

2016-2017



FORSYTH SCHOOLS: GRADES 7-12

STUDENT-PARENT HANDBOOK

**THE FOLLOWING RULES AND PROCEDURES
HAVE BEEN APPROVED BY
THE FORSYTH SCHOOL BOARD**

DAILY CLASS TIME SCHEDULE MONDAY-FRIDAY

Warning Bell	8:10
1st Period	8:15 - 9:08
2nd Period	9:11 - 10:04
Break	10:04 - 10:15
3rd Period	10:18 - 11:11
4th Period	11:14 - 12:07
Lunch	12:07 - 12:47
5th Period	12:47 - 1:40
6th Period	1:43 - 2:36
7th Period	2:39 - 3:32

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PUBLIC CONCERNS RESOLUTION

Any area of concern will be addressed through the prescribed Public Concerns Resolution process, as described in Board Policy. Appropriate forms for registering such concerns may be obtained in the office [form 4310F]. The process will then proceed through the appropriate chain of command for the timely resolution at the lowest possible level.



PRINCIPAL'S RULE

There may be situations, not described in this handbook or in any other handbook, or that may be connected to extenuating circumstances, that may occur during the school year. The Principal will rule on those situations as they occur and take appropriate action. Such situations will be handled on an individual basis and will be dealt with accordingly at the discretion of the building Principal or handling Administrator or designee.

Principal's Message

Dear Students:

As we embark on another stellar year at Forsyth 7 – 12, remember our priority is to prepare you for the world ahead. We strive to help you build a foundation of knowledge and skills, teach you to think critically, and provide you with the confidence to make good choices. Every member of our school is important, and you “represent” us collectively through your actions and presence in our community. My hope is that you find what it is that makes you happy this year and that you become involved in the school and “represent” yourself and the Dogies with pride.

The teachers, coaches and staff are here to help you foster who you are right now, and to help you realize your dreams for the future. As you work toward that dream, we will help you better utilize your time with us, taking advantage of the opportunities we have available to prepare you for the next step in your adventure called life. This academic year we will offer academic assistance for all grade levels for those that need additional assistance with their studies. Each session will teach study skills that can be used throughout the student's career. Dual enrollment college level courses will still be available, as well as recovery classes online.

Let's go forward into the new school year with the certain belief that all of you have value and the potential to become whatever you work to achieve. Please take advantage of all of the opportunities available at Forsyth 7-12, and have a great year! Most importantly remember:

We Are FORSTYH
We Are DOGIES
We Will REPRESENT!

Sincerely,

Shelly Weight
Principal

2016-2017 SCHOOL STAFF

Weight, Shelly	Office	Principal (7-12)
Brown, Terri	Office	Office Manager
Anderson, Tara	Room 13	7-12 Science
Banks, Jan	Vo-Ag/Shop	7-12 Agriculture Ed/Shop
Bundy, Amanda	Guidance	7-12 Counselor
Cole, Shane	Room 11	History/Social Studies
Derenburger, Tara	Room 9	English
Fay, Molly	Library	Librarian
?????	Gym/Room 12	7-12 Physical Education and Health
Goyette, Deani	Room 6	7-12 Business Education
Grogan, Steffani	Room 5	7-8 Math/Tech Coordinator/Drivers Ed
Hall, Beth	Music Room	7-12 Band
Killebrew, Wendy	Room 7	9-12 Mathematics
Knoche, Craig	Room 15	8-12 Science
Knoche, Kim	FCS/Room 1	7-12 Family Consumer Science
Lincoln, Lori	Rooms 4 & 8	Educational Aide
Polich, Sarah	Rooms 8	Educational Aide
Pulver, Lonni	Rooms 4 & 8	Educational Aide
Raymond, Tammy	Room 14	Special Education
Sievers, Dana	Room 3	7-12 Art/Special Education
Simmons, Jan	Library	Library Aide
Treible, Susan	Music Room	7-12 Vocal Music
Wanner, Mark	Gym/Room 12	Physical Education and Health
Wetherelt, Tonya	Room 10	9-12 English/Spanish
Wilson, Carolyn	Room 2	Title

DISTRICT ADMINISTRATIVE STAFF

Dinny Bennett	Superintendent
Robert J. Martelle	Business Manager
Stephanie Schnug	Payroll Clerk
Mandy Bonomo	Admin. Asst./Activities Clerk

DISTRICT SUPPORT STAFF

Steve Pulver	Maintenance
Marty Cox	Transportation
Butch Rudolph	Maintenance
Gena Brown	Custodian
Yvonne Mogle	Custodian

BOARD OF TRUSTEES

Layton Salsbery, Chairman	Jerry Hagadone, Trustee
Gerald Killen, Vice-Chairman	Doug Roberts, Trustee
Jeanette Krueger, Trustee	Donald John Cameron, Trustee

CALENDARS and ACHIEVEMENT EXPECTATIONS

SCHOOL CALENDAR

PIR stands for Pupil Instruction-Related Days. Teachers will be at school, but students are not required to attend. This schedule is subject to change. In the event of change, notice will be sent home with the students.

August 23	P.I.R. Day
August 24	First Day of School
September 5	Labor Day Vacation
September 30	P.I.R. Day
October 20-21	P.I.R. Days - M.E.A. Convention
November 4	P.I.R. Day
November 23-25	Thanksgiving Break
December 21 - January 2	Christmas Break
January 3	Students Return
January 27	P.I.R. Day
February 17	No School
March 3	No School
March 24	P.I.R. Day
April 14 - 17	Easter Break
May 21	Graduation
May 26	Last Day of School

GRADING PERIODS

September 23, 2016	First Quarter Midterm
October 28, 2016	End of First Quarter
December 5, 2016	Second Quarter Midterm
January 17, 2017	End of Second Quarter/First Semester
February 20, 2017	Third Quarter Midterm
March 23, 2017	End of Third Quarter
April 26, 2017	Fourth Quarter Midterm
May 26, 2017	End of Fourth Quarter/Second Semester

FORSYTH PUBLIC SCHOOLS: MISSION

The MISSION of the Forsyth Public Schools is to: Provide meaningful learning opportunities in an environment rich in human, financial, and physical support, to prepare students to be successful when they take their place in post-secondary education, in the job market, and in the community, and to produce lifelong learners with such intellectual abilities that they will be able to continue to learn and to adapt in a changing world.

VISION of TEACHING & LEARNING

Dedicated to
Open-minded
Goal-oriented
Innovative &
Engaging
Schools

EXPECTATIONS FOR ACHIEVEMENT

Graduates of the Forsyth Public Schools are expected to achieve the following knowledge, skills and abilities:

- The math skills and concepts required for everyday application and as prerequisite for studies in higher mathematics.
- The language skills needed to organize thoughts and information and to express them in written and spoken composition.
- The reading skills and comprehension required for everyday application and continued study.
- The ability to use reading skills to obtain and understand new information as well as recreational or leisure time activity.
- The knowledge of the major concepts and important facts of the biological and physical sciences.
- The ability to engage in the fundamental activities of the scientific method and basic laboratory activities.
- The knowledge and understanding of the American political system.
- The knowledge and understanding of the major events, achievements, and movements of the history of the United States.

FORSYTH PUBLIC SCHOOLS: GOALS

- Goal One:** Assure an emotionally and physically safe, disciplined, healthy and caring learning environment in each school and classroom.
- Goal Two:** Implement an instructional program that reflects high standards, high achievement, and a high degree of responsiveness to the learning needs of the entire student body.
- Goal Three:** Assure positive relationships and support within the schools and offices of the district and between the district and the community.
- Goal Four:** Assure the long-term excellence and stability (low turnover) of the certified and classified staff.
- Goal Five:** Assure adequate and stable financing of school programs, staff, and operations.
- Goal Six:** Assure adequate facilities, which support overall excellence K-12.
- Goal Seven:** Integrate computer and telecommunication technologies into the instruction across the curriculum and use these technologies to address the range of learning needs and abilities within each classroom.

Through its policies that affect the lives of students, the School Board seeks to advance these goals:

1. To enhance equal educational opportunities for all students.
2. To promote faithful attendance.
3. To ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application.
4. To develop in students a deep sense of personal responsibility for their actions.
5. To attend vigorously to matters of student safety, health, and welfare.
6. To deal justly and constructively with all students in matters of discipline.
7. To help all students feel that they are valued as individual persons in the school environment and to be treated with dignity and respect free of malicious public humiliation or ridicule.

ACADEMIC REQUIREMENTS



GRADES 7 – 8 COURSE REQUIREMENTS

The basic education program for grades 7 and 8 will include successfully completing the following courses each year of junior high:

- 1 unit of Language Arts;
- 1 unit of Social Studies;
- 1 unit of Mathematics;
- 1 unit of Science;
- 1 unit of Music;
- ½ unit of Health Enhancement;
- ½ unit of Computer Education;
- 1 unit of Art, Vocational Technical Education, or Spanish (offered as semester courses)

Parents of each student earning a 64% average or below in any course will receive written notification weekly. Students with a 71% or lower in any course will receive written notification every other week. A parent may continually monitor the progress of their student by logging into Family Link located at www.forsythpublicschools.org. Family Link provides a gradebook view of each class in which the student is enrolled.

GRADES 7-8 AFTER SCHOOL PROGRAM REQUIREMENTS

If a student receives a semester grade that is an “F” in any core subject such as Math, Science, Language Arts, or Social Studies, the student will be required to attend the After School Program the following semester.

