

FORSYTHE STUDENT HANDBOOK

A MESSAGE FOR FORSYTHE STUDENTS

Dear Forsythe Students,

Forsythe Middle School is a school where excellence and quality are valued. We are committed to provide an environment where quality education is important, participation and exploration are encouraged, and citizenship and service are cultivated. Our expectation is that all students will do their personal best in all of their subjects and be challenged to their fullest potential.

We hope that you will participate in school activities such as clubs, sports, and intramurals. Please be sure to read the enclosed information and use this planner as a reference during the school year.

We look forward to a successful 2018-19 school year at Forsythe Middle School.

Sincerely,
The Forsythe Staff

GUIDELINES AND POLICIES

Attendance and Absences - All absences from school must be called in as soon as possible to the Attendance Line by a parent or guardian at (734) **994-1989**.
When calling, please leave the following information:

- **Student's First and Last Names**
- **Date of Absence(s)**
- **Reason for Absence(s)**
- **Name of the Parent/Guardian calling in the absence(s)**

If the school does not receive a call regarding a student's absence, the Forsythe Staff will make a verification phone call. For absences longer than two days, you may call the Student Office and request homework assignments.

Tardiness - If a student arrives late to school, they must stop at the Main Office and sign-in before proceeding to their classroom. A tardy student should arrive with a note excusing the tardy, or their parents/guardians may call the Attendance Line or the Reception Desk to notify the school and excuse the tardy. Three *unexcused* tardies will result in a Violation of Expectation (VOE) being written by the student's teacher and the student will be assigned detention.

Pre-Planned Vacations - *Pre-Planned Educational Trip Permission* forms are available in both the Main and Student Offices, and should be (1) filled out by the student and their parent/guardian; (2) signed by *all* of the student's teachers and a principal; and, (3) turned back into the office, completed, *five days in advance* of the pre-planned vacation.

Health Care and Illness During School - The Clinic is located in the Main Office. There is a registered school nurse available on a limited schedule; otherwise Forsythe staff that have been trained by the school nurse handle illnesses and medication distribution. If a student becomes ill during the school day, staff will notify parents/guardians by telephone. If a student is too ill to remain at school, a parent/guardian will be called and asked to pick up their student from school as soon as possible. Ill students *must* be signed out of school in the Main Office before leaving the building. ***All medications must be delivered to the school***

nurse for review and distribution with the proper form filled out by a doctor. Medications *cannot* be administered at school without a doctor's note. This includes over the counter *and* prescription medications.

Bus Transportation - Students are provided transportation based upon Ann Arbor Public Schools (AAPS) district guidelines. Questions regarding AAPS buses should be directed to Transportation at (734) **994-2330**. Only students with AAPS bus privileges may ride AAPS buses.

Ann Arbor Transit Authority (AATA) city buses stop close to the building as well. For more information, please visit their website: <http://www.theride.org/>

Bus Transportation Rules:

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| 1) Classroom rules apply. | 7) Do not throw items out windows. |
| 2) Be courteous, use no profane language. | 8) Do not be destructive. |
| 3) Do not eat or drink on the bus. | 9) Stay in your seat. |
| 4) Keep the bus clean. | 10) Keep head, hands & feet in the bus. |
| 5) Cooperate with the bus driver. | 11) Bus driver is authorized to assign seats. |
| 6) Do not spit. | |

Students who do not comply will lose bus privileges.

Bicycles MUST be walked on school property. Always ride on the bike path. All bikes must be locked in the Forsythe bike racks for safety. Students should wear bike safety helmets.

Skateboards and Rollerblades are NOT permitted on school grounds at any time. If a student brings a skateboard or rollerblades to school a parent will be called to pick the item up. The school will not be responsible for these items.

Course Selection is done early in the spring with the assistance of the counseling staff. Course descriptions will be offered to assist in course selection.

PowerSchool - Teachers maintain student grades in an online system called PowerSchool. Students and parents/guardians can log into the PowerSchool:

<https://pschool.aaps.k12.mi.us/public/>

Grades, assignment status and attendance are viewable using an AAPS issued username and password.

Academic Grading - Teachers have a different range of grades available to them for students at each grade level.

A+ 100	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69	
A 93 – 99	B 83 – 86	C 73 – 76	D 63 – 66	
A- 90 – 92	B- 80 – 82	C- 70 – 72	D- 60 – 62	E 0 – 59

Our school uses paperless report cards *except* at the end of the each academic school year when parents/guardians are mailed a paper copy of their student's report card. Interim Reports are available in PowerSchool midway through each academic quarter marking period. (Nine weeks = One academic quarter) Grade Reports are also available in PowerSchool at the end of each academic quarter. These dates are listed on our school website calendar. Email reminders will be sent throughout the school year.

