

**FOREST PARK  
JUNIOR/SENIOR  
HIGH SCHOOL**

**2016/2017  
ORIENTATION  
GUIDE**

## CONTENTS

The Orientation Guide is divided into categories related to common questions we receive from students. This guide does not replace the Student Handbook. All students are encouraged to read the Student Handbook located in their agendas.

<b>ABOUT THIS GUIDE</b> .....	<b>3</b>
<b>ADVISORY</b> .....	<b>3</b>
<b>OUR STAFF</b> .....	<b>3</b>
<b>I. MORNINGS</b> .....	<b>4</b>
<b>II. LOCKERS</b> .....	<b>4</b>
<b>III. LUNCH/CAFETERIA</b> .....	<b>5</b>
<b>IV. HOMEWORK</b> .....	<b>6</b>
<b>V. BUS</b> .....	<b>6</b>
<b>VI. AFTER SCHOOL</b> .....	<b>6</b>
<b>VII. TIME SCHEDULE / PROGRESS REPORT SCHEDULE</b> .....	<b>7</b>
<b>VIII. MISCELLANEOUS</b> .....	<b>7</b>

## ABOUT THIS GUIDE

This guide was developed to assist incoming 7<sup>th</sup> grade students in feeling comfortable and at ease on the first day of school. We hope this will enable them to make a smooth transition into our school.

## ADVISORY

Junior High students meet in Advisory every day. This twenty-five-minute meeting is with their advisory teacher. Here students read, complete short simple lessons about careers, guidance information, character education traits, social skill development, and attend club meetings. We will follow this schedule for advisory time:

Monday-Tuesday	reading/remediation
Wednesday	reading/non club meetings
Thursday	Builders Club/Student Council
Friday	Advisory/Character Education Time

## OUR STAFF

<u>First Name</u>	<u>Last Name</u>	<u>Email addresses use</u>	<u>Room</u>	<u>Course</u>
Jamie	Pund	<a href="mailto:First.name.last.name@sedubois.k12.in.us">First.name.last.name@sedubois.k12.in.us</a>	Office	Principal
David	Welp		Office	Assistant Principal
Audrey	Fleck		205	Counselor
Brenda	Allen		162	FACS 7
Annette	Applegate		190	Agriculture
Christy	Bartley		208	Science 7 / Applied Lit
Jacob	Berg		185	Gateway 8
Chuck	Bradley		139	Junior High Chorus
Marian	Bromm			Nurse
Molly	Cummings		203	English 7
Melissa	Haas		128	Special Education
Ross	Fuhs		218	JH PE/Health 7 & 8
Chad	Gayso		138	Band /Percussion
Karl	Hinson		121	Math 8
Tony	Hasenour		122	Social Studies 8
Emily	Hauser		218	JH PE/Health 7
Amy	Hawkins		201	Math 7/Careers
Kyle	Greulich		105	Computer Application
Doug	Louden		200	Athletic Director
Emily	Opell		123	English 8/Applied Lit
Emi	Steczyk		101	Art 7 & 8
Aaron	Sickbert		120	Science 8
Tammy	Taylor		170	Art 8
Tara	Uebelhor		202	Social Studies 7
Brad	Weyer		133	German 8

## FAQ's

### I. MORNINGS

#### A. Where do I go after I get to school each morning?

Answer: When you arrive at school, go directly to the cafeteria. You can sit in the cafeteria and study or talk **quietly** with your friends until school begins. A maximum of **five** students may sit at a table. Grade 7 sits at the back of the cafeteria. Students are not allowed to go to their lockers before 7:55 a.m. Once a student has arrived at school, he cannot leave school grounds until he is dismissed. Students are not allowed to leave with high school students that drive.

#### B. What do my parents do if I'm sick and can't come to school?

Answer: If you are unable to attend school, your parents need to call the school (812) 817-0900 before 9:00 a.m. to report your absence. If we don't hear from your parents, we will try to call them at home or at work. **When you have a medical appointment, be sure to have the doctor's office fill out a form stating you were at their office.** You will need to bring this to the office when you return to school.

#### C. What do I do if I'm late to school (missed the bus, alarm didn't go off, car trouble, etc.)?

Answer: If you are late arriving to school, report to the Main Office and sign in. You will be asked why you were late. Remember that there are consequences for unexcused tardies.

#### D. How do I find out about school announcements?

Answer: At the beginning of first period, your teachers will read the daily announcements. Listen carefully and keep your parents informed about daily announcements. If you have internet access, you and your parents can view the daily announcements at home or work at <http://www.sedubois.k12.in.us>.