Junior High students ineligible to compete in activities due to grades that week will be required to attend the After School Program. The After School program runs Monday through Thursday from 3:40 – 4:30 p.m. Students who complete their work during the week and move their grade to passing with a C or higher may be excused by the After School Program teacher through a written note for the coach or parent.

A student who skips their required After School assignment will be considered truant and enter into the disciplinary process, unless the absence is excused by a parent or school activity.

GRADES 7-8 RETENTION PROCEDURES

When a student fails two or more core curricular classes in a given semester, that student will become a retention candidate. Core curricular classes are considered to be Math, Language Arts, Science, and Social Studies. Parents or guardians will receive written notification requesting a meeting with staff if one or more core subjects are failed first semester to determine if a formal evaluation is required. The purpose of the parent conference is to develop a plan to help the student improve academic performance. Additional modifications may be implemented and retention will be discussed.

Board Policy 2423-6 states, “A student receiving “F’s” in two or more core subjects will repeat the grade. If a parent insists on a student being promoted, a notice will be placed in the student’s file that the retention or promotion was a parent decision and not recommended by the school.”



HIGH SCHOOL GRADUATION REQUIREMENTS

Students will have attended eight (8) semesters of high school and earned 23 credits.

Per Board Policy 2375, the following advancement requirements are required in the District:

1. A minimum of **six (6) credits** is required to be considered a member of the **10th grade**.
2. A minimum of **twelve (12) credits** is required to be considered a member of the **11th grade**.
3. A minimum of **eighteen (18) credits** is required to be considered a member of the **12th grade**.

Credits will be awarded on a semester basis at ½ credit per semester for a class that meets five days per week. Students will not be moved to the next grade level without earning the required credits with a D- or higher, or with administrative approval.

Students must have earned the following credits to graduate from Forsyth High School:

- A. Four credits in Language Arts to include English 9, 10, 11, & 12.
- B. Three credits in Mathematics to include Algebra, Geometry and one elective math.
- C. Three credits in Science to include Physical Science, Biology and one elective science
- D. Two credits of Health Enhancement in two years.
- E. Three credits in Social Studies (to include World History and Geography, Modern U.S. History and Political Science).
- F. One credit of Computer Applications.
- G. One credit of Fine Arts (Music, Art, Drama, Speech).
- H. One credit of Vocational/Practical Arts (Agriculture, Business, Family Consumer Science or Computer Education).
- I. One credit of Adult Living.

Correspondence or online course work will be accepted from an approved institution with administrative approval.

CLASS RANKINGS and HONORS DESIGNATIONS

Every letter grade earned in high school will count toward the class ranking and GPA. Foreign exchange students will not be considered in computing class rank, and therefore, will not be eligible for any academic honors.

Valedictorian and Salutatorian Honors

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected according to the following procedure:

- I. The valedictorian will be the student with the highest grade point average as computed to the nearest thousandth (.000) at the end of the current school year.
- II. In case of a tie for valedictorian or salutatorian, co-valedictorians or co-salutatorians will be honored.
- III. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Forsyth high School by the 20th day of his/her senior year and remain enrolled the entire year.
- IV. To be eligible for valedictorian or salutatorian honors, a student must complete four of the following seven honors courses: Pre-Calculus, Calculus, Physics, Chemistry, Spanish 2, Spanish 3, or Advanced Biology. One of the honors courses must be a math course and one honors course must be a science course.
- V. The valedictorian and salutatorian must complete four credits of math and four credits of science.

- VI. Honor speeches for valedictorian and salutatorian will be given during the commencement exercises. The preparation of these speeches will be supervised by the senior class advisor. The final speech must be orally presented to the class advisor prior to the graduation date.

Honor Cords and Sashes at Graduation

A graduating student may wear multiple honor cords during the graduation ceremony. However, if the graduate is eligible to wear multiple sashes, they must choose the one sash that means the most to them. Following are the requirements for students to wear an honor cord:

1. Students having a 3.00 cumulative grade point average and above through seven (7) semesters will be recognized at graduation with the wearing of gold honor cords.
2. Honor cords for organizations (BPA, FCCLA, & FFA) must meet the following criteria:
 - a. Student must have been a four-year member of the organization.
 - b. Student must have participated in a state sanctioned event for three years.
 - c. Student must have held a chapter, district or state office for two years.
 - d. Student must have qualified for the organizations National competition or placed in the top five (5) at state in an individual or team competition depending upon the organizational structure.
3. Honor cord colors will be as follows:
 - a. FHS Honors Cord – Gold
 - b. BPA Honors Cord – Red & Blue
 - c. FCCLA Honors Cord – Red & White
 - d. FFA Honors Cord – Blue & Gold

NCAA & NAIA ELIGIBILITY REQUIREMENTS for COLLEGE-BOUND ATHLETES

NCAA

If you wish to participate in National College Athletic Association (NCAA) Division I or II athletics, you need to be certified by the NCAA Eligibility Center. You need to qualify academically and you will also need to be cleared as an amateur student-athlete to be eligible to compete and be recruited.



Students interested in being recruited to play college level sports should register at the beginning of their **sophomore year** at www.eligibilitycenter.org. A high school transcript should be sent to the NCAA Eligibility Center at the end of the junior year. When taking the ACT examination as a junior and/or senior, use the code “9999” to have your official scores sent directly to the NCAA Eligibility Center. As a senior you will request final amateurism certification and have your final transcript sent to the Eligibility Center with proof of graduation.

NCAA DIVISION I REQUIREMENTS (16 Core Courses)	NCAA DIVISION II REQUIREMENTS (16 Core Courses)
<ul style="list-style-type: none"> ○ 4 years of English ○ 3 years of math (Algebra 1 or higher) ○ 2 years of natural/physical science (including one year of lab science) ○ One additional year of English, math or natural/physical science ○ 2 years of social science ○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy. 	<ul style="list-style-type: none"> ○ 3 years of English ○ 2 years of math (Algebra 1 or higher) ○ 2 years of natural/physical science (including one year of lab science) ○ 3 additional years of English, math or natural/physical science ○ 2 years of social science ○ 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy.

<p>Ten of the 16 core courses must be completed prior to the senior year in high school with 7 of the 10 core courses in English, math or science.</p>	
<p>Students must earn at least a 2.3 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p> <p>Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.</p>	<p>Students must earn a minimum 2.0 GPA in their required core courses. The GPA is calculated with any A = 4, B = 3, C = 2, and D = 1. NCAA does not recognize pluses or minuses for GPA calculation of core course.</p> <p>Multiply the grade by .5 per semester and divide by the total number of courses completed to calculate the core GPA.</p>
<p>A student with an ACT sum score of 75 or higher will definitely be eligible for Division I sports. If the ACT sum score is lower than this, the sliding scale in the Guide for the College-Bound Student Athlete found at www.eligibilitycenter.org will be used to determine eligibility. The sum score is calculated by adding the subscores in English, math, reading and science.</p>	<p>A student must have an ACT sum score of 68. The sum score is calculated by adding the subscores in English, math, reading and science.</p>

Only courses that appear on Forsyth high school's list of NCAA Courses will be used in the calculation of the core GPA.

NCAA APPROVED CORE COURSES for FORSYTH HIGH SCHOOL	
<p>ENGLISH English 9 English 10 English 11 English 12 World Literature Speech/Creative Writing</p>	<p>MATHEMATICS Advanced Math Algebra I Geometry Algebra II Pre-Calculus Calculus</p>
<p>SOCIAL SCIENCE World History and Geography U.S. History Modern Political Science Criminology Frontier History Psychology</p>	<p>SCIENCE Physical Science Biology Advanced Biology Chemistry Earth Science Physics</p>
<p>ADDITIONAL CORE COURSES Spanish I Spanish II Spanish III Spanish IV</p>	

NAIA and Two-Year Colleges

Please note that two-year colleges and National Association of Intercollegiate Athletics (NAIA) sanctioned colleges have different recruiting standards than those listed above. Their recruiting requirements are less stringent than Division I and II schools. Student athletes who take the NCAA approved core for Division I and II recruitment will also be eligible for recruitment to a two-year or NAIA college. Students interested in being recruited by a NAIA school must register at <http://www.playnaia.org>.

To be eligible to compete at the NAIA level, students **must meet two of the following three** standards:

- Obtain a minimum composite score on the ACT of 18.
- Maintain a minimum GPA of 2.0.
- Graduate in the top half of the senior class in high school.

When taking the ACT examination as a junior and/or senior, use the code “9876” on the list of places test scores should be sent. This will assure your official scores are sent directly to the NAIA Eligibility Center.

REGISTRATION PROCEDURES and GRADING

ADMISSION

All students attending Montana schools must be fully immunized or they will be excluded from school. The only exceptions to this law are a documented medical exemption or an exemption for religious beliefs. Both exemptions must be filed with the proper authorities annually. Diseases that each child must be fully immunized against are: diphtheria, pertussis (second booster in 7th grade), tetanus, poliomyelitis, rubella, mumps, varicella, and measles. Other immunizations may be suggested, but are not required.

Pupils who elect regular enrollment outside of the public school system and who are subsequently not eligible for State Average-Number-Belonging aide, as measured by the state foundation program, shall not have access to General Fund programs and activities of Forsyth Public Schools.

REGISTRATION

Each student will be given a letter outlining the classes they need to graduate along with a course schedule prior to the next academic year. A schedule that has been approved by the student and parent as denoted by the appropriate signatures must be returned to the office before a student is considered registered for classes. Every effort will be made to accommodate the chosen schedule; however, some movement of classes may be required to even teaching loads. A computer printed schedule to include locker and personal information will be given to each student at the beginning of the new academic year.