Homework is a necessary part of each student's educational program. It is an important way of developing study habits. Homework should extend the understanding of a class, reflect on what has been learned, provide an application of the learning, and make preparation for the work that will follow. Homework per grade level guidelines:

- 6th Grade 60 minutes
- 7th Grade 70 minutes
- 8th Grade 80 minutes

Make-up work should be done immediately after an absence.

Advisory Class - All students are assigned to advisory classes. Advisories serve these purposes:

- 1) Personal and social development
- 2) Successful adjustment to school
- 3) Opportunities for extra help

Advisory Teachers do the following:

- Orient their advisees to Forsythe's programs and the building's layout.
- Engage in goal setting, planning, shared problem solving and decision-making.
- Serve as interested, caring adults who provide encouragement, support and assistance to the students in the advisory group.

Assistance and Students with Special Needs - Some students need Special Education support provided within the general education setting. Some students may need assistance such as individual academic support or special education classes. Our staff utilizes a collaborative service model for students. Please contact the student's counselor for additional details.

Supplies - All textbooks, agenda planners and materials are provided to all students. A teacher may have recommendations for additional materials that will help students with organization, study, and lesson preparations. Teachers generally provide these recommendations within the first week of school. The student may be asked to bring something for a special project. For additional details, please see your child's teacher.

Textbooks are issued to each student free of charge for the school year. At the end of the year, the same books must be returned in good condition. If a book is lost, stolen, or damaged, the student will be assessed a replacement obligation fee.

Lost and Found - The Forsythe Lost and Found is located in the cafeteria at the base of the stage. PLEASE claim lost items as soon as possible! Items unclaimed are periodically donated to a local charity.

Internet Access Approval - Students may use the Internet only if a parent/guardian has signed the *Computer Use Policy*.

Lockers are provided for each student. Gym locker rooms have lockers for student use during PE classes and afterschool sports. Students supply their own lock for gym lockers. *Lockers are the property of the school. They may be searched at any time for any reason.* **Students should not share their locker combinations.** Students are asked to respectfully handle any of their lockers and keep all of their personal items locked up at all times.

Media Center - The Media Center is located in the 500 corridor. It is a center of activity during the day where students can attend online classes, check out books and do reference work. Computers are available.

Cafeteria - Breakfast and lunch are served in the cafeteria. Students may bring food from home or purchase a hot/cold breakfast or lunch. Many a la carte items are offered daily. Free and reduced breakfasts and lunches are available for students from families who qualify under U.S. Federal guidelines. An application needs to be completed for free/reduced breakfast and lunch. Applications are available in the Main Office.

Lunchroom Rules:

- 1) Be on time to lunch.
- 2) Stay seated unless getting lunch or throwing away trash.
- 3) Respect lunchroom supervisors.
- 4) Do not throw food.
- 5) Speak in a normal voice.
- 6) Students must eat before going outside.
- 7) No food or drink may be taken from the cafeteria.
- 8) Students should pickup the trash in their area.

Musical Instruments - Students are expected to provide their own musical instruments except for instruments to which the AAPS District deems too large or expensive for families to acquire. These instruments will be provided by the school and include viola, cello, string bass, oboe, bassoon, bass clarinet, tenor and baritone saxophone, French horn, baritone, tuba, and large percussion. Instruments students need to provide include: violin, flute, clarinet, alto saxophone, cornet, trumpet, trombone, percussion sticks and mallets. Band and Orchestra teachers have information on purchasing these instruments. For those students who qualify, the District maintains a limited inventory of instruments for free use. Parents/guardians and students must sign a guarantee card accepting responsibility for accidental damage or loss. Contact the Band or Orchestra teacher for more information.

Physical Education (PE) - The PE Department provides an opportunity for students to participate in a wide variety of team sports and individual activities. Personal fitness through daily conditioning activities is promoted. Students are encouraged to develop a plan to maintain a high level of fitness throughout their lives. 6th grade students take PE every other day all year. PE is a quarter elective class in 7th and 8th grades.

PE Dress Requirements include shirt, shorts, sweats, swimming suits and athletic shoes and are to be kept in the student's gym locker. Students may not wear school clothes during PE classes.