### II. LOCKERS

#### A. When can I go to my locker?

Answer: At 7:55 a.m., the first bell will ring. You will have five minutes to go to your locker and get to your first period class. This may seem like a short amount of time, but it is plenty of time to go to your locker and first period class without being late. You may also go to your locker between classes or when a teacher has given you a hall pass in your agenda book. Backpacks are to be left in your lockers until you go to 6<sup>th</sup> period class.

#### B. How do I open my locker?

Answer: Clear your lock by turning it several times to the right. Stop at the first number of your combination. Then turn the knob to the left (past the first number) to the second number of your combination. Stop and turn the knob back to the right to the third number. Pull up on the lever on the locker door to open you locker. If you are unsuccessful, try again. You must be very careful to stop precisely on each number.

#### C. What if my locker won't open?

Answer: If you are unsuccessful in opening your locker, check with a teacher. They will check your combination and help you get into the locker.

**D. What happens if something is missing from my locker?**

Answer: If you believe that something is missing from your locker, tell a teacher or Mrs. Fleck. Prevention is the best cure for theft. Don't tell anyone your locker combination, and never leave it set on the last number. Don't jam your locker either. Be sure to leave anything of value at home.

**III. LUNCH / CAFETERIA**

**A. When do I eat?**

Answer: Lunch for 7<sup>th</sup> grade is right after 4<sup>th</sup> period. All junior high students eat from 11:24 a.m. until 11:53 a.m. The 8<sup>th</sup> grade stands in line and enters the right side; the 7<sup>th</sup> grade enters the left side. When you are finished eating, remain in the cafeteria until 11:55 a.m., and you will be dismissed for the 5<sup>th</sup> period class.

**B. Why does one teacher stand in front of the cafeteria and another in the back?**

Answer: The teachers are on lunch duty. They will monitor the cafeteria and ensure everyone can eat in a safe environment.

**C. How do I pay for my lunch?**

Answer: Each student will be given a password that is made up of numbers. You will input this number into a keypad after you go through the lunch line. You can pay cash each day or to make it easier, you can also bring a check that we will deposit into your account. Bring this check to the Main Office in the morning or give it to the cashier in the cafeteria. When your balance gets low, the attendant will let you know.

**D. Is there other food available other than what is on the tray?**

Answer: Yes, there are other snacks available, but these are an additional charge to your tray.

**E. What if I forget my money?**

Answer: Ask a friend to lend you some money or check with the cashier in the cafeteria to see if you can get credit for that day. If the cashier gives you credit, be sure to repay the money back the next day.

**F. What do I do if I drop my tray?**

Answer: The teacher on duty will assist you in cleaning up the tray. The cooks will give you another lunch tray. Also, remember, you must leave your table CLEAN because others will be eating there after you!

**G. When I'm done eating, where can I go?**

Answer: All students stay in the cafeteria until 11:55 a.m. At that time you can go to the restroom. You must ask the teacher on duty for permission to leave the cafeteria. Class begins promptly at 11:59 a.m.

**H. Can I buy a soft drink at lunch?**

Answer: The Federal dietary regulations prohibit the selling of soft drinks during lunch.

**I. When is detention?**

Answer: If you are assigned a noon detention, you are to report to Room 101 immediately after 4<sup>th</sup> period. A teacher will meet with you there. Teachers can assign a detention for not completing homework, being late to class, dress code violations, and for other minor behavioral issues. **Bring homework to work on or**

**a book to read.** After you have served several noon detentions, after school detention or Saturday school will be the next step.

#### **IV. HOMEWORK**

##### **A. What if I don't understand my homework?**

Answer: If you are having difficulties with your homework, try calling a friend or ask your parents. Of course, you can always ask your teacher for help. Before you leave class, make sure you ask questions so you understand your teacher's expectations regarding the homework assigned.

##### **B. What if I don't get my homework done?**

Answer: Studies show that students who don't complete the assigned homework don't do very well in school. If you don't have your homework finished, your teacher may assign you a noon detention to complete the work.

##### **C. How long do I have between classes?**

Answer: You have 4 minutes. If you don't have time to stop at your locker, be sure to carry your books for multiple classes. Remember, backpacks are allowed only during 6<sup>th</sup> and 7<sup>th</sup> period.

#### **V. BUS**

##### **A. What if I miss the bus in the morning?**

Answer: Call your parents, and let them make arrangements for a ride to school. Make sure they call the school, and let the secretary know that you will be arriving late.