Please check with the Guidance Counselor to be sure you have all the appropriate courses on your transcript. It is the responsibility of each student to check your educational programs against the graduation requirements listed above.

Below is a list of recommended classes for each school year.

7th Grade - Language Arts, Science, Math, Social Studies, Health Enhancement, Keyboarding, Music, and an elective course in Art, Vocational/Practical Arts, and Foreign Language.

8th Grade - Language Arts, Science, Math, Social Studies, Health Enhancement, Music, and an elective course in Art, Vocational/Practical Arts, Foreign Language, and Word Processing.

Freshmen - English 9, Physical Science 9, Health Enhancement 9, Algebra or Geometry, Computer Applications and Electives (2).

Sophomores - English 10, Biology, Geometry or Algebra II, Health Enhancement 10, World History and Electives (2).

Juniors - English 11, Modern U.S. History, 3rd year Math, 3rd year Science, and Electives (3).

Seniors - English 12, Political Science, 4th year Math, Adult Living and Electives (3).

The class schedule for the school year includes a seven period day. Students must schedule a minimum of seven classes. Students who qualify for academic assistance may schedule this in lieu of an elective course at no credit. Students who had several D and F grades the prior year, and are deemed high-risk by the Connections Committee qualify for academic assistance. They will receive mentoring and academic assistance from a certified teacher and in some cases a student tutor. Parents may request an Academic Assistance period for their child, should they not have qualified through the Connections Committee criteria. If you have any questions concerning registration, check with the office or a guidance counselor.

GRADING

Each classroom teacher may have his or her own system of determining the percentage, which determines a student's letter grade. Teachers are encouraged to have two scores in the gradebook each week. The percentage and letter grade equivalents are established by the School Board.

A report depicting the student's progress will be issued quarterly following an evaluation by the appropriate teacher, teachers, or other professional personnel. In addition to the periodic reports, parents will be notified when a student's performance is considered failing.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and principal.

Any change in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, students, and parents, who will submit the proposal to the superintendent for his consideration and approval.

A	=	100-96	C	=	79-77
A-	=	95-92	C-	=	76-74
B+	=	91-89	D+	=	73-71
B	=	88-86	D	=	70-68
B-	=	85-83	D-	=	67-65
C+	=	82-80	F	=	64 and below

ACADEMIC REPORTS

Deficiency Reports will be sent home on any student who is performing below grade expectancy. This not only includes students who are doing "D" or "F" work, but also those students who are performing significantly below their ability; or when student attitude may be interfering with his/her grades and/or general conduct. Parents are encouraged to contact the teacher at school to discuss reasons and solutions.

Parents are encouraged to check on their student's progress frequently if there are concerns about his/her progress. Forsyth Public Schools has implemented an online tool for parents to check on important data, such as your child's attendance and academic progress. This access is provided via a real-time web-portal called FamilyLink that is linked to the school's Student Information System. You can access this information by visiting the website for Forsyth Public Schools at forsythpublicschools.org. Google Chrome is the preferred

browser to access this data. Click on *High School* and then the link to *FamilyLink*. To access your child's data using FamilyLink, login using the login name and temporary password provided. You may call the high school at 346-2796 to obtain login information.

Mid-term Reports will be sent home with each student at the mid-term of each quarter. Report Cards are sent home four times a year. At the end of the first three quarters, students are given their report cards to carry home to parents. The last report card of the year will be mailed home. If there are unpaid fines, lunch charges, class bills, or lost library books, the student's report card is held until said bill is paid or settled with the school office.

DROPPING AND ADDING COURSES

Students will be able to drop and add courses only during the first week of each new semester. Drop/add forms must be completed and this change must be approved by the teacher and principal. If the course being dropped is a core course (English, math, science, social science or a required course), parents must also sign the drop/add form. Students failing to complete a course will receive an "F" in that subject for the semester and this "F" will appear on the permanent record as a failure.

WITHDRAWAL GRADES

Upon withdrawing from FHS/FJH, a student will receive a withdrawal grade from classes he/she is taking at that time. A student must have been in attendance ninety percent (90%) of a given semester in order to receive a semester grade.

INCOMPLETES

Students receiving an incomplete grade for any marking period will have one week in which to make up work for which they were given the incomplete. If within that one week's period the incomplete is not removed, the student's grade will automatically become the value of the student's other work in the class effected. At the end of the 4th quarter, all work must be completed prior to the last day of school.

HOMEWORK REQUESTS

Homework requests from parents, when calling in an absent student, must be made no later than 11:00 a.m. Requested assignments can be picked up at the high school office after 3:30 p.m.

DRIVER'S EDUCATION

Driver's education, when offered, is a class that is offered outside the normal school day. Students successfully completing the course will receive $\frac{1}{2}$ elective credit.

HONOR ROLL

Honor roll is figured by counting up the numerical equivalent of the letter grades.



A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	.67
F	=	0

The total is divided by the number of grades. All classes are counted.

ATTENDANCE

The responsibility for daily attendance at FHS/JHS must be jointly shared by both the students and their parents or guardians. For those students enrolled in the school's outstanding educational programs, academic success can only be achieved through consistent daily attendance. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record. The Forsyth School District, under the sanction of the State of Montana, has set the following attendance requirements:

1. All students living in the Forsyth School District, under the age of 16 years of age, are required to be enrolled in an educational program.
2. Students enrolled in the Forsyth School District are expected to arrive at school each day on time and ready to learn. Two unexcused tardies in any given class will be considered an unexcused absence and will go against the students 10 absences per semester.
3. The Forsyth School District will only allow **ten (10) excused or unexcused absences** per semester per class period other than school-related or exempted absences.

Excused Absences – Makeup Work Allowed

- A. The student's parents/guardian must telephone the appropriate school office and inform them of the reason for the absence by 11:00 a.m. on the day of the absence, otherwise the absence is unexcused until it can be validated by the Building Principal. Examples of such absences are: brandings, vacations, shopping trips, hunting/fishing trips, attendance at out-of-town school activities, sick (without a doctor's note), etc. The school district considers these types of absences as "parental request" absences.
- B. Vacations must have prior approval from the Building Principal.
- C. Upon return to school the student must present a note explaining the nature of the absence and this note must be signed by the parent or guardian.
- D. Make up work will be required for all excused absences. Vacations or other pre-excused absences may require that work be completed prior to an absence. This will be determined individually by each teacher. The standard policy is one day to make up work for each day absent. Students will receive a "zero" for any make-up work not handed in on time.
- E. Over ten (10) days excused absences in one semester may result in loss of credit in that class or classes.
- F. Out-of-School Suspension is counted toward the ten days.

Unexcused Absences – Make up work not allowed and the grade of zero will be given.

- A. Any absence not accompanied by a telephone call within 24 hours of return to school or a parental note.
- B. Long-term vacations that did not have prior approval from the Building Principal.
- C. Five (5) days of unexcused absences in one semester may result in loss of credit in that class or classes.

School-Related or Exempted Absences

Absences that do not count towards the 10 per period each semester include:

- A. School sponsored activities where the student uses school provided transportation.
- B. Documented medical appointments with signed doctor's note.
- C. Mandated legal appointments (with a note from the appropriate legal entity).
- D. College visits with corresponding notes from the college recruiting or admissions office. Travel time of no more than two days in addition to the day of the college visit will be allowed for most college visits. Allowed travel time will be determined by the Building Principal.
- E. Family emergency/bereavement with approval from the building principal.

4. Letters of notification will be sent out when students accumulate their 5th, 7th, 9th and 10th absence. Junior high students accumulating their 10th absence will be required to attend the After School program at 2 days for every period missed to make-up the periods missed and the corresponding missing assignments. Junior high students will receive an incomplete grade on their transcript until the time is made-up. Any student with an incomplete grade at the start of the next term will be ineligible to participate in extra-curricular activities until the incomplete grades are satisfied.

A “loss of credit” letter will be sent to high school students when that student has accumulated their 11th absence in any given class period. Notifications will include both absence tallies and the consequences for any attendance violations. The number of absences allowed per semester will be pro-rated when a student enrolls mid-semester.

5. Students having accumulated more than ten absences in any class period, during any given semester, will enter into the school’s disciplinary program.
 - A. Loss of credit (high school),
After School Program (junior high);
 - B. Possible alternative placement during periods effected;
 - C. Possible semester suspension;
 - D. Possible loss of extracurricular eligibility for the remainder of the semester effected.

TARDINESS

Attendance/tardiness reflects a student's dependability and is a significant factor in employment. Two unexcused tardies in any given class will be considered an unexcused absence and will go against the students 10 absences per semester.

TARDY SLIPS

Students are to pick up all tardy slips from the office.

Students are not to be admitted to class unless they have a slip explaining why they were late. When a student has been held over by another staff member, students must get a pink pass from the teacher stating that they were detained by a teacher.

The pass must be sent to the office with the attendance for that period.

A student is considered tardy if, when the tardy bell rings, they are not in their designated seat. If a student misses more than 20 minutes of a class that tardy will turn into an absence.



APPOINTMENTS

Medical and dental appointments during school hours are discouraged. However, if medical or dental appointments are necessary during school hours, please follow these procedures:

- A. All students should be picked up by a parent at the school building office or a phone call or note should be submitted to the office prior to the student leaving the building.
- B. Students visiting doctors during school hours must bring a note from the doctor, which states the time of the appointment. Please have an appointment slip signed by the doctor or nurse and return it to the school office. Absences verified by an authorized medical note may be exempt from certain absence totals.
- C. If any student has a serious medical problem, please inform the office immediately.