Intramural Sports programs are designed to give 6th grade students an athletic experience. Basic skills and good sportsmanship are stressed. The culminating activities for each sport are designed to give each participant a chance to challenge themselves by playing with students from other middle schools, afterschool, from 3:15 to 4:15 PM. A physical and a completed 18-19 Forsythe Pay-to-Participate application are required. These items are located on the Ann Arbor Rec & Ed website.

Interscholastic Sports programs are for 7th and 8th graders only. Players are expected to be at all practices and games. Most sports will have two competitions per week after three weeks of practice. Strategy, skills, team play and good sportsmanship are stressed. All athletes must be academically eligible and must have an Honor Level status of 1 or 2 each week to participate in Interscholastic Sports (no more than one U or E in an academic class). The sports seasons and offerings will be announced at the beginning of the school year and posted on the school website. A medical physical is required, and it is highly recommended that a student obtain their physical *before* the start of the school year. In addition, a signed parent/guardian permission slip and completed 18-19 Forsythe Pay-to-Participate application are required for a student to participate. The application can be found on the Ann Arbor Rec & Ed website.

Clubs - After school activities are an important part of students' lives at Forsythe. Club offerings are announced during morning announcements and posted on the school website. Clubs are based upon District funding of co-curricular activities. Students must have Honor Level status of 1 or 2 each week to participate in any after school activities.

Assemblies - All students are invited to participate in school assemblies and musical events. Students are asked to follow these expectations: Leave books/personal items in the classroom or locker, be seated quickly, remain seated, and enjoy the performance. We ask students for respectful behavior throughout performances.

Field Trips are considered a part of the total school program. Prior to a field trip, each student must obtain a signed permission slip from a parent or guardian. Per AAPS Board Policy, students who do not return the permission form may NOT participate in the activity. In most cases, school buses are used for field trips. School behavioral expectations apply to all field trips.

Fun Nights are sponsored by the Forsythe PTSO and are for Forsythe students only. They are generally held four times during the school year from 6:30 to 8:30 PM. Students will be admitted no later than 7:00 PM, and must stay until the end. Activities include open gym, music, dancing and games. There is an admission fee and refreshments are provided. The profits support student activities. Students must arrange a ride home before attending. Proper conduct is expected, and school rules apply. Students must be picked up promptly at 8:30 PM. Students who are picked up after 8:45 PM will not be invited to the next Fun Night.

Cell Phone and Electronic Devices Policy - Over the years, as the use of cell phones, ipods, and other electronic devices have increased, we've noticed in school less socializing amongst students in unstructured settings, like the cafeteria, and an increase in inappropriate uses of technology. We value our community and want to help students learn how to engage with others in positive, productive ways. For these reasons, cell phones and other electronic devices will not be allowed to be used in school between 8:10 a.m. - 3:07 p.m., except if deemed necessary by a teacher for an educational purpose or unless specified in a 504 plan or in an IEP. Teachers will forewarn students and post a sign outside their classroom doors when technology will be needed. Badges will be provided to students when they will need to use electronics outside the classroom for activities such as yearbook and Digital Photography. Parents can call the office if you have an important message that your child needs to receive. Likewise, students will be able to go to the office to call their parents and guardians if they need to reach them. Students bring cell phones and electronic devices at their own risk. The school is not responsible for lost or stolen cell phones or electronic devices. Laser pens and pointers are not permitted at Forsythe.

BEHAVIORAL EXPECTATIONS

Positive Behavior Support (PBS) - PBS is a school-wide system of behavioral expectations that include the establishment of clear and consistent school expectations for behavior, a comprehensive plan for teaching, reinforcing those expectations, a system of predictable consequences, and a system for positive student recognition when the expectations are met.

The staff at Forsythe Middle School models and expects everyone at school to be: Prompt, Prepared, Polite and Productive. Students and staff developed a detailed behavior expectation matrix that shows the expected behaviors in each location of the building (Please see the Matrix of Behavioral Expectations located on the next two pages of this handbook.) The system Forsythe uses for PBS is called the *Honor Level System*. In this System, failure to meet the behavioral expectations may result in a Violation of Expectation (VOE). If a student received a VOE, it will be entered into the Honor Level Activity report that is maintained by the Forsythe staff. The student will be assigned a consequence based on the number of demerit points, severity and frequency of VOE's within a 14-day period. The student will be notified of their consequence and they will have to serve the assigned consequence. Honor Level 1 students will be randomly selected for rewards. Examples include drawings for school spirit clothing and accessories, free admission to fun nights, gift cards and food items. Students who are on Honor Level 3 and 4 will be excluded from ALL co-curricular and athletic activities. Every 14 days, students have the opportunity to regain Honor Level 1 status.

