacco product" shall mean the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system; the inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth; or the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

39. 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.

40. Vandalism

Action involving deliberate destruction of or damage to public or private property.

41. 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.

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 3116](#), 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.

School Sponsored 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/Guardians 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/Guardians 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.

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.

SECTION V – 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/guardian 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 (616) 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/Guardians 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/guardians 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/guardian's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent/guardian, 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

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent/guardian must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
- All medications must be in the original container.

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.

SECTION VI – STUDENT RECOGNITION

8th Grade Recognition

All three middle schools recognize 8th-grade students at the end of the school year. Information about these recognition events will be shared by each school.

PBIS Recognition

Staff may give slips to deserving students for effort, citizenship, improvement, excellence or thank-you. Throughout the year, the student will be eligible for rewards within the building.

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 semester. All classes are included. Students who qualify for honor roll are eligible to receive recognition from the guidance office.

Student Guiding Principles Recognition

A program is 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 Principles. Students are selected and honored at a reception for both students and parents/guardians.

SECTION VII – 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 may 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/Guardians 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. Athletes must be in school for the entire day in order to be eligible to compete in a scheduled practice or athletic event. In extreme situations, arrangements must be made with the Athletic Director and/or the Building Principal to acquire an excused absence. Scheduled appointments are an acceptable reason to be pre-excused.

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.

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/guardian or adult chaperone accompany students when they attend the event.** In the case of misbehavior, students may be required to only attend athletic events when their parents/guardians 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 and 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.