PARENTAL PERMISSION TO LEAVE THE SCHOOL

Whenever a student must leave school grounds, they must have a written statement or phone call from a parent or guardian regardless of age. Leaving without permission or not showing up at school without a parent's advance knowledge is considered truancy, and truancy is considered an unexcused absence and will count toward the ten absences per semester. If a student skips one period or a full day of school, they can expect school disciplinary action as outlined in the truancy section below.

After the office receives the written permission or phone call for a student to leave the school grounds, the student must check out in the book located on the front counter of the main office. It is the student's responsibility to inform the office personnel that they are leaving. The principal's office reserves the right to refuse to grant permission to leave school under certain conditions.

Students may leave school grounds to acquire materials for class projects during the day when the principal verifies that the need is legitimate and provided parental permission can be obtained directly by phone. The student must still follow the check-out procedure through the office.

TRUANCY

When a student is absent from school without the knowledge or permission of the school and the parent/guardian, that student is considered truant and/or unexcused and will enter into the school's disciplinary program. This includes students who check themselves out at the office without approval from parents, teachers or office personnel. Discipline for truancy will be as follows:

- A. 1st offense (one period or multiple periods) – **60 minute detention**
- B. 2nd offense – One (1) day of In-School Suspension
- C. 3rd offense - One (1) day of out of school suspension
- D. 4th offense – Three (3) days of out of school suspension
- E. 5th offense -- Appearance before the school board regarding recommendation for expulsion.



STUDENT CODE of CONDUCT and GENERAL EXPECTATIONS

STUDENT CONDUCT

General Conduct: Students are to conduct and dress themselves properly and appropriately at all times in or out of school whether attending class, attending school activities or when representing the school.

All students shall:

1. Refrain from the possession of or use of items, language, or gestures that are considered profane or inappropriate such as: profanity, pornography, defamatory comments, or threats.
2. Refrain from throwing rocks, ice, snowballs or other projectiles that might injure or damage other students or other's property.
3. Refrain from excessive or loud talk, mischief, rudeness or disrespect for fellow students and adults.
4. Use corridor manners in hallways: Quiet voices, no running, use safety precautions and stay to the right side of the hallway.
5. Show courtesy and respect and follow the directions of those in charge.
6. Address adults by their last name preceded by Miss, Mrs., Ms. or Mr. as the case may be.
7. Protect all school property and in no way mar or disfigure it. Any student defacing school property will be held personally liable for its repair or replacement.
8. Keep the school grounds, rooms and halls free from paper and other refuse.
9. Never be involved in fighting of any sort on school grounds.
10. Refrain from inappropriate public display of affection in hallways, locker areas, the lunchroom, in parking lots, or anywhere else on school grounds. Couples are reminded that hand holding, embracing, kissing and the like are not acceptable. This public display policy also includes PDA at school activities, whether at home or away.
11. Outside containers with soft sides or open tops are not allowed in the school building. The only beverage container allowed in the school building, beyond the lobby, are bottles with screw tops or reusable containers with a closing top such as a water bottle or thermos cup. Disposable coffee or soda cups and canned soda are not permitted inside the building during regular school hours. Beverages in acceptable containers may be kept in lockers to be consumed during break and between classes. It is each teacher's prerogative to allow or ban any container from their classroom. School personnel may inspect any container.
12. Sunflower seeds are not allowed in the building or on buses.

If a conflict develops between a student and teacher the conflict must be resolved in a non-confrontational manner. Teachers/students are not to discuss, at length, in the classroom, differences that may develop. The discussion will take place at some other time outside class time. In the classroom the teacher will determine the progress of the discussion.

STUDENT RESPONSIBILITIES

1. To treat others fairly and without prejudice.
2. To obey and comply with school rules.
3. To respect other people's rights, property, and reputations.
4. To contribute to a positive and safe school environment.
5. To participate in their own learning - to strive to learn to the best of your ability.
6. To respect and maintain school property.
7. To attend school regularly.
8. To take education seriously.
9. To avoid disruptive behavior.
10. To behave, dress, and use language appropriate to a learning environment.
11. To practice civility and to show respect in all dealings with peers and adults in the school.

STUDENT RIGHTS

1. To have a safe and healthy learning environment. To learn in a drug-free, tobacco free and violence-free environment.
2. To be respected as an individual and to be treated fairly.
3. To learn without disturbance or distraction.
4. To have personal property respected and protected.
5. To appropriately express views and to be heard.
6. To be exposed to competent teachers and positive adult role models.
7. To be challenged with materials and instructional techniques that match the abilities and learning styles of students.

STUDENT APPEARANCE AND DRESS DURING SCHOOL and SCHOOL ACTIVITIES

It is the goal of the school to establish an educational environment that not only prepares students for post-high school endeavors, but also creates habit forming consistencies that promote professionalism and workforce readiness. Appropriate student conduct, dress, and appearance are very important parts of this desired educational environment. Garments shall promote decency and be a reflection of the best image of ourselves, Forsyth Public Schools and the community in which we live whether attending class or attending school activities.

Students are asked to use good judgment and are encouraged to take pride in their dress and grooming. The following list is not all-inclusive as what is appropriate for one student might not be appropriate for another because of shape, size, or gender.

1. Any form of dress which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.
2. Undergarments or clothing designed to be undergarments are not to be seen through garments, exposed, or worn on the outside of other clothing.
3. Clothing that exhibits profanity, obscene words or gestures, or promotes drugs, alcohol, or sexual content are considered inappropriate and will not be allowed to be worn.
4. Tops on both male and female students will completely cover the mid-section, will not be excessively tight, and will have appropriate necklines not exposing excessive cleavage. Straps on sleeveless tops must have at least a 2 inch width. Sheer tops must have a camisole or t-shirt underneath that covers undergarments.
5. Sunglasses and any type of headgear (hats, caps, dew rags, etc.) are not to be worn in the school building during school hours.
6. Shorts, skirts, and dresses must be at least the same length as the longest finger from a fully extended arm reaching down the side to the thigh. The shorts/skirts must be at their appropriate waist location as determined by an administrator or designee. For safety reasons, no shorts, skirts, or dresses will be allowed in the shop area. Pants will not have inappropriate holes/slashes above the established longest finger line on the thigh.



When there is a question on any student's choice of dress, the Principal or his/her designee(s) will become the final determiner of the direction to be taken. Students may be asked to change their clothing, cover it, or remove themselves from the activity or student section. They will receive a disciplinary referral for excessive appearance violations and/or inappropriate attitudes when what they are wearing is in question.

STUDENT CONDUCT IN LUNCHROOM

The students will:

1. Enter the lunchroom in a quiet and orderly manner.
2. Say thank you and no thank you when being served.
3. Take the plate on top and remember silverware.
4. Sit down quietly after being served and limit visiting to those closest to them.
5. Refrain from calling or waving to students waiting in line or walking in the hall.
6. Not trade or share food.
7. Not throw food or other objects.
8. Keep feet under the table while seated and not in the aisle.
9. Attempt to eat what is given or they take. This prevents large amounts of food from being wasted.
10. Follow directions given by adults in the lunchroom.

BACKPACK POLICY

Backpacks, purses, briefcases, gym bags or any similar carrying devices used to bring books, school supplies or personal items to school will be stored in lockers during the school day. They are not allowed into classrooms. Such carrying devices will not be allowed to be carried from class to class or building to building unless students are going to Health Education in the gymnasium.

BULLYING/INTIMIDATION/HARASSMENT

Forsyth Schools is committed to providing a safe, productive and positive learning environment for all students at all grade levels. Harassment, intimidation or bullying of a student or staff member in any Montana public K-12 school by another student or an employee is prohibited. Harassment or bullying can be either physical, verbal, or through electronic communication. When an individual feels he or she is a victim of any harassment, intimidation or bullying, report such incidents immediately to a classroom teacher, counselor or to the Principal. Reporting of such incidents may occur verbally or via the harassment reporting form (3225F). The reporting form may be submitted anonymously. All complaints shall be promptly investigated by the Building Principal or Superintendent.

Bullying means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

- (a) Causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property;
- (b) Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- (c) Substantially and materially disrupts the orderly operation of a school. (MCA 20-5-208)

Persistent as used in this rule can consist of repeated acts against a single student or isolated acts directed against a number of different students. Students involved in any form of harassment, intimidation or bullying will be subject to school disciplinary procedure, which could include in-school suspension, out-of-school suspension or expulsion from school. The harassment, intimidation or bullying of students after school hours and/or off school property may also be reported to the local law enforcement authorities.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

BUS CONDUCT

The safety of students during the transportation to and from school is a responsibility, which they and their parents share with the bus drivers and school officials. Each bus is outfitted with video cameras with audio capabilities.

The School Board wants each student to know what is expected of him/her when he/she waits for and rides on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year.

1. Observe same conduct as in the classroom.
2. Be courteous; use no profane language or gestures.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Use of tobacco, drugs or alcohol is strictly prohibited.
7. Do not be destructive.
8. Stay in your seat, face forward.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the District Transportation Supervisor on the same school day, if the incident occurs in the morning; or the next morning if it occurs in the afternoon. Verbal warnings shall be given first by the bus driver. Further infractions shall be noted by using Bus Conduct Reports. The normal progression of the discipline code shall be followed.