Hallway Passes are located in this student planner. Students are required to have a hall pass with them at all times when they are in the hallways.

Harassment and Bullying - Forsythe has a "**Zero Tolerance**" for any type of harassment including gender, sexual orientation, racial, ethnic or religious. Bullying will not be tolerated. Students who engage in bullying will be disciplined according to the Rights & Responsibility Handbook, which is available on the AAPS District website. Students should report bullying incidents to adults immediately.

School Attire Guidelines - At Forsythe we believe that a student's attire and mindset are directly related and that a student who is professionally and appropriately dressed for school is also more apt to treat their education as a professional endeavor and will be suited to do their best work. As a result, it is our intent to support our students as they progress by maintaining expectations for professional and appropriate school attire. Parents may use the following as a guide to support students in dressing appropriately during the school day:

- Clothing may not depict or advertise weapons, alcohol, drugs, drug paraphernalia, obscene language or images, or threats.
- Students are expected to wear shorts/skirts/dresses/pants that come to at least mid-thigh.
- Students who choose to wear leggings should make sure that the leggings are not see through, and that undergarments and body parts are not visible through the fabric.
- The straps on shirts need to be thick enough in width to cover undergarments.

- Shirts should have full side seams.
- Both boys and girls need to wear shirts that cover the midriff area and chest.
- Undergarments should not be visible.
- Hats, hoods, and bandanas may not be worn inside of the school building (except for religious and/or medical purposes).
- Pants and shorts to be fitted or belted at the waist to prevent sagging below the waistline.
- Pajamas and slippers may not be worn, except during Spirit Week activities.

Students who decide not to follow the school attire guidelines will be addressed in a respectful manner and will be asked to change their clothes or to contact a parent to bring a change of clothes to the school.

Assigned Detentions and Consequences are expected to be served when they are scheduled. If a detention needs to be rescheduled, a parent/guardian of the student is asked to notify an administrator. After school detentions are served after the school day ends until 4:15 PM on the day scheduled.

IN CASE OF AN EMERGENCY

Bad Weather can happen on short notice. When the weather is poor, the Ann Arbor Public Schools (AAPS) will notify parents via School Messenger regarding cancellations. Cancellation of public school bus service will affect all public school buses all day. The district's "Snow Desk" emergency hotline number is (734) 994-8684. For more information, please visit the AAPS District website at: <http://aaps.k12.mi.us/>

If school closes during the day, this will be announced to parents by radio and district email. If buses run in the morning, they will transport students home. Emergency school closings will also be posted on the Forsythe and AAPS district web pages. If school is closed due to bad weather, all scheduled evening activities will also be cancelled. Every attempt will be made to reschedule them.

Tornadoes - The Civil Defense Office notifies all schools by radio if there is a Tornado Watch. We will be alerted immediately if there is a Tornado Warning. Students will be taken to protected areas. If a Warning condition exists at the end of the school day, students will be kept in the school building. Students may leave in a Tornado Watch but all after school activities will be canceled immediately.

Fire, Severe Weather and Intruder Drills are conducted at regular intervals throughout the school year. It is essential that when the first alarm or announcement is made, everyone promptly follow the prescribed directions. The Forsythe staff in each classroom, office or common area will give students instructions on how to exit and where to go. All students are expected to remain quiet and listen carefully to instructions given during a fire, storm or intruder drill.

Emergency Contacts and Phone Numbers are required for each student. A current home, work and emergency phone number must be on file for each student. Please update this information immediately when changes occur. Students cannot participate in sports, clubs or other school activities until their emergency card is up to date and on file. The card allows us to take emergency action if a student is hurt and parent, guardian or designee cannot be reached.

Everyone has a right to feel safe!

Make good decisions and make Forsythe a positive learning community.

Thank you for making Forsythe a GREAT PLACE TO LEARN!