##### **B. What happens if I misbehave on the bus?**

Answer: All students are expected to behave so that all riders may enjoy a safe ride to school. **If you misbehave on the bus, you could be removed from the bus, and your parents will need to find another way for you to get to school.**

#### **VI. AFTER SCHOOL**

##### **A. Where can my parents pick me up?**

Answer: After 3:00 p.m., parents may pick you up at the half circle by the junior high gym.

##### **B. When must I leave the school building?**

Answer: You must leave the building by 3:10 p.m. unless you are involved in a supervised activity: sports, cheerleading, academic bowl, club activity, etc.

##### **C. Where can I get information about the activity bus?**

Answer: Information about the time schedule for the activity bus can be obtained from Mr. Doug Loudon, the Athletic Director. The activity bus picks students up and lets them off at various locations in the

Corporation such as Forest Park, St. Anthony Community Center, Cedar Crest, and Pine Ridge Elementary School.

## **VII. TIME SCHEDULE / PROGRESS REPORT SCHEDULE**

### **Time Schedule for Forest Park Jr. / Sr. High School**

Pd 1 8:00-8:48  
Pd 2 8:52-9:40  
Pd 3 9:44-10:32  
Pd 4 10:36-11:24  
Pd 4 HS IRT 11:24-11:53  
    JH Lunch 11:24-11:59  
Pd 5 JH Class 11:59-12:47 JH homeroom 12:47-1:16  
Pd 5 HS A Lunch 11:53-12:28 HS A Class 12:28-1:16  
Pd 5 HS B Class 11:57-12:45 HS B Lunch 12:45-1:20  
Pd 6 1:20-2:08  
Pd 7 2:12-3:00

### **Progress Report/Report Card Schedule for Forest Park Jr. / Sr. High School**

August 10	First Day of School
September 7	Progress Report
October 12	End of first Grading Period
November 16	Progress Report
December 22	End of second grading period. End of First Semester
January 3	First student day after Holiday break
February 1	Progress Report
March 10	End of third Grading Period
April 12	Progress Report
May 24	End of fourth Grading Period. End of Second Semester

## **VIII. MISCELLANEOUS**

### **A. Do we have a recess?**

Answer: Now that you are in Junior High School, lunch is the only free time you have. This time is spent in the cafeteria.

### **B. What should I do if I have a doctor or dentist appointment during the day?**

Answer: Bring a note from your parents on the day of the appointment. Show the note to your classroom teacher for dismissal. Sign out in the office. When leaving the doctor's office, be sure they give you a form stating you were at their office.

**C. How do I make the Honor Roll?**

Answer: You must have a grade point *average* of 3.5 or higher.

**D. What extra-curricular activities can I be involved in?**

Answer: In junior high, you may be involved in sports (Volleyball, Soccer, Cross Country, Basketball, Wrestling, Track, Tennis Club, Golf, Cheerleading, Dance) and clubs and academic teams (Student Council, Builders Club, Destination Imagination, Spell Bowl Teams, and Academic Bowl Teams).

**E. Is there a nurse at school everyday?**

Answer: The school nurse is at Forest Park on Monday and Friday. If you are not feeling well, you can come to the clinic any day.

**F. Do I have to participate in the random drug-testing program?**

Answer: All students must participate in the program if they want to participate in any extracurricular activities or if they want to park on school property during high school.

**G. Will there be any dances?**

Answer: There are up to 4 Junior High dances each school year. Your parents may be asked to chaperone. The dances are held in the cafeteria. If you leave the building during a dance, you will not be allowed to return, and your parents will be called.

**H. Can I have a cell phone in school?**

The phones in the office are to be used by students only in time of emergency.

Cell phones should be turned off and out of sight at all times.

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if he/she turns it on, uses it or allows it to be visible during the school day or on school sponsored trips. Prohibited uses of the cellular telephones or ECD's during specified times includes making and/or receiving calls, sending txt messages, taking pictures, and/or making recordings. Use of and in violation of these rules may result in the loss of this privilege, additional disciplinary action, and/or confiscation of the device. If a cellular telephone or ECD is confiscated, it will only be released /returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity. The school is not responsible for the loss, theft, damage, or vandalism to student devices as well as other students' property. The following consequences are for cell phones and other electronic devices.

1st offense – Cell phone sent to the office and recorded in Harmony.

2nd offense – Cell phone sent to the office, parent picks it up, detention is served.

3rd offense -1 day in school suspension

4th offense – Saturday School