The Superintendent/Building Principal will have authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders must be notified that their children face the loss of school bus riding privileges in accordance with district policy. The Forsyth School District has installed cameras on each bus as a monitoring system for each student's safety and protection.

CARE OF SCHOOL EQUIPMENT

Each student is expected to help maintain all school equipment in the best possible condition. Each student will receive a set of textbooks. The teacher has a record of the condition of the book at the time of issue. Each student is responsible for his or her books until such time as they are returned to the issuing teacher. Any wear and tear on books in excess of that involved in normal usage is the student's responsibility. Students will be held financially responsible for the damage to or the replacement cost of books.

Library books fall in the same classification as the above. Library books are to be checked out only in accordance with the rules posted in the library. Library books should be turned in to the librarian in charge. It is the student's responsibility to see that the book is checked off from his or her library account.

Under no circumstances are books to be removed from the library without being checked out, or the reference books such as encyclopedias to be removed from the library. Disregard for the above may result in discontinuation of library privileges.

GUESTS

Guests may be brought in school during the day, provided the host student has received a two day prior approval from the office and classroom teachers. Approval from the school means the host student will be responsible for the guest student's conduct. Guests will be asked to leave the school if their behavior is inappropriate.

HALL PASSES

Students must obtain passes from teachers or other school officials in order to travel from one room to another during class time. Students are not allowed in the halls during class periods. Bathroom breaks, water breaks, telephone calls, etc. are to be completed between classes. It is the teacher's responsibility to keep students in the classroom.

HATS/HOODS/BLANKETS and COSTUMES

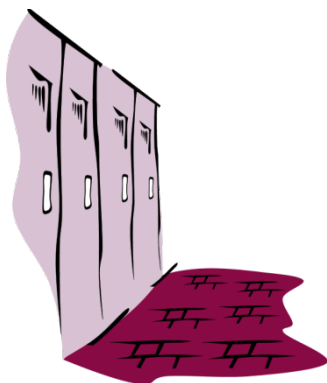
Hats, caps, and hoods are not to be worn in the school building on school days during regular school hours. In addition, students who wrap themselves in blankets to get to school must place them in their lockers during the school day. Costumes are also not allowed to be worn unless the Principal has declared a special day or week such as Homecoming.

HAZING

There will be no hazing by clubs, classes, organizations or individuals. Students involved in any form of hazing will be subject to school disciplinary procedure, which may include in-school suspension, out-of-school suspension or expulsion from school.

LASER LIGHTS

Laser lights are to be used for classroom instruction by teachers and speakers only. Students are not to bring laser lights in any form to school or to school activities.



LOCKERS

Lockers should be locked to protect your personal and school issued items. Students may use their own locks; however, the school does reserve the right to inspect lockers when needed. One key or combination must be given to the office if a lock is placed on a locker. Students are not allowed to be in their lockers during class periods. Locker rules and regulations are as follows:

1. Students are responsible for care and maintenance.
2. Students must keep locker assigned to them. Students are not permitted to change lockers with another student or occupy more than one locker.
3. Do not use sticky glue on posters, mirrors, etc., in or on lockers.
4. Do not give lock combination to other students.
5. If there are any problems, please report them to the office.
6. No contraband-tobacco (including smokeless), drugs, or alcohol are allowed in lockers. Students are responsible for their locker contents regardless of how it got there.
7. The school reserves the right to search lockers if and when it is felt that there is such need and such a search may be unannounced and without student permission or presence. Lockers are school property, not private property.
8. Students will be responsible for damage to lockers and will be assessed the cost for repairs to their lockers at the end of the school year.
9. Students are allowed to tape items on the outside of their locker as long as the items are school related and are appropriate and in good taste. Lockers will be cleaned off after each season of activities. Example: Fall, Winter and Spring.

SEARCH AND SEIZURE

The hallways at Forsyth High School are monitored by cameras for the protection of the students. In addition, Forsyth High School has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, common areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection at any time. This includes the inspection of personal electronic devices brought to school if reasonable suspicion warrants the search. All inspections will be conducted within the scope of law and with the knowledge of the student. The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car, electronic device or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent.
3. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
4. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
5. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

SEXUAL HARASSMENT

The Forsyth Public Schools recognizes its responsibility to maintain an environment free from all types of discrimination, including sexual harassment. It is the policy of the Forsyth Public Schools to prohibit sexual harassment in any form by any employee or student of this district management or non-management, certified or classified, contracted or temporary, male or female, or any student.

Sexual harassment, a form of sex discrimination, means any unsolicited comments, gestures or physical contact of a suggestive or sexual nature, which are unwelcome by the person for whom they seem intended.

Any employee or student who believes he or she is being subjected to sexual harassment by anyone should report the matter promptly, within 30 days, to the building principal who will conduct an investigation. Attempts will be made to resolve the alleged harassment on an informal basis. If the complaint cannot be resolved informally, it will be turned over to the Title IX Coordinator for the District, Dinny Bennett.

Students are to refrain from making comments, writing notes, drawing pictures, inappropriate touching of others or making gestures that could be interpreted as sexual harassment by other students. Students are responsible for their own actions in this regard. Students should report incidents of suspected sexual harassment to the Building Principal as soon as possible after their occurrence. Students in violation of any form of sexual harassment will be subject to school disciplinary procedure, which could include in-school suspension, out-of-school suspension or expulsion.

TELEPHONE/CELL PHONES/ELECTRONIC DEVICES

A courtesy phone is located in the office. Students are permitted to use that phone during class breaks for local calls after obtaining permission from office staff. If the student needs to use the phone during class time, the student must have a pass from the classroom teacher. Students will not be called out of class to the phone except for emergencies. Messages may be taken in the office and announced to students at convenient times.



Student possession and use of cellular phones, and other electronic communication devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege, which shall be permitted only under the circumstances herein. At no time shall any student operate a cell phone or other electronic device with video/photo/recording capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person. Posting of these images online will result in disciplinary actions. In addition, using a cell phone to text messages considered to be bullying or harassment is a violation of school policy and will be handled as such.

Students may use cellular phones, and other electronic communication devices on campus before school begins, after school ends, during lunch and between classes. These devices must be kept out of sight and turned off during classes unless the teacher allows the device to be used for a class assignment. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian by the principal. Repeated unauthorized use of such devices will result in disciplinary action after the third confiscation for the year.

VEHICLES

Students are required to drive on school property in a safe and prudent manner. Incidents of exhibition driving, speeding or improper parking will result in loss of vehicle use privileges on school property.

Students are asked to use the designated parking areas only. Visitor, handicapped, and emergency access (fire lanes) must be left open. Students blocking these accesses may be issued a ticket or the vehicle may be towed at the student's expense. Any vehicle that will be worked on in the shop during the day will be parked at the shop either in the morning or at the end of the lunch break.

Students must remember that when they drive to school they still have a responsibility to be at school on time. If students have trouble getting to school on time, then they should plan on leaving home a little bit earlier. Arriving late is no excuse when the school provides transportation that will get students to school on time.



Students may drive to the lunchroom to eat at the cafeteria. Students must park cars in the middle school parking lot. There is to be no driving in the areas east of the parking lot at noon. Students are advised to use extreme caution when driving near the elementary schools. The school district does provide transportation to and from the cafeteria at noon. If a student rides over to the Elementary School on the school-provided transportation and decides to walk back to the High School after lunch, it is the student's responsibility to get back on time.

DISCIPLINARY GUIDELINES

CLASSROOM DETENTION POLICY

The ultimate responsibility for a student's behavior rests with the student. School discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling; involvement of students in defining acceptable behavioral standards; and assignment of after school detention as needed. Involvement of the parents in cases where a student has repeatedly exhibited lack of responsibility or of self-discipline may be necessary.



Each teacher will determine the amount of time a student has to complete their detention. Teachers must allow parents and students adequate time to make any transportation provisions. If the student does not serve their detention or other type of consequence with the teacher, the student is then written up and a disciplinary referral is given to the Principal.

A teacher will have the right to exclude a disruptive student from an educational function (that is, any class or activity under the teacher's supervision) for a period of up to one day, or with the approval of the principal or designee, for a longer period of time. For the period of the exclusion, the student will be assigned or detained elsewhere in the school building.

DISCIPLINARY REFERRALS

A student who has not met the behavioral requirements of the classroom teacher or other supervising adult will be referred to the Principal. The first two referrals will result in detentions being issued by the Principal. The student will serve a detention within three (3) days after meeting with the Principal. This is to allow parents and students adequate time to make any transportation and scheduling arrangements. Failure to serve a detention on time will be considered insubordination whereby the student will be given an additional disciplinary referral. Any student failing to serve their disciplinary action on time will be excluded from participation in extra-curricular activities until the discipline is served.

Levels of Disciplinary Action per Semester

Any student who receives a disciplinary write-up from a teacher or the building principal is entered into the following discipline process. These disciplinary levels begin anew with each semester.

- First disciplinary referral = detention/parent notification
- Second disciplinary referral = detention/parent notification
- Third disciplinary referral = one (1) day in-school suspension/parent notification
- Fourth disciplinary referral = one (1) day out-of-school suspension/parent notified
- Fifth disciplinary referral = three (3) days of out-of-school suspension/parent notification with zeros received in all classes
- Sixth disciplinary referral = appearance before the school board regarding recommendation for expulsion

In-School Suspension

Students are required to remain in a secluded and restricted environment. Credit is given for completed work.