MATRIX of BEHAVIORAL EXPECTATIONS

Common Area	PROMPT	PREPARED	POLITE	PRODUCTIVE
<i>Auditorium (Assemblies)</i>	<ul style="list-style-type: none"> • Be in your seat before the assembly begins. 	<ul style="list-style-type: none"> • Remain quiet and seated. • Use the restroom prior to entering the auditorium. • Come to the auditorium empty-handed and nothing in your mouth. 	<ul style="list-style-type: none"> • Sit appropriately. • Clap when appropriate. • Do not talk during performances. • Wait until you are dismissed to leave the auditorium. 	<ul style="list-style-type: none"> • Focus on the presentation or performance. • Ask questions when appropriate. • Stay with your teacher or supervisor.
<i>Bathrooms</i>	<ul style="list-style-type: none"> • Go right to the bathroom. 	<ul style="list-style-type: none"> • Have your hall pass with you if you are in the bathroom during class time. 	<ul style="list-style-type: none"> • No graffiti. • Wash you hands. • Flush the toilet. • Allow others privacy. 	<ul style="list-style-type: none"> • Limit socializing. • Return to class immediately when you are finished.
<i>Buses</i>	<ul style="list-style-type: none"> • Get to the bus as soon as possible. 	<ul style="list-style-type: none"> • Know your assigned seat. • Know your bus stop. • If required, have your bus pass signed. 	<ul style="list-style-type: none"> • Respect the bus driver and the bus rules. • Keep your hands and feet to yourself. • Respect your peers. 	<ul style="list-style-type: none"> • Stay in your seat until you reach your destination and the bus is stopped.
<i>Cafeteria</i>	<ul style="list-style-type: none"> • Be sitting at a table before the bell rings. 	<ul style="list-style-type: none"> • Bring your lunch or lunch money. 	<ul style="list-style-type: none"> • Wait until your table is called on to get in line. • Wait in line patiently. • Clean up your trash & leave your area clean. • Say “please” & “thank you.” 	<ul style="list-style-type: none"> • Recycle • Remain in your seat while you eat.
<i>Classroom</i>	<ul style="list-style-type: none"> • Be in the classroom before the bell rings. 	<ul style="list-style-type: none"> • Have your homework ready to turn in. • Have all the necessary materials you will need for the class ready. • Have a writing utensil ready to use. 	<ul style="list-style-type: none"> • Be respectful to others. • Follow all of the classroom’s rules. 	<ul style="list-style-type: none"> • Complete your work on time. • Write down your assignments in this planner. • Stay on task. • Turn in your class work and homework.
<i>Computer Labs</i>	<ul style="list-style-type: none"> • Report to your classroom first. • Wait for directions before you start using a computer. 	<ul style="list-style-type: none"> • Bring your password and necessary materials and work. 	<ul style="list-style-type: none"> • Report computer problems immediately. • No food, drinks, gum or candy. • Follow posted rules. • Treat all equipment with respect. 	<ul style="list-style-type: none"> • Use computers appropriately.

MATRIX of BEHAVIORAL EXPECTATIONS – *continued*

Common Area	PROMPT	PREPARED	POLITE	PRODUCTIVE
<i>Gymnasium-Spectator</i>	<ul style="list-style-type: none"> • Be in the stands before the game or event starts. 	<ul style="list-style-type: none"> • Remain in your seat. 	<ul style="list-style-type: none"> • Applaud appropriately. • No “booing” • Keep your hands & feet to yourself. 	<ul style="list-style-type: none"> • Focus on the game or event.
<i>Hallways</i>	<ul style="list-style-type: none"> • Limit socializing • Get to class before the bell rings. 	<ul style="list-style-type: none"> • Get your materials from your locker. • Close your locker gently and completely. 	<ul style="list-style-type: none"> • Walk on the right side of the hallway. • Keep your hands and feet to yourself. • Walk • Avoid blocking traffic. 	<ul style="list-style-type: none"> • Get to class on time and with the proper materials.
<i>Media Center</i>	<ul style="list-style-type: none"> • Show your pass to the Media Staff/ Teacher & state your purpose. • Sign in. • Wait for directions before starting the computers. 	<ul style="list-style-type: none"> • Bring your password and necessary materials and work. 	<ul style="list-style-type: none"> • Report computer problems immediately. • No food/drinks/ candy. • Follow posted rules. • Treat all equipment & materials with respect. 	<ul style="list-style-type: none"> • Use computers appropriately. • Complete the work you came to the Media Center for to complete.
<i>Offices</i>	<ul style="list-style-type: none"> • Go right to the office. • Limit socializing. 	<ul style="list-style-type: none"> • Have your pass out. • Know your reason for being in the office. 	<ul style="list-style-type: none"> • State your purpose <i>politely</i>. • Get permission to use the phone. 	<ul style="list-style-type: none"> • Avoid wasting time.
<i>Outside</i>	<ul style="list-style-type: none"> • Have permission. • During class, stay with your group. • After school, go to your bus or ride immediately. 	<ul style="list-style-type: none"> • Have materials you will need. • Wear appropriate clothing you will need for the activity you are doing. 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself. • Be respectful. • Listen to the teacher or supervisor. 	<ul style="list-style-type: none"> • Go home, to your bus/ride stop or to a supervised location after school - no loitering at school.