Out-of-School Suspension

The principal may suspend students, for up to ten (10) school days, from school grounds, classes and all school activities. In addition, the superintendent may extend the suspension when deemed necessary, based upon the severity of the infraction resulting in the suspension. Any time a student receives an out-of-school suspension, the student will be allowed to make up the work missed. This work pertains only to that which is due on the day(s) suspension. This work will be available for pick up by 11:30 on the first day of O.S.S. Credit will only be given for missed classes, if all work is turned in at 8:00 a.m. to the office on the student's first day back to school following the suspension. The office will give the work to each teacher with a note allowing the work to be graded. Otherwise, zeros will be placed in the gradebook for the day the student missed due to an O.S.S.

***All rights under IDEA will be sustained.

Due Process and Appeals for Out-of-School Suspension

Any disciplinary action imposed, as a result of a violation of school rules and/or policy that will result in out-of-school suspension will commence on the first scheduled day following the completion of an investigation of the related incident. However, if the student appeals the disciplinary decision, any disciplinary action will be stayed, and the student will be placed on in-school suspension pending a final determination made at the highest level of appeal taken by the student up through and including a hearing before the Board of Trustees. The principal, superintendent, or Board of Trustees may impose lesser or greater discipline, depending on the severity of the misconduct. In addition, it is in the discretion of the superintendent to immediately suspend a student from any/all attendance at school or school activities, during the course of the investigation and appeals, taking into consideration whether being present at school would be detrimental to the health, welfare, or safety of the participant or others or would be disruptive of the school, activity, or community. The exclusive authority of the Board to suspend students for longer than ten (10) days does not prohibit the principal and/or superintendent from limiting student participation in regular classroom or extracurricular activities.

Appeals Process:

Student appeals of assigned discipline will follow the stated protocol:

- a) The chain of appeal will be in this order:
 - 1) Principal
 - 2) Superintendent
 - 3) Board of Trustees
- b) An appeal of assigned discipline will only be accepted for out-of-school suspension.
- c) The request for appeal must be in writing and submitted to the superintendent within 24 hours of the discipline being assigned.

Expulsion

"Expulsion" is any removal of a student for more than twenty (20) school days without the provision of educational services. The Board of Trustees may expel students for a stated period of time, when it is deemed appropriate, based on the severity of the infraction. Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with section 20-5-202, MCA. At the hearing the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. The Board is not bound by formal rules of evidence in conducting the hearing.

***All rights under IDEA will be sustained.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the following corrective measures are authorized:

1. Restrictive consequences implemented by the classroom teacher, other staff, or the building Principal, which may include detentions or alternative placements.
2. In-school suspension of the student in accordance with Board regulations.
3. Out-of-school suspension in accordance with Board regulations.
4. Exclusion of the student in accordance with Board regulations.

DRUGS, TOBACCO AND/OR ALCOHOL

The community and school share responsibility in chemical dependency problems because they often interfere with behavior, learning and the fullest development of each student. Students are not allowed to use, furnish, sell or attempt to sell, transport or possess tobacco or nicotine products, illegal or non-prescription drugs, alcohol, or other intoxicants on school property or as a member of an organized activity at any time. Tobacco or nicotine products mean a substance intended for human consumption that contains tobacco or nicotine, including cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, e-cigarettes, vapor pens and any other tobacco nicotine innovations.

If a student is suspected of being high or intoxicated by exhibiting physical symptoms of being under the influence such as bloodshot eyes, slurred speech, distinctive odor, impaired motor skills, etc., parents will be notified and asked to remove their student from school property. Periods missed will count against the student's ten days per semester. If the parent chooses to provide a drug test proving the suspicion was in error, the absence will be waived.

Students found in possession of drugs, tobacco or nicotine products or alcohol shall receive punishments to be administered as follows:

TOBACCO or NICOTINE PRODUCTS

- 1st offense....1 day of out-of-school suspension/Parental contact and loss of participation privileges for 14 calendar days.
- 2nd offense....3 days of out-of-school suspension/Parental conference and loss of participation privileges for 90 calendar days.
- 3rd offense....5 days of out-of-school suspension/Parental Conference and loss of participation privileges for 1 calendar year.
- 4th offense....Suspension for the remainder of the semester.
- 5th offense....Expulsion for the remainder of the school year.

DRUGS/ALCOHOL

- 1st offense....**Serious**....3 days of out-of-school suspension, parental conference, mandated drug and alcohol awareness through the guidance counselor, and loss of participation privileges for 14 calendar days.
- 2nd offense....**Major**.....5 days of out-of-school suspension, parental conference, enrollment in a certified drug or alcohol abuse program to be paid for by the parent or guardian, and loss of participation privileges for 90 calendar days.
- 3rd offense....**Habitual**...suspension for the remainder of the semester, parental conference, completion of a certified drug or alcohol program before re-admittance, and loss of participation privileges for 1 calendar school year.
- 4th offense....**Chronic**...expulsion for the remainder of the school year and parental conference with School Board.

In addition, any drug, alcohol or tobacco offense will be reported to the appropriate law enforcement agency, who will proceed as they see fit.

FIGHTING

Students found to have been fighting on school grounds may be suspended from school. The term "fighting" will be judgment based upon the facts obtained by the administration from those involved, those observing, and any adult supervisors who may have witnessed the actions. The amount of student discipline will be determined by the circumstances surrounding the altercation.

VANDALISM

The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity is prohibited. In all cases of vandalism, restitution must be made prior to returning to activity participation or checking out of school.

- 1st offense....1 day of out-of-school suspension/Parental contact and loss of participation privileges for 14 calendar days.
- 2nd offense....3 days of out-of-school suspension/Parental conference and loss of participation privileges for 90 calendar days.
- 3rd offense....5 days of out-of-school suspension/Parental Conference and loss of participation privileges for 1 calendar year.
- 4th offense....Suspension for the remainder of the semester.
- 5th offense....Expulsion for the remainder of the school year.

WEAPONS-FREE SCHOOLS

Students will not carry weapons or any item that resembles or can be construed to be a weapon, at any time while on school grounds or in the school building. The possession, carrying or storing of a weapon in a school building is a criminal offense and shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time or at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. Therefore, a student shall not possess or transmit any object that can reasonably be considered a firearm or a dangerous weapon on the school property or any explosive, incendiary or poison gas.

The Building Principal or District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. All correspondence must be directed to the Building Principal who will then notify the Superintendent. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than forty-five (45) days.

CURRICULAR and SCHOOL ACTIVITIES

CURRICULAR vs. EXTRACURRICULAR

Curricular activities are those activities that occur either in or out of the classroom as part of a teacher's mandated and graded student expectation. Although a student's eligibility for participation in extracurricular activities is based on grades accumulated from curricular offerings, participation in curricular activities is not denied as a result of failing grades. Examples of curricular activities are: Music concerts, Large Group Music Festivals, Assemblies, Field Trips, etc.

Extracurricular or co-curricular activities are those school activities that occur outside the classroom experience, are not required or graded and participation is voluntary. Participation in any extracurricular or co-curricular activity is a privilege and is based upon a student's ability to maintain a passing grade point average in each of his/her classes. Examples of extracurricular or co-curricular activities are: Pep Band, Athletics, School Plays, Academic Olympics, Academic Challenge, Solo and Ensemble District and State Music Contests, FCCLA,

BPA, FFA and Student Council. Rules and guidelines for extracurricular and co-curricular programs are contained in the Activities Handbook located toward the back of this publication.

SCHOOL SPONSORED STUDENT ACTIVITIES

Student Organizations

- A. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- B. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
- C. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

Social Events

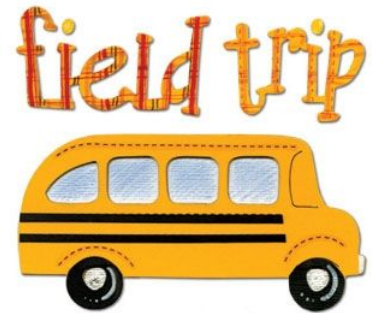
- A. Social events must have prior approval of the administration.
- B. Social events must be held in school facilities unless approved by the Board.
- C. Social events must be chaperoned at all times.
- D. Attendance at high school social events and dances shall be limited to high school students, and junior high school social events shall be limited to junior high students, unless prior permission is received from the principal.

ASSEMBLIES

All activities are designed to be an educational experience and scheduled as part of the curriculum. Assemblies provide one of the few opportunities in school to learn appropriate audience behavior. Courtesy demands that students be respectful and attentive during all assemblies. Talking, stamping feet, whistling and booing are examples of unacceptable behavior. Any student who misbehaves may forfeit their right to participate in future activities and may receive additional consequences.

FIELD TRIPS

Field Trip experiences are extensions of the classroom environment. Field trips are a privilege and participation can be denied based upon a student's behavioral and academic standing.



STUDENT PERFORMANCES

Instructors are encouraged to arrange for individual students and groups to provide public performances when such performances contribute to educational process objectives and when they do not interfere with other scheduled activities or classes within the school, as follows:

1. All activities involving students will be approved by the Building Principal.
2. The extended use of one particular group will be discouraged.
3. Students participating in a performance will conduct themselves in a way as to bring credit to their school.
4. Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to that particular student or students.

Student organizations may participate in the activities of the school district and with patriotic and civic groups in the community upon the approval of the Principal. They will not be paid for participating or performing when they represent the school.

STUDENT DANCES AND PARTIES

Permission for student parties, dances and other activities shall be cleared through the Building Principal. A permission form for student social activities must be submitted to the Principal at least two weeks prior to the activity date. Organizations that plan to use the Student Council sound system for their dance must request this on the permission form. Cost for the use of the sound system is 33% of the gate receipts, placed into the Student Council account when making the dance deposit. The 33% fee covers the use of the sound system and the DJ services. Providing a crew to help setup and tear down the system and lights is the responsibility of the organization using the system.

Permission for the sale of concessions at the dance must be granted by both the Principal and Activities Director. This must be done at least one week prior to the activity date.

For all dances and parties, there will be a minimum of four chaperones. It is recommended that these chaperones consist of two faculty advisors and at least two parents. In the make-up of the four chaperones, parents do not have to chaperone, however, at least one faculty member must be present at all times.

The doors will be closed one hour after the dance or party starts and students leaving will not be allowed to return. Students will observe all rules governing students according to the student handbook. Students found violating rules will be punished in accordance with the rules set up to govern student conduct. There will be no use of alcoholic beverages, drugs not prescribed by a physician, or use of tobacco or nicotine products while in the school, or on the school grounds. Students violating these rules will be disciplined in accordance with the discipline procedures adopted by the Forsyth Schools.

Law enforcement will be notified and the parents or guardians will be called and asked to come and get their son/daughter if the student violates any rules concerning the use of alcohol or drugs.

Non-Forsyth High School students will not be allowed into dances unless they have signed a "Non-FHS Student Participation" form and there has been pre-approval by the Principal. Guests must be a high school student at another school and not exceed 19 years of age. All forms must be in two (2) days prior to the dance. Students and guests may be subjected to a breath alcohol test.

Only Forsyth 7th and 8th grade students are permitted to attend Junior High dances. In addition, high school students may not attend junior high dances and junior high school students may not attend high school dances unless they are providing the music.

SCHOOL INSURANCE

The Forsyth 7-12 School does NOT carry insurance on students hurt on school property. Optional insurance is available if you do not carry personal insurance. Forms will be sent home with the students shortly after each school year starts. PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE PARENT TO PURCHASE THIS INSURANCE IF YOU WANT IT. If you have any questions regarding insurance, please call the High School at 346-2796, ext. 5140.

STUDENT ACTIVITIES FUNDS MANAGEMENT

The school activities fund will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Whether such funds are collected from student contributions, club dues, for special activities, or result from admissions to special events or from other fund-raising activities, all such funds will be under the jurisdiction of the Board and under the specific control of the District Clerk/Business Manager as Fund Administrator.

Monies collected will be deposited in a designated depository. Funds will be disbursed and accounted for according to procedures established by the District Clerk/Business Manager in accordance with requirements of the appropriate regulating body (the Office of Public Instruction). Funds will be audited annually.

STUDENT COUNCIL

A Student Council will be formed in the school. They will have as their objectives and responsibilities the support and maintenance of good government in the school. Student Council officers will be elected by the entire student body in an election simulating adult voting conditions. The Principal will be the Student Council Advisor. Every attempt shall be made to have at least one meeting per month and no meetings when classes are in session.

INJURIES, ILLNESS and OTHER MEDICAL CONSIDERATIONS

ACCIDENTS

All accidents, when they occur on school property, must be reported immediately to the high school principal's office. First aid, when necessary, will be administered. Parents will also be contacted, if possible, when the injuries appear to be serious. Students must help by making school officials aware of injuries as soon as possible. The official/teacher must then fill out an accident report form and submit it to the principal's office.

ILLNESS DURING THE DAY

If a student becomes ill during the day, they must report to the office. There are facilities in each school for a student to lie down if not feeling well. If the student does not feel well enough to return to class in a short time, a parent will be contacted to pick the student up from school. Therefore, it is important that the school be kept informed of a current phone number where the parent can be contacted. If it is necessary for the student to go home, all arrangements will be made from the office.

FIRST AID

All accidents must be reported immediately to the Building Principal. Very minor injuries will be taken care of by school personnel. First Aid response will consist of bandages, wrapping, icing and topical ointments or creams and other minor care. Parents will be contacted and requested to take over the responsibility for any care that goes beyond "First Aid" unless the emergency warrants immediate medical attention. In that case the school will call 911 and notify the parents. **IT IS IMPERATIVE THE SCHOOL HAVE EMERGENCY PHONE NUMBERS IN CASE THE PARENT CANNOT BE REACHED.**

MEDICATIONS

Students requiring prescription medications during the school day must keep the prescription in the office to be dispensed by school personnel as directed by the label. Students with allergies who have a prescription for an epinephrine pen may keep this at the office as well. The school does not have an epinephrine pen as part of their first aid kit, nor will they inject a student who does not have a prescription pen on file.

Students are not to keep prescription medications in their lockers or on their person. Students are allowed a one-day dose of non-prescription medications on their person with a parent permission note (i.e. Bufferin, Aspirin, Tylenol). These non-prescription medications are not to be left in lockers or other places accessible to other persons. School personnel may not give non-prescription medications to students at any time unless written parental permission has been given.

EMERGENCY EVACUATION PROCEDURE

In the unlikely event it is necessary to evacuate and transfer students to alternative sites from one or more of the Forsyth School Buildings, arrangements have been made for the safe movement and supervision of students to those designated sites. The alternate site for 7-12 students is the Lutheran Church building located at 310 North 8th Street. If evacuation to the alternate site were to occur, it is vitally important that parents do not attempt to come to the school or alternative site to pick up their children until they are called to do so. Students will not be released until it is determined a safe protocol for doing so has been established.

It goes without saying each and every parent will be extremely concerned about their children during an emergency, however, all of the schools efforts must be focused on the students and their safety during this time and therefore time spent on individual interactions will interfere with this process. Please be assured, information will be updated and disseminated frequently, and as soon as the situation allows for the safe release of students, parents will be notified when it is appropriate to come check-out their children.

PROGRAMS and SERVICES

AAA (Academics – Activities – Attitude)

Triple “A” is a recognition and incentive program designed to promote student achievement in academics, activities and attitude. It has been documented that students who participate in activities achieve better grades and have better attendance and attitudes. There will be a AAA program designed for both Junior High and High School students.

The Triple “A” project will recognize and reward student excellence through grades, activity participation, attendance, and character. To be eligible to participate students must meet the qualifying GPA, participate in music, drama or athletics and may not have any unexcused absences for the qualifying quarter, have no more than two tardies, and no documented classroom or activity disciplinary actions on file.

Students must fill out a Triple “A” application form prior to the quarter in which they wish to participate. These applications are available at the office. There are three levels of cards awarded based on GPA and attendance. Students may use the privileges outlined on the cards as well as become eligible for prize drawings. Lost or damaged cards will not be replaced.

ACADEMIC ASSISTANCE

Academic Assistance is assigned to high-risk students. A student is considered high-risk if they are on the F or D list 85% of the prior semester with three or more D’s or at least one F grade per week. Parents may request an Academic Assistance for their students who do not qualify. However, if a student consistently does not have work to complete during their assigned academic assistance period, they will be moved to a regular class at semester.

BUSES AND INCLEMENT WEATHER

Forsyth Public Schools provides bussing for students outside of the city limits and has pick up points within the city limits. At times during the winter months if the county roads are impassible or dangerous the buses run only in-town routes. During inclement weather it is in the parents' and students' best interest to listen to the local radio stations in Forsyth and Miles City. An announcement as to which buses are running will be made on these stations. One point that is important to remember in these situations is: ***IF A BUS DID NOT RUN A ROUTE IN THE MORNING, IT WILL NOT RUN THAT ROUTE IN THE AFTERNOON.*** Even if the weather clears, a route not run in the morning will not run in the afternoon.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) - STUDENT INFORMATION

The Family Education Rights and Privacy Act allows for inspection and review of educational records by the parent or guardian and provides for procedures by which educational records can be amended.

- A. A school must allow parents to inspect and review their student's educational records maintained by the school. This is done by making an appointment with the office manager or administrator and reviewing the records in the presence of that official. Copies of materials from the records may be obtained for \$.25 per copy.
- B. Parents may request that a school correct records believed to be inaccurate or misleading. This request must be made in writing to the Administrator within five (5) school days of reviewing the record.
- C. The school must have WRITTEN PERMISSION from the parent before releasing information from a student record, except as specifically designated as directory information and considered public information in FERPA law.
- D. “Directory Information” on students may be released to anyone who requests it unless parents object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook is given to students. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

GUIDANCE PROGRAM

Forsyth Public Schools offers comprehensive guidance programming designed to foster the personal, social, educational and career development for all students. The school counselor serves as a resource to parents, staff and students and are responsible for implementing the guidance program by conducting classroom guidance presentations, providing personal counseling and coordinating other activities that support the objectives of the guidance program. School counselors also consult with parents, administrators, school staff, and community resource personnel to meet the needs of students. In addition to the delivery of a planned, sequential guidance curriculum, personal/individual counseling is available to all students at Forsyth Schools to assist them in dealing with a variety of issues or concerns. Students, parents and school staff members may request that a student visit with the school counselor. The counselor will seek parental permission for students requiring on-going assistance.

HOT LUNCH PROGRAM

The school sponsors a hot lunch program serving lunches on school days in the Elementary School lunchroom. Lunches are provided in accordance with the U.S. Department of Agriculture guidelines. The cost for lunch is **\$2.25** for all K-6 students; **\$2.50** for all 7-12 students. An adult meal is **\$3.75** and extra milk is **\$0.40**.

A free or reduced lunch program is available for children of low-income families. Application forms for the free or reduced price lunch will be sent out from the school with all children soon after school begins or forms may be picked up in the school office. Applications must be made yearly. Parents who believe their student may qualify for this program are encouraged to apply. Many of the grants received by the school are based on the count of students eligible for the free and reduced lunch program.

The hot lunch accounting program is on computer and payments can be made on student accounts in the morning before school or you can make your payments by mail. Send checks to Lunch Program, Forsyth Public Schools, PO Box 319, Forsyth, MT 59327. Payments must be turned into the office by 8:30 am to be credited that day. All lunches and extra milk must be paid for before school. Absolutely no money will be accepted in the lunchroom.

Students are encouraged to check with the lunchroom personnel on a regular basis to keep current on the status of their lunch accounts. A student whose account is less than the cost of one lunch will be given a notice to take home to the parent. Lunch account charges cannot exceed 5 lunches. After the 5th charge, the account will become delinquent. Students with delinquent accounts will receive an alternate lunch, which may consist of a sandwich, piece of fruit and water. In the event the account is not brought current within 5 days of the student receiving the alternate lunch, school personnel will make personal contact with the parent.

Junior high students are required to participate in the school's hot lunch program with the exception of the following:

1. The student is checked out of school for lunch by his/her parent/guardian.
(Only a parent or guardian can check out a student for lunch)
2. The student brings their own lunch.
(The student is still required to ride the lunch bus and eat with their peers)
3. The student is in an I.S.S. situation.
(A school lunch will be charged and delivered to the student unless they bring their own sack lunch.)
4. A student's parent/guardian fills out and signs a "Leave the Building Permit for Lunch at Home" form. Students may only go to their residence for lunch and must have a parent's signature each day. Students are not permitted to go to another student's home for lunch or to be supervised by siblings or adults other than a parent. Forms and procedures for this lunch privilege can be obtained from the high school office.

Credit balances in lunch accounts are carried over to the next year and will not be refunded unless the student moves from the district.

High school students may drive to the lunchroom to eat at the cafeteria. Students must park vehicles in the middle school parking lot. There is to be no driving in the areas east of the parking lot at noon. Students are

advised to use extreme caution when driving near the elementary school. A District bus is provided for student transfer to the lunchroom.

Students leaving campus during the lunch hour are asked to drive in a careful and prudent manner. Inappropriate driving in the school parking lot may result in suspended or loss of school parking lot privileges.

LIBRARY AND MEDIA SERVICES

The library is a source of multiple services; its main function is to further the school's objectives by providing reference and resource materials for all subjects and all interests of students and teachers. These resources include the library website, databases, books, magazines, newspapers, videos, and computers. The library is also a teaching center where students may receive instruction in library usage and research skills on a group or individual basis.

Students are charged 5 cents per day per item for overdue books.

All students are fined for lost or damaged books. Should a borrower lose a book, he/she will be charged for the replacement of the book, including the price of the book plus an additional \$5.00 to cover shipping and processing costs. Damages to books, such as torn pages, missing barcodes, damaged covers, excessive writing, water damage, or broken bindings, will be determined on an individual basis, as deemed appropriate by the librarian. Should the damaged book be considered unusable for library purposes, the borrower will be charged as if the book had been lost.

If a lost book has been paid for, but later found, the library will refund the price of the book (less any applicable fines) until the end of the school year in which the book was lost, unless a new book has already been purchased.

SCREENING SERVICES

The Forsyth School District No. 4 screens students for disabling conditions during the school year. Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered for further evaluations.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights status which provides that "No otherwise qualified individual with handicaps in the United States ... shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by an Executive agency or by the United States Postal Service." The 504 Coordinator is Shelly Weight. Phone: 346-2796 ext. 5140

DISCRIMINATION GRIEVANCE PROCEDURE

When a student believes that they are being discriminated against because of their sex, race, color, creed, religion, age, physical, sensory or mental handicap, marital or parental status or other projected class, that student may submit the complaint to the Building Principal. If the grievance is not resolved informally at that level, it will be directed to the Title IX District Coordinator. The Title IX Coordinator may investigate any complaints alleging discrimination. The Title IX Coordinator for the district is Dinny Bennett. Phone: 346-2796 ext. 5103.

The complaint will be adjudicated and a written report will be prepared. If either party to the complaint disagrees with the adjudication report, it may be appealed to the Board of Trustees. The Board should hear and rule on the appeal within thirty (30) days of the date of the appeal.

Upon exhaustion of remedies available within the School District, the aggrieved party may commence an action before the County Superintendent of Schools pursuant to the Uniform rules for School Controversy.

SPECIAL EDUCATION SERVICES

A commitment has been made to recognize the right of ALL children to an education in the Forsyth Schools. Children with disabilities can learn and become productive members of society. The Individuals with Disabilities Education Act provides help for children with individual differences by outlining specifically designed school programs to meet each child's individual needs. Each one of us is an individual. We are all different and some of us have individual differences that are greater than others. We all deserve an equal opportunity to benefit from an education.

Because children with disabilities have a wide range of individual needs, many different kinds of Special Education services are available. For further information contact the building administrator.

TITLE I

Title I is designed for those students who are unable to get full value out of the learning process which is offered them in the traditional classroom setting. Students are placed in the program through a prioritized process using selection criteria. Instruction is given in the classroom and/or in a pull-out model in the areas of reading and math. Smaller pull-out classes offer extra time for teaching Title 1 students the skills they need through additional teaching materials that supplement their regular instruction. Classroom and Title 1 teachers coordinate instruction on a timely basis. An after-school program is offered to further assist students. The goal of Title 1 is to provide instructional services and activities which support students in meeting the state's challenging performance standards.

TITLE IX

As provided in the Constitution of the State of Montana, Forsyth School District and MHSAs are committed to equality of educational opportunity. This district is also committed to equal employment opportunity. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicaps, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The Forsyth Public Schools Title IX contact person is Dinny Bennett. Phone: 346-2796 ext. 5102.

LEGAL REF. 10/3/95 Constitution of State of Montana: 1972 Education Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Sections 503 and 504; 1975 Age Discrimination Act; Vocational Educational Guidelines. Board Policy.

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan is available for review by parents, teachers and employees. The school district has completed an extensive survey and inspection of all buildings. Based on the results of this inspection, a Management plan was prepared which details the response actions that this district will take regarding asbestos containing materials found. The Management Plan is available for inspection in the District Office without cost or restriction during normal business hours. It is the policy of this school district that a safe environment will be maintained for students, teachers and employees.

ACCESS TO ELECTRONIC INFORMATION, SERVICES and NETWORKS

The District makes Internet access and interconnected computer systems available to students and staff. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District utilizes a specific technology that blocks or filters Internet access by adults and minors to materials that are obscene, harmful to minors or contains child pornography. It may be temporarily disabled for educational research or other lawful purposes.



Use of District technology is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. The system administrator (and/or building principal) will make all decisions regarding whether or not the user has violated acceptable network practices and revoke network privileges if abused.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose.
 - A. All student use of the Internet should be supervised.
 - B. Students/staff will use only their individually assigned access codes. Personal codes should not be shared. Using the network while access privileges are suspended or revoked is forbidden.
 - C. Users will identify security problems by notifying a teacher, system administrator or building principal.
2. Unacceptable Uses of Network. These procedures do not attempt to state all required or proscribed behaviors by users. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Students/staff will not seek to access sites that are inappropriate for the public school environment. Staff should preview and check the availability of sites for student assignments ahead of time.
 - B. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - C. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information; tampering with computer parts; erasing programs or others' files and modifying settings without permission.
 - D. Uses that intentionally waste resources, downloading music, playing online games, creating or printing inappropriate materials, and printing excessive quantities.

- E. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give personal information to others, including credit card numbers, social security numbers, addresses or telephone numbers.

Bring Your Own Device

It is the philosophy of the Forsyth School District that students in grades **4 – 12** may bring their own devices to school for educational purposes. A student that brings an electronic device to school assumes all risk and responsibility for the item. It is recommended that the device be labeled with the student's name.

Please realize that **NO** student will ever be asked to bring their own electronic device to a classroom for educational purposes without a permission form accompanying the request. This form will require agreement by the parent or guardian and must be signed. If all students in a class do not have their own electronic devices, it is the responsibility of the teacher to find a solution. **NO** student may use a personal electronic device other than their own for school projects.

A permission slip is not required for a cell phone that is carried daily by the student. However, if a student uses their cell phone for an assignment that requires Internet access, they must use the schools filtered network per the Children's Internet Protection Act. In addition, the students must keep their devices turned off when not in use on a school project.

The District will not provide software or technical assistance for student owned devices. The student and their parents or guardians are responsible for servicing their own device.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

TECHNOLOGY USER AGREEMENT FORM

STUDENT RESPONSIBILITY

I agree to follow the rules concerning the use of technology in the Forsyth School District. I understand that if I do not follow the rules, I will receive disciplinary actions which may include the loss of technology use.

Student's Name Printed

Student's Signature

Date

PARENT/GUARDIAN RESPONSIBILITY

As a parent or guardian of this student, I have read and AGREE to the provisions of this agreement. I understand that it is impossible for the Forsyth School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired on the network.

CHECK ONE

I hereby give permission for my child to access District Technology Resources as defined in this document.

I hereby give permission for my child to access District Technology Resources **with the following exceptions.**

Parent or Guardian Printed Name

Parent or Guardian's Signature